

**From:** [redacted]  
**Sent:** 30 April 2014 16:18  
**To:** [FOI@spa.pnn.police.uk](mailto:FOI@spa.pnn.police.uk)  
**Cc:** [redacted]  
**Subject:** FOISA revised Code of Practice for Scottish public authorities

To all public bodies subject to Scottish FOI legislation, and representatives of such bodies

**FREEDOM OF INFORMATION (SCOTLAND) ACT 2002:  
REVISED CODE OF PRACTICE FOR SCOTTISH PUBLIC AUTHORITIES**

We are seeking views and comments on a review of the s.60/62 Code of Practice for Scottish Public Authorities under the Freedom of Information (Scotland) Act and the Environmental Information (Scotland) Regulations.

The current Code dates from 2010. Four years on, we are looking for feedback from authorities on how the Code could be revised to ensure it remains useful and relevant.

The Code can be accessed here:

<http://www.scotland.gov.uk/About/Information/FOI/Section60Code3>

Following preliminary discussions with the Scottish Information Commissioner, we are considering making a number of revisions to the Code addressing the following issues:

- Organisational responsibility for FOI – senior staff taking lead management responsibility for FOI;
- Greater focus on providing advice and assistance when handling requests where section 12 has been applied;
- Dealing with requests for documents rather than information;
- Handling requests made by voicemail or social media;
- Recording searches made when locating and retrieving information;
- How to handle late review requests where section 27(1) has been applied but publication subsequently delayed;
- Who should carry out reviews;
- Adopting the Commissioner's Model Publication Scheme
- The recording and reporting of statistics.

We would welcome any views you may have on any of the above, the current Code of Practice or any other aspects of FOI practice which you feel should be addressed in the Code. In particular, we would like to know if there are any aspects of handling FOI requests or reviews that would benefit from the certainty of knowing what constitutes best practice.

We are inviting comments on possible revisions to the Code by Friday 13th June. Please send any comments to [foi@scotland.gsi.gov.uk](mailto:foi@scotland.gsi.gov.uk).

You should be aware that the Scottish Government may have to consider any request made to it under the Freedom of Information (Scotland) Act 2002 for information relating to responses or comments.

Following the closing date, all responses will be considered to help us make any necessary revisions to the draft Code. We will circulate a draft revised version to everyone who provides comments/proposals. Following further consultation with the Commissioner, we will

then lay the final Code before Parliament (as required by the Freedom of Information (Scotland) Act 2002), at which point it will come into force.

Thank you in advance for taking time to give us your views. Please feel free to contact me by phone if you have any queries.

Kind regards

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*Please note I work Monday to Wednesday*

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Dh'fhaodadh gum bi teachdaireachd sam bith bho Riaghaltas na h-Alba air a chlàradh neo air a sgrùdadh airson dearbhadh gu bheil an siostam ag obair gu h-èifeachdach neo airson adhbhar laghail eile. Dh'fhaodadh nach eil beachdan anns a' phost-d seo co-ionann ri beachdan Riaghaltas na h-Alba.

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