

ITEM 5.2: CORRESPONDENCE, COMPLAINTS AND FOISA REPORT

Purpose

1. To provide members with a report on the Council's performance in terms of its statutory obligations under the [Freedom of Information \(Sc\) Act 2002](#) (FOISA) and the [Scottish Public Services Ombudsman \(SPSO\) Act 2002](#) (SPSO).
2. To provide an overview of the items of correspondence which have been responded to by the Secretariat on behalf of the Council, in terms of [Standing Orders](#) 9.10-9.13.

Discussion

3. This report covers the period **13 August 2016 to 16 November 2016**. The following table provides an overview of the number of items under each category, the subject matter and whether those items were responded to within the timescales set out by FOISA, SPSO and the Standing Orders.

Category	Number	Subject	Response within timescale?
FOISA requests	0	-	-
DPA requests	0	-	-
Complaints	0	-	-
Items of correspondence	5	<ul style="list-style-type: none"> • Sentencing acronyms query • Will the Council prepare a guideline on the topic of sexual offences? • What are the timescales for producing a guideline on health and safety offences? • What sentencing guidelines and documents are available on domestic abuse? • Effect of extended sentence on length of time on sex offenders' register. 	1 response outwith 20 day timescale (20%)

Recommendation

4. **Members are invited to note the content of this report and provide any comments.**

Scottish Sentencing Council Secretariat

November 2016