

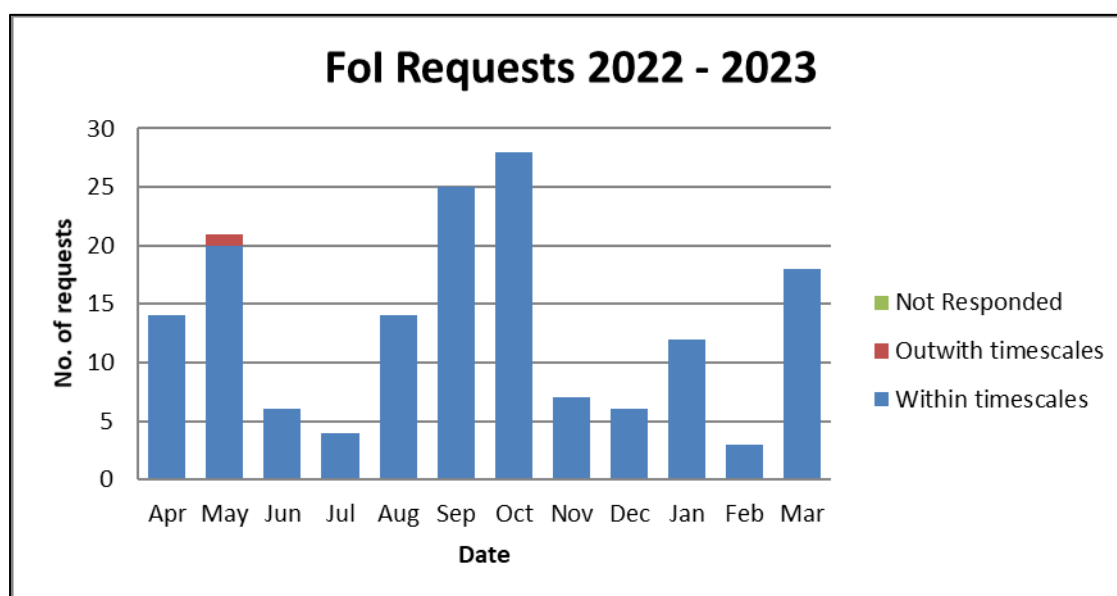
## Freedom of Information Monitoring Report for 2022-2023

Requests for information received	158
Requests for information responded to	152
Requests closed due to lack of clarification	2
Requests withdrawn by applicant	4
Percentage of requests responded to within 20 working days	99%
Average response time (working days)	12
Number of reviews carried out	2
Number of cases appealed to the Scottish Information Commissioner	0
Decisions issued by the Scottish Information Commissioner	0

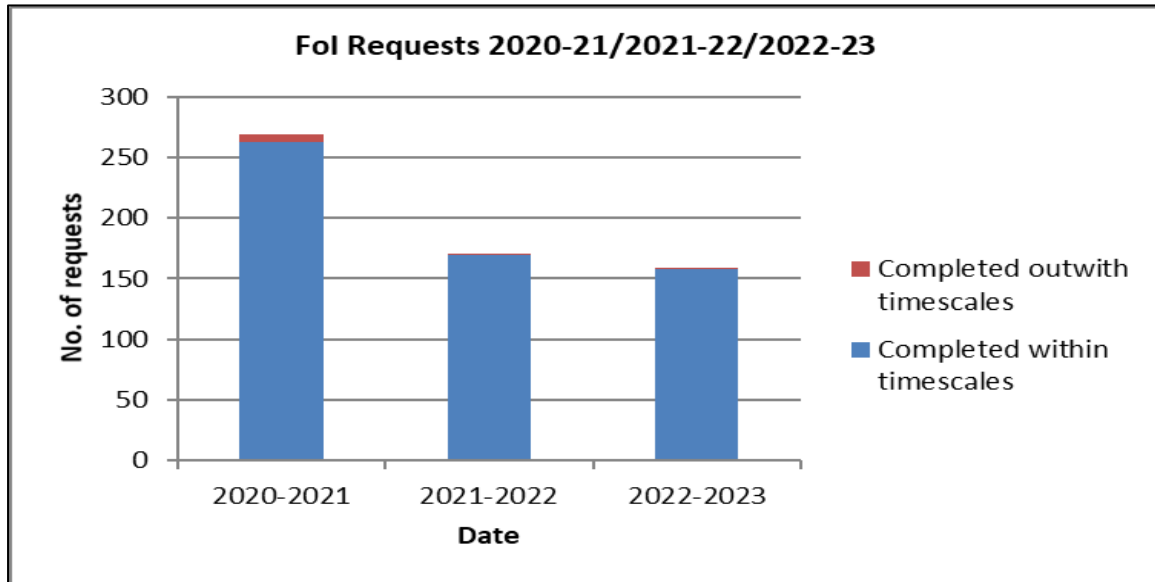
### 1. Details of requests

There were 158 requests for information under the Freedom of Information (Scotland) Act 2002 from 1 April 2022 until 31 March 2023. These were received from a variety of sources, and included information relating to patient activities, our policies and procedures, the number of staff employed and our payments to suppliers.

Graph 1 – FOI requests for 2022-2023



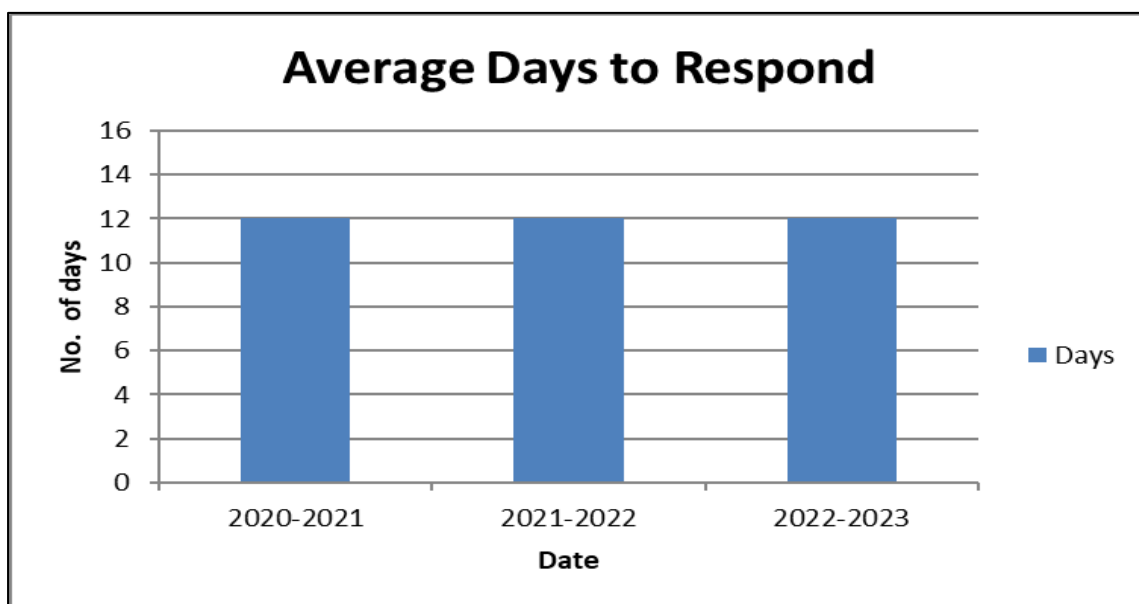
Graph 2 – Comparison of 2020-2021, 2021-2022 and 2022-2023



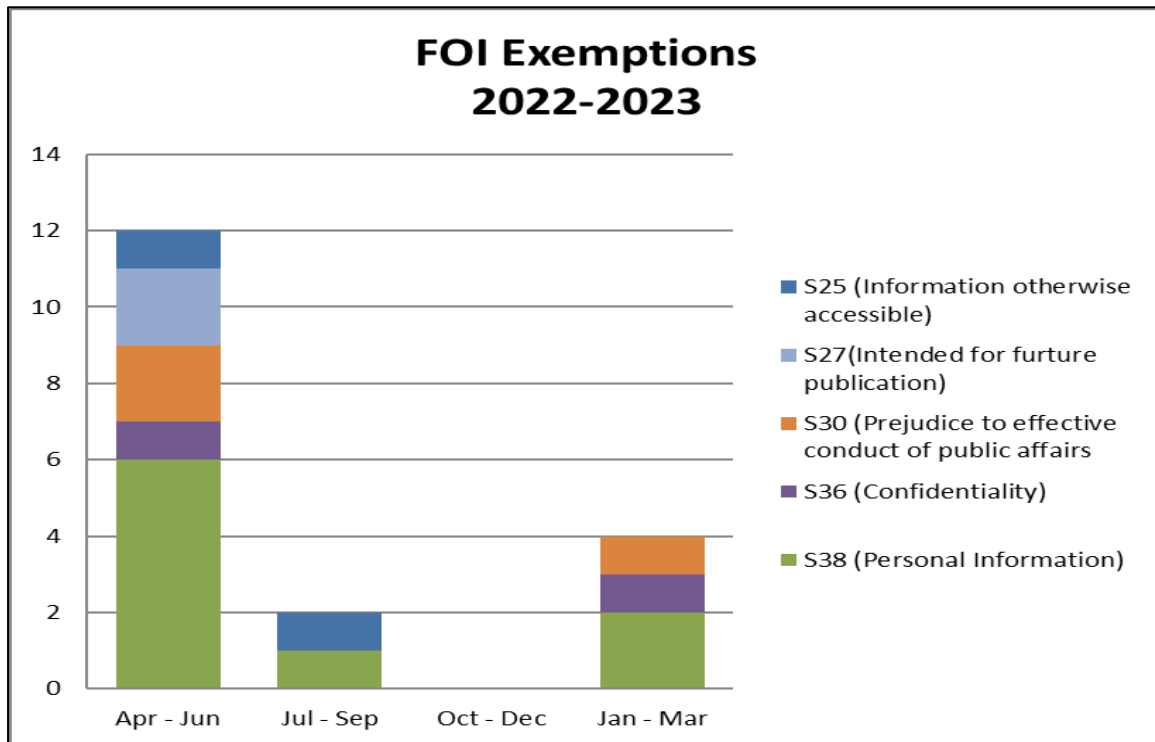
## 2. Performance

Of the 152 requests which were responded to, 151 (99%) were answered within the statutory 20 day timescale.

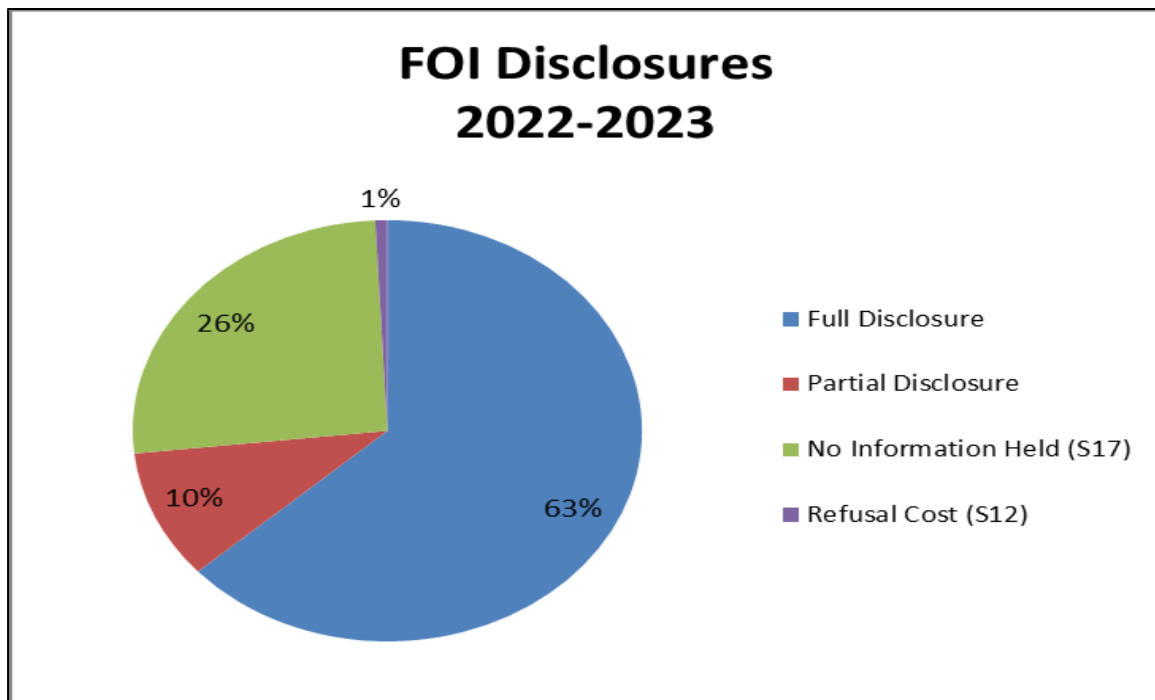
Graph 3 – Comparison of 2020-2021, 2021-2022 and 2022-2023



### 3. Summary of exemptions applied



### 4. Summary of types of disclosure



Just over a quarter of requests were for information that the State Hospital did not hold (26%), however 63% of request were answered with a full disclosure of information, with a further 10% receiving a partial response.

One request was refused on the grounds of cost.

## **5. Reviews / Appeals to the Scottish Information Commissioner**

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

## **6. 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 and 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.