

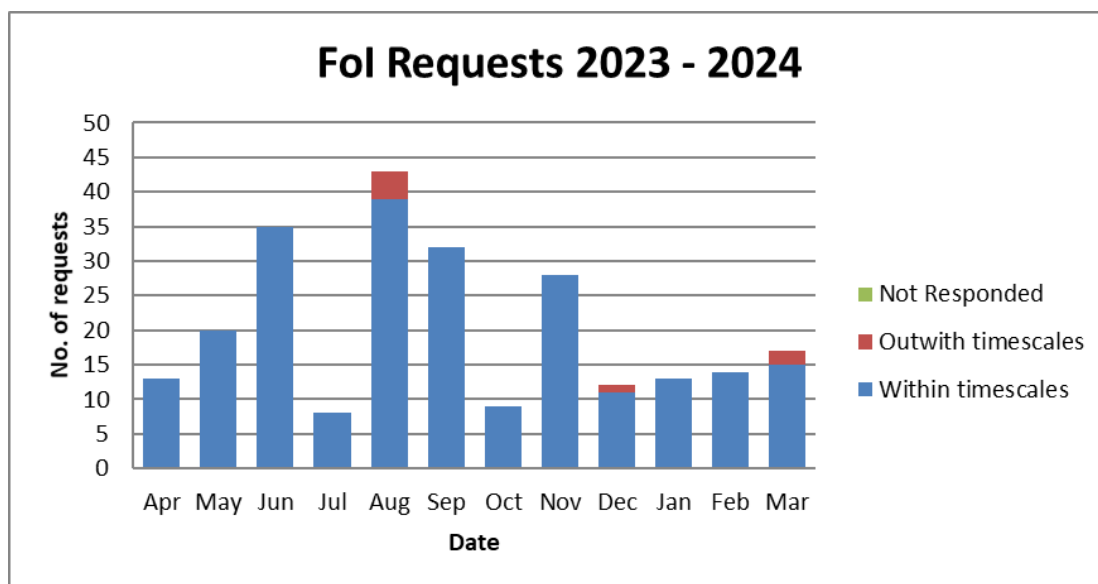
Freedom of Information Monitoring Report for 2023-2024

Requests for information received	242
Requests for information responded to	219
Requests closed due to lack of clarification	11
Requests withdrawn by applicant	12
Percentage of requests responded to within 20 working days	95%
Average response time (working days)	13
Number of reviews carried out	4
Number of cases appealed to the Scottish Information Commissioner	0
Decisions issued by the Scottish Information Commissioner	0

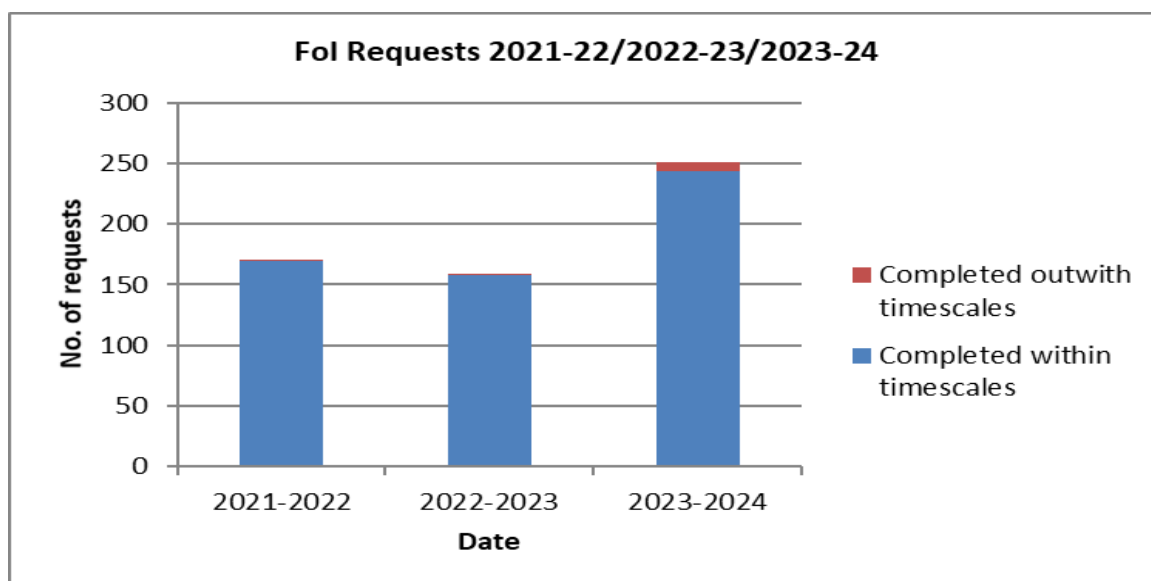
1. Details of requests

There were 242 requests for information under the Freedom of Information (Scotland) Act 2002 from 1 April 2023 until 31 March 2024. 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 2023-2024



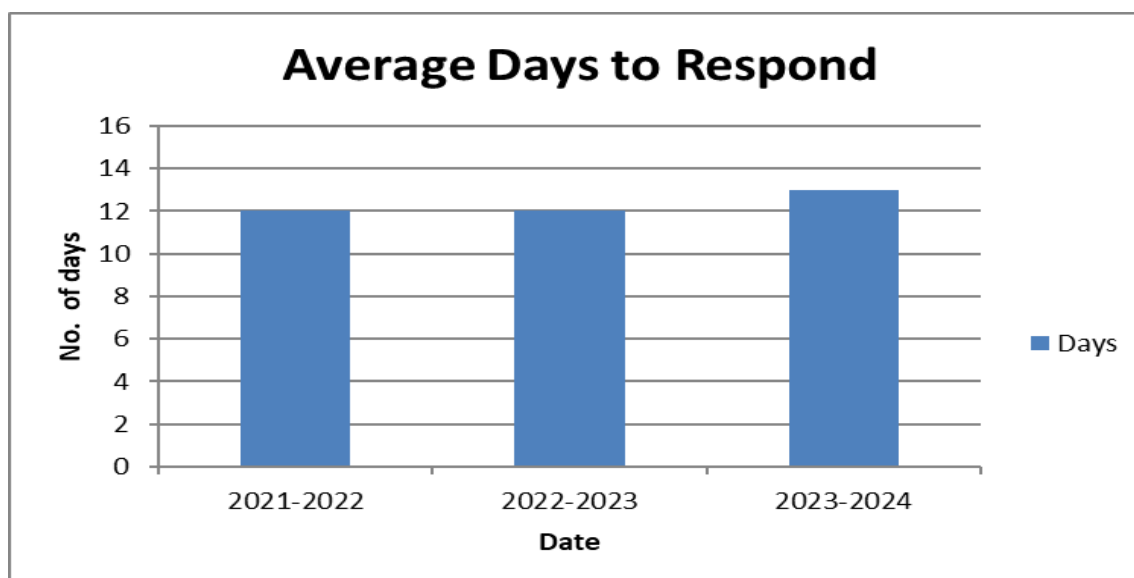
Graph 2 – Comparison of 2021-2022, 2022-2023 and 2023-2024



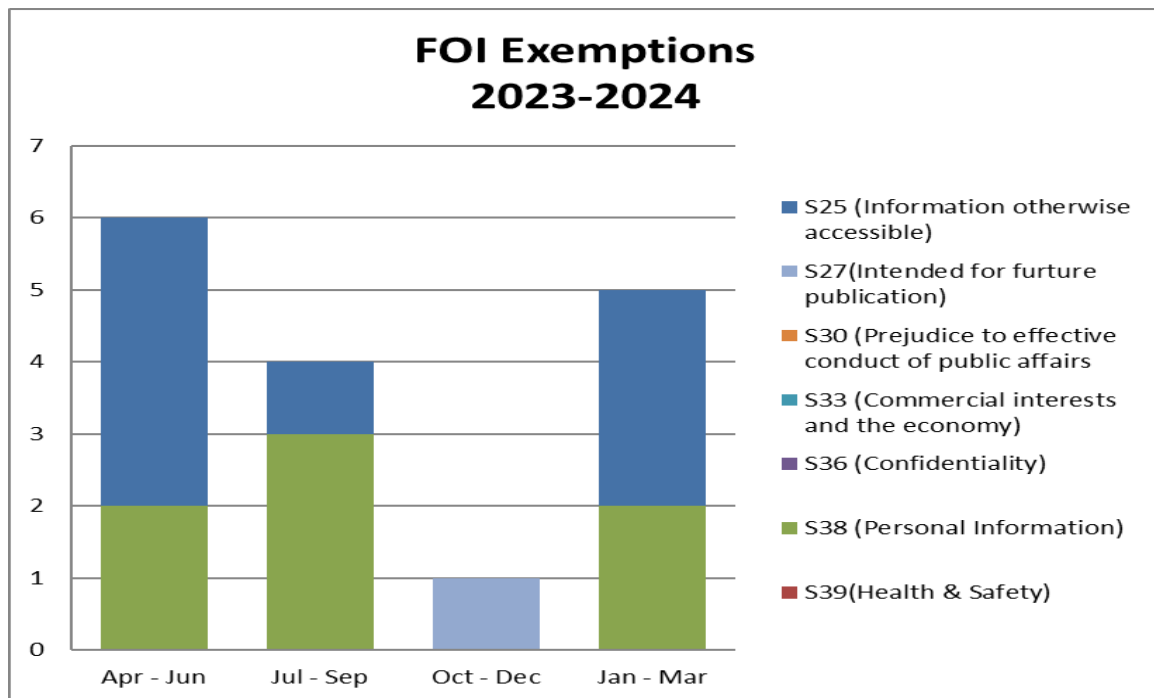
2. Performance

Of the 219 requests which were responded to, 209 (95%) were answered within the statutory 20-day timescale.

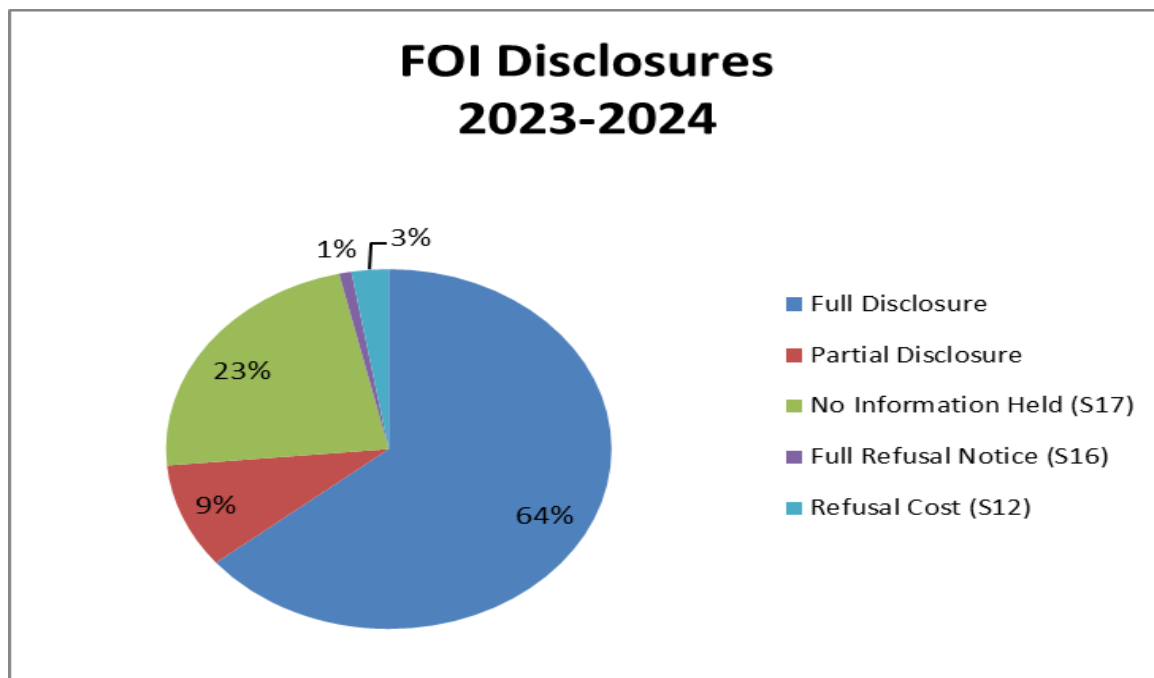
Graph 3 – Comparison of 2021-2022, 2022-2023 and 2023-2024



3. Summary of exemptions applied



4. Summary of types of disclosure



Just under a quarter of requests were for information that the State Hospital did not hold (23%), however 64% of request were answered with a full disclosure of information, with a further 9% receiving a partial response.

Two requests for information were responded to with formal refusal notices and six requests were refused on the grounds of cost.

5. Reviews / Appeals to the Scottish Information Commissioner

There were two requests for review; one review upheld the original response and the other was withdrawn by the applicant.

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.