

From: [REDACTED]
Sent: 13 March 2018 17:51
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: FoI - Elliot Roy

Hi [REDACTED]

No worries, the FOI Unit would not issue the review response, we only provide comments on your response to ensure that it meets our FOI requirements. You would issue this as the reviewer and updated the tracker to show that it has issued.

As you say need to input the date and the reference number, however given the topic of the request, you may also be required to seek further comments from SpAds, FM and DFM prior to issue. See the relevant guidance on this <http://sgsharepoint/sites/freedomofinformation/FOIEIR%20Wiki/When%20to%20seek%20clarance.aspx>.

This case is a little bit more complicated in that Mr Roy also has a technical appeal to the Commissioner and therefore we are required to provide a submission and a copy of the response explaining why we did not respond to Mr Roy's initial request/review request within the statutory deadline. If you provide a copy of the response to Karen she will take that part forward.

I hope this is helpful

Kind regards

[REDACTED] | Lead Caseworker | Freedom of Information Unit | Scottish
Government | 2W | St Andrews House | Regent Road | Edinburgh | EH1 3DG | [REDACTED]

You can find the most recent information on FOI on the [FOI SharePoint site](#). It contains detailed guidance on all aspects of FOI, as well as step-by-step guides to answering a request and doing an internal review, response templates and sample reasons.

From: [REDACTED]
Sent: 13 March 2018 17:40
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: FoI - Elliot Roy

Sarah,

Appreciate your help with all of this.

Can I confirm that you issue this response and not me?

So all I have to do now is put today's date in and add the case file and you or Karen take over at this point??

Sorry first review!

Thanks again

**Operations Manager and Private Secretary to the First Minister
The Scottish Government**

5th Floor | St Andrew's House | Regent Road | Edinburgh | EH1 3DG | T [REDACTED]
[REDACTED]



Office of the First Minister of Scotland

FirstMinister.gov.scot

Prìomh Mhinistear na h-Alba

<< OLE Object: Picture (Device
Device Independent Bitmap) >> << OLE Object:
Object: Picture (Device Independent Bitmap) >>

From: [REDACTED]

Sent: 13 March 2018 17:34

To: [REDACTED]

Subject: RE: FoI - Elliot Roy

H [REDACTED]

As you will see below, Karen has asked me to take a look at your proposed combined request and review response. I have tracked some changes and added comments for you to consider. These are mainly to ensure the response meets the technical requirements of FOI.

<< File: FoI - Elliot Roy.docx >>

Unfortunately, registering these cases retrospectively on the tracker can be a bit time consuming, so to save you a bit of time I have also registered the case on the tracker and transferred the request/review to you – case reference FOI/18/00780. You will need to update this with the date of issue for the review and save a copy of the final response in the case file. This will then allow Karen to register the appeal and respond appropriately.

Happy to discuss further if required.

Kind regards

[REDACTED]
[REDACTED] | Lead Caseworker | Freedom of Information Unit | Scottish
Government | 2W | St Andrews House | Regent Road | Edinburgh | EH1 3DG | [REDACTED]
[REDACTED]

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From: [REDACTED]
Sent: 13 March 2018 16:55
To: [REDACTED]
Subject: FW: FoI - Elliot Roy

Hi [REDACTED]

Can you have a look at this from a review perspective please as I've not done any of those!

Thanks

[REDACTED]

From: [REDACTED]
Sent: 13 March 2018 16:52
To: [REDACTED]
Subject: FoI - Elliot Roy

Karen

As discussed.

Many thanks for your help

N

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