

Requests for Information – Annual Report 2016-17

1.0 INTRODUCTION

1.1 This report is to update the Committee on the position regarding the recording, responding to, monitoring and reporting of requests for information under the Freedom of Information (Scotland) Act 2002 (FOISA) and the Environmental Information (Scotland) Regulations 2004 (EIR's) for the period between 01 April 2016 and 31 March 2017.

2.0 RECOMMENDATIONS

2.1 The Committee note the content of this report.

3.0 DETAIL

3.1 The Council received a total of 1,340 requests for information during this period, 1,265 have been responded to within the statutory timescale of 20 working days, and 75 were responded to after 20 days. The overall response rate within timescale is 94%. 559 responses (44%) were sent within the internal 10 working day target.

3.2 Argyll and Bute Council is in the top 6 Scottish Local Authorities in terms of responses within timescale – details are provided in the following table:

Authority	No. Requests	% in time
Moray	1163	98
Perth and Kinross	1524	96
Renfrewshire	1436	96
North Lanarkshire	1493	94
Comhairle nan Eilean Siar	1065	94
Argyll and Bute	1271	94

3.3 There were 39 requests for review during this period being just over 3% of the total number of requests. 37 were responded to within the 20 working day statutory timescale. The 2 responses issued after the 20 working days were issued on day 22 and day 26, with an apology for the delay included.

- 3.4 The breakdown of Departmental statistics are attached at Appendix 1 and a list of the cases responded to out with the timescale with an explanation for the delay is attached at Appendix 2.
- 3.5 Training sessions have taken place for staff within D&I on responding to requests and there is a marked improvement within the Department in terms of dealing with requests within timescale. The response rate for D&I has increased from 78% in 2015-16 to 85% in 2016-17.
- 3.6 A total of 7 cases were investigated by the Information Commissioner during 2016-17. Three of these were upheld in favour of the applicant, 2 were partially upheld, and 2 were not upheld. More details can be found at Appendix 3.

4.0 CONCLUSION

- 4.1 A corporate response rate within timescale of 94% is an excellent achievement, it represents a 1% increase from the previous year (2015-16).

5.0 IMPLICATIONS

5.1	Policy	None
5.2	Financial	None
5.3	Legal	Possible breach of statutory requirement to respond to requests
5.4	HR	None
5.5	Equalities	None
5.6	Risk	None
5.7	Customer Service	The relatively low number of requests for review is indicative that we are responding appropriately to requests and customers are receiving the information they are looking for.

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APPENDICES

Appendix 1 – Departmental/Service stats

Appendix 2 – Requests responded to out with timescale

Appendix 3 – OSIC decisions