



Getting started with FOISA

Scottish Public Information Forum

Donald Henderson
Perth & Kinross Council

March 2018



PERTH &
KINROSS
COUNCIL

Securing the future... • *Improving services*
• *Enhancing quality of life* • *Making the best use of public resources*

The reactions...

- What's it all about?
- It will be too much work!
- What do we have to do?



What's it all about?



- Statutory right of access to information held by a public authority
- Fixed timescales for responding
- Exemptions from disclosure available
- Complaints process
- Regulator

- Duty to advise and assist the applicant

- s66 – *“Nothing in this Act is to be taken to limit the powers of a Scottish public authority to disclose information held by it”*



It will be too much work!



- Routine requests get routine responses (within the timescale!)
- Leisure trusts – average 11 requests each in 2017
- Perth & Kinross Council
 - *Stock of 7,400 council houses*
 - *Approximately 65 Housing-related requests in a year*
 - *On average it takes just over 1 hour find the information*
 - *Less than 1 additional hour to process each request*



What do we have to do?



- Allocate responsibilities
 - *Requests*
 - *Reviews*
 - *Back-up*
- Establish processes
 - *Request handling*
 - *Information retrieval*
 - *Request recording*
- Specific training
- General awareness
- Records Management
- Publication scheme



PERTH &
KINROSS
COUNCIL

Questions

