

Annex B – cost estimate

1. This annex sets out the estimated cost of responding to your request on the basis of examining all the documents in the three files I referred to in paragraphs 14 to 17 of my letter.

2. In preparing this estimate, I have based the hourly costs on the hourly rate of £13.69 for a member of staff at B1 level. If staff on a different salary were to work on responding to your request, we would use their hourly rate. The maximum rate we can use is £15 per hour.

Files containing documents which are likely to be relevant

File reference	Date range “created on”	Number of documents within file
POL/15364	6 September 2011 to 21 December 2012	827
POL/16930	19 September 2012 to 7 February 2014	842
PLEG/1190	28 December 2012 to 14 April 2015	806
Total number of documents in these files		2475

Location and retrieval

3. We estimate that it will take three minutes per document to determine:

- whether it is correspondence received by the Scottish Government, and then
- whether the correspondence is “expressing opposition in all or in part”.

2,475 documents at three minutes per document = 123.75 hours
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123.75 hours at £13.69 per hour = £1694.14

Redaction of personal information

4. Personal information may be exempt from release under section 38 of FOISA. We consider that almost all of the correspondence we have received contains personal information, such as names and addresses, and that we would be unable to release these to you.

5. It is therefore highly likely that we would need to redact (remove) this personal information before releasing correspondence to you. The estimated total cost of this redaction is £2,879.42. Below I set out the basis for this estimate.

6. Not all of the documents in the three files I have identified will be correspondence received by the Scottish Government. For example, some of the documents will be the Scottish Government’s e-mail reply to the correspondence. Others will be an internal discussion about the correspondence.

7. I estimate that 60% of the documents in the three files are correspondence received by the Scottish Government which relates to the Marriage and Civil Partnership (Scotland) Act 2014. This estimate is based on an examination of a small sample of documents from one of the three files I mentioned above.

60% of 2,475 documents = 1,485 documents

8. I consider that most of the correspondence in the three files expressed opposition to same sex marriage. One of the documents in the three files is a spreadsheet log of correspondence received (document ID F3964986). Although this log doesn't reflect all the correspondence we received, I think it is likely to be representative.

9. The spreadsheet shows that of 1,234 pieces of correspondence, 107 were "for", 1,072 were "against", and 55 were "neutral / mixed".

10. You have requested correspondence "expressing opposition in all or in part of the said legislation". For the purposes of this estimate, I have assumed that a "neutral / mixed" response would be "expressing opposition in part" and that such correspondence would therefore be information that you have requested.

11. Based on the above, 1127 pieces of correspondence, or 91%, of the correspondence logged in the spreadsheet, "expressed opposition in all or in part".

12. For the purposes of this estimate, I have used a slightly more conservative estimate of 85% of the correspondence expressing opposition to any of the following:

- any of the proposals in either of the two Scottish Government consultations which informed the development of the 2014 Act
- any provisions which appeared in the Marriage and Civil Partnership (Scotland) Bill
- any of the provisions of the 2014 Act itself.

85% of 1,485 = 1,262 documents

13. We estimate that it would take ten minutes per document to redact the personal information.

Redaction of 1,262 documents taking 10 minutes per document = 210.33 hours

14. The estimated total cost of redaction is therefore **£2,879.42**.

210.33 hours at £13.69 per hour = £2,879.42

Estimated total cost

15. The estimated total cost, were we to respond to your request on the basis I have set out in the letter and this annex, is therefore **£4,573.56**.

Location and retrieval of £1694.14 plus redaction of £2,879.42 = £4,573.56