Freedom of Information Monitoring Report for 2021-2022

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Requests for information received	176
Requests for information responded to	171
Requests closed due to lack of clarification	4
Requests withdrawn by applicant	1
Percentage of requests responded to within 20 working days	99%
Average response time (working days)	12
Number of reviews carried out	4
Number of cases appealed to the Scottish Information Commissioner	0
Decisions issued by the Scottish Information Commissioner	0

1. Details of requests

There were 176 requests for information under the Freedom of Information (Scotland) Act 2002 from 1 April 2021 until 31 March 2022. These were received from a variety of sources, and included information relating to patient activities, our telephony and messaging systems, the number of staff employed and organisational procedures.

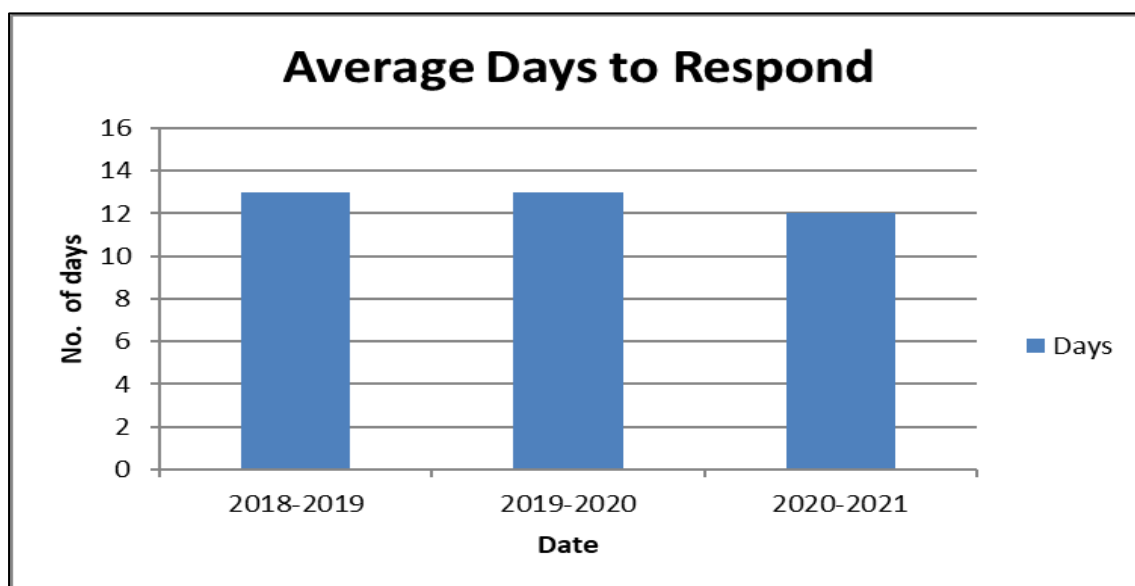**Graph 1 – FOI requests for 2021-2022**
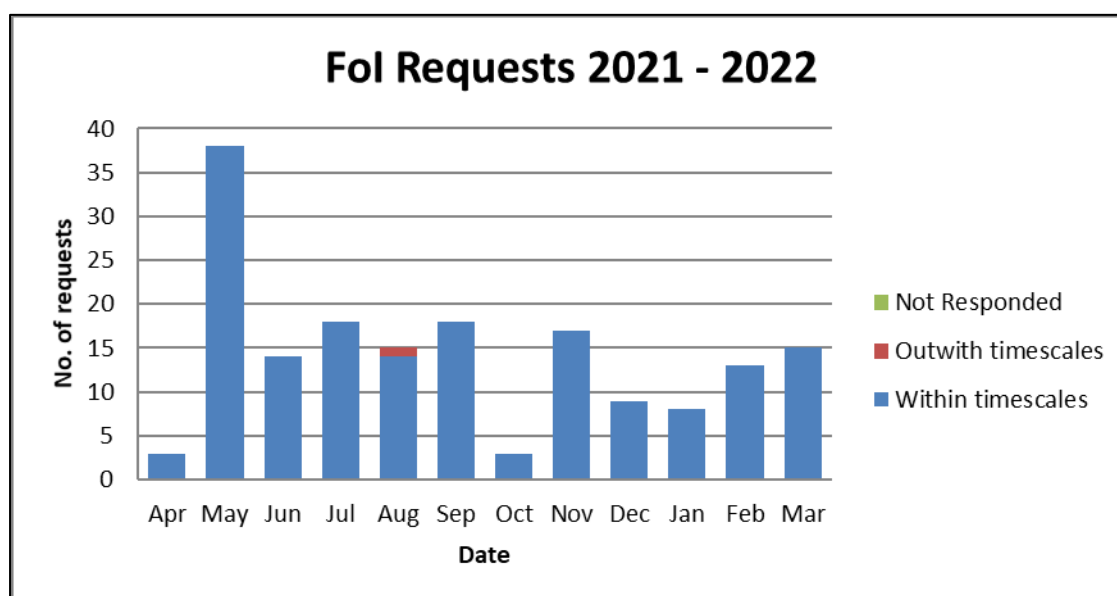
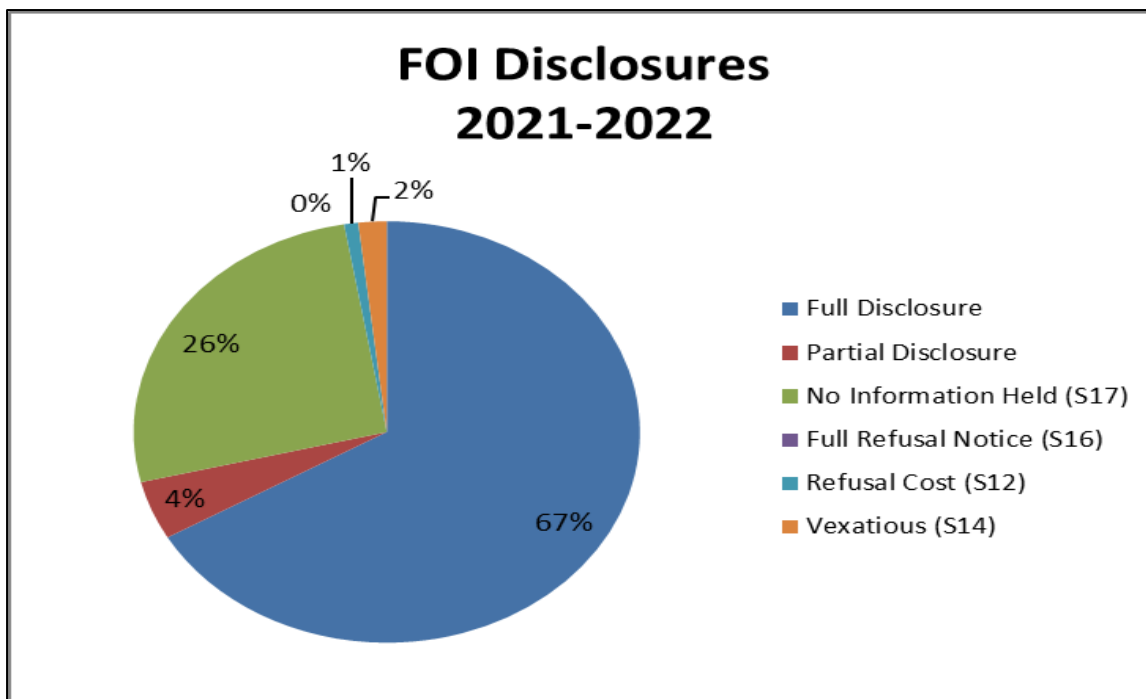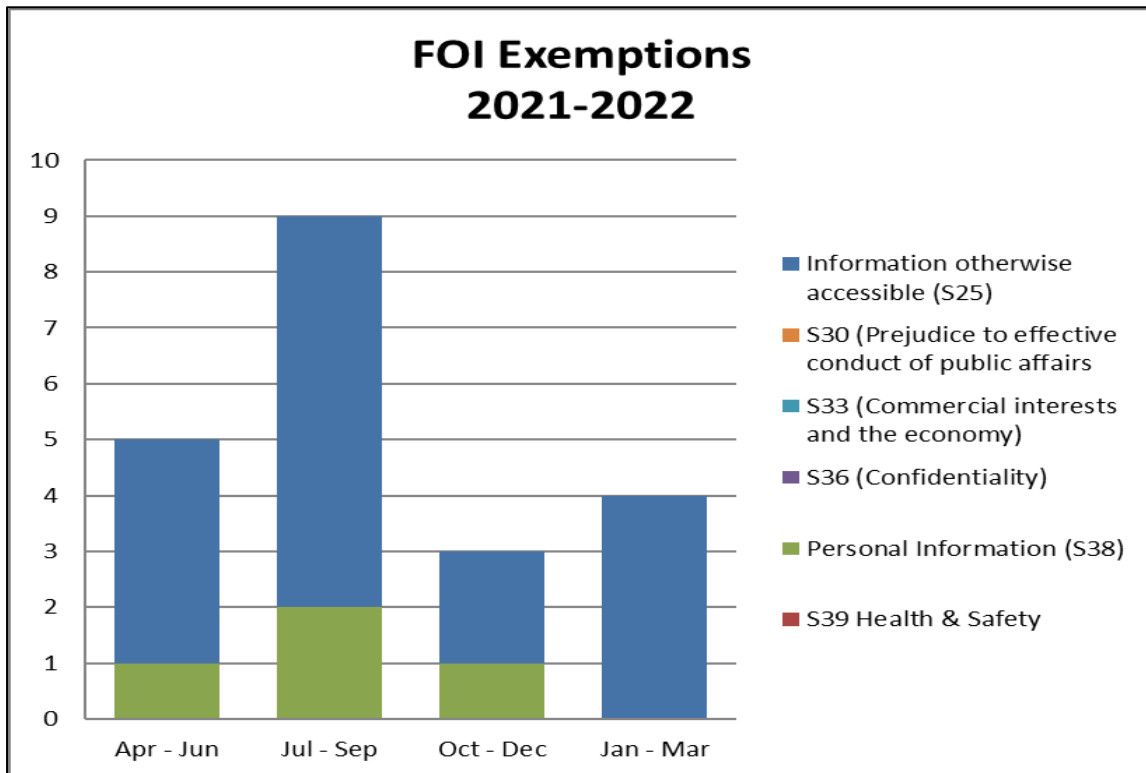**Graph 2 – Comparison of 2019-2020, 2020-2021 and 2021-2022**
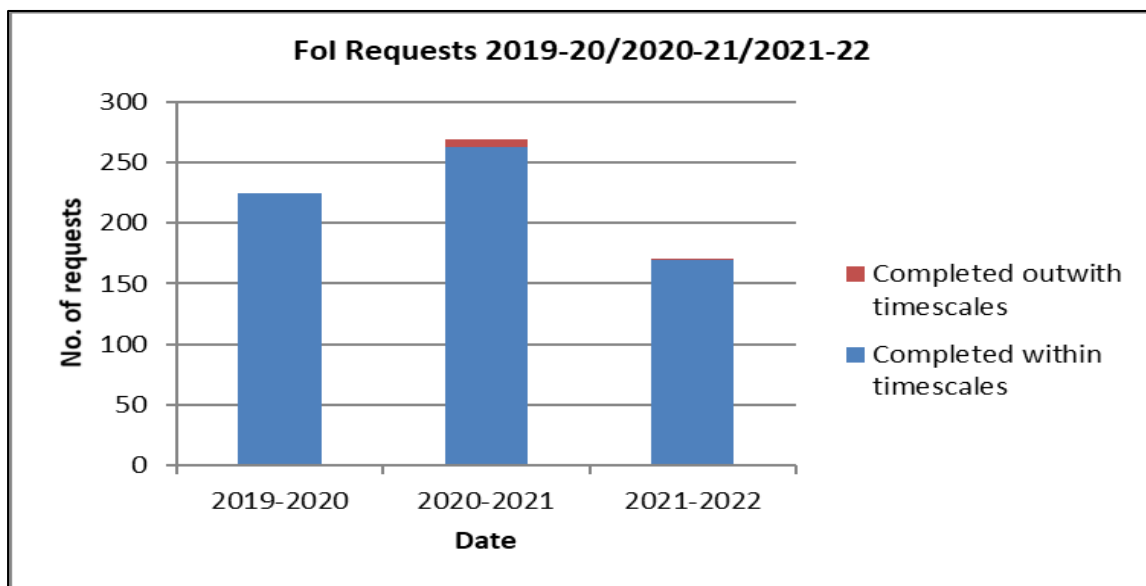
2.   Performance

Of the 171 requests which were responded to, 170 (99%) were answered within the statutory 20 days.

Graph 3 – Comparison of 2019-2020, 2020-2021 and 2021-2022 – Average days to respond

3. Summary of exemptions applied

FOI Exemptions 2021-2022

Legend:
- Information otherwise accessible (S25)
- S30 (Prejudice to effective conduct of public affairs
- S33 (Commercial interests and the economy)
- S36 (Confidentiality)
- Personal Information (S38)
- S39 Health & Safety

FOI Disclosures 2021-2022

Legend:
- Full Disclosure
- Partial Disclosure
- No Information Held (S17)
- Full Refusal Notice (S16)
- Refusal Cost (S12)
- Vexatious (S14)

Just over a quarter of requests were for information that the State Hospital did not hold (26%), however 67% of request were answered with a full disclosure of information, with a further 4% receiving a partial response.

One request was refused on the grounds of cost and two (2%) requests were refused under section 16 due to their vexatiousness.

4.   Reviews / Appeals to the Scottish Information Commissioner

There were four requests for review, all of which upheld the original response.
There were no appeals to the Scottish Information Commissioner received this year.

5.   Cost of dealing with requests

It is very difficult to make more than an estimate of the cost as the work involved
varies greatly for each request. All requests must be recorded, processed,
acknowledged then referred to the relevant departmental to collate a response,
which may involve many hours of work. We only estimate the cost of requests that
are expected to take over 40 hours of work to complete.