Getting started with FOISA

Scottish Public Information Forum

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Perth & Kinross Council

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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

Perth & Kinross Council
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
Questions