FREEDOM OF INFORMATION 2021

SUMMARY OF THE YEAR’S REQUESTS

**Introduction**

In the course of 2021 seven requests were received and logged, up from six in 2019. Details of these have been uploaded to the Information Commissioner’s website on a quarterly basis. We currently report jointly on behalf of both the Assessor and the Valuation Joint Board.

**Details of the Requests**

One request was received relating to Electoral Registration, a function which is not currently covered under the FoI legislation. However in the spirit of applying best practice the request was (partially) responded to as if it had been covered by the legislation. The remaining information was ‘not held’.

There was one request relating (solely) to Non-Domestic Rating received and responded to during 2021. The information was supplied for the most part though some details were ‘not held’.

There were two requests for Council Tax information. Information was supplied in full in one instance and partially (other parts ‘not held’) in the second request. One request turned out to be onerous in terms of time taken to respond and a charge should probably have been raised.

Three requests covered both NDR and CT functions. One was referred to the SAA Portal custodian as it related to published data. One was responded to as fully as possible, though the reply did not quite match the exact requirement of the request. In the final one, the information requested was partially provided whilst part was refused for ‘cost’ and ‘personal data’ reasons.

One request relating to Council Tax which was received late in 2020 was replied to in full.

There were no recurring themes that would warrant investigation into whether proactive publication of any particular information would better serve our requesters.

**Time taken to Respond**

All requests received in 2021 were responded to within the timescales specified within the Freedom of Information (Scotland) Act 2002 i.e. within the 20 day timescale. The average length of time to respond was just under 9 days.

**Reviews**

There were no requests for review during 2021.

**Total time spent**

The total time taken to reply to requests during 2021 was 68.5 Hours, including the request received in 2020.

**Fees**

No fees were charged

**Recommendation:**

The management team are requested to note the contents of the report

D Thomson 5/1/2022