

From: [redacted]

Sent: 08 June 2018 15:00

To: [redacted]; [redacted]; [redacted]; [redacted]

Cc: Booth J (John); [redacted]; [redacted]; Rogers DA (David) (Strategy and Constitution Director); Davidson I (Ian) (CUKR); DG Constitution and External Affairs

Subject: RE: OSIC report - handling plan

Thanks for, this [redacted].

This is the suggested tweet I've included in Perm Sec's twitter grid for Wednesday (following publication of the report).

[redacted]

I'm conscious that language may evolve early next week though - [redacted] could you please keep in touch with [redacted] on messaging and timings?

We've also included the following few lines in the blog for Monday (Perm Sec has cleared) to make staff aware the report is imminent.

Information Commissioner's Review

[redacted]

Thanks,
[redacted]

[redacted – out of scope]

[redacted – out of scope]

[redacted – out of scope]

From: [redacted]

Sent: 11 June 2018 10:08

To: Rogers DA (David) (Strategy and Constitution Director); [redacted]; [redacted];
Communications Economy; [redacted]; [redacted]; [redacted]; [redacted]; [redacted];
Davidson I (Ian) (CUKR); Booth J (John); [redacted]; [redacted]; [redacted]; DG Constitution
and External Affairs; Lloyd E (Elizabeth); News Desk

Subject: OSIC report - news release for comment

All,

(Removing Minister and Perm Sec for now)

Please see the below news release for immediate issue when the OSIC report is published on Wednesday.

I would be grateful for your thoughts/comments by 1400 today, please, so I can aim to have a final version with Mr Fitzpatrick and Perm Sec by close of play.

Thanks,

[redacted]

[redacted]

[redacted – out of scope]

[redacted – out of scope]

[redacted – out of scope]

[redacted – out of scope]

[redacted – out of scope]

From: [redacted]
Sent: 12 June 2018 12:15
To: [redacted]
Subject: RE: OSIC report - news release for comment

Can you pls let me know when you have a sec?

[redacted – out of scope]

[redacted – out of scope]

[redacted – out of scope]

[redacted – out of scope]

[redacted – out of scope]

[redacted – out of scope]

[redacted – out of scope]

[redacted – out of scope]

[redacted – out of scope]

[redacted – out of scope]

[redacted – out of scope]

[redacted – out of scope]

[redacted – out of scope]

[redacted – out of scope]

From: [redacted]

Sent: 12 June 2018 13:30

To: Lloyd E (Elizabeth); [redacted]; Davidson I (Ian) (CUKR); Rogers DA (David) (Strategy and Constitution Director); [redacted]; [redacted]; Communications Economy; [redacted]; [redacted]; [redacted]; Booth J (John); [redacted]; [redacted]; [redacted]; DG Constitution and External Affairs; News Desk; Director Communications, Ministerial Support & Facilities; Allison B (Barbara); DG Organisational Development & Operations

Subject: RE: OSIC report - news release for comment

Liz/all,

I'm not convinced we should include the below (highlighted) paragraph in the news release.

[redacted]

My view is that we should remove, and let the Minister pick up this more detailed point in his statement, which we can also post online once checked against delivery.

Grateful for views on this.

Thanks,

[redacted]

[redacted]

[redacted – out of scope]

[redacted – out of scope]

[redacted – out of scope]

[redacted – out of scope]

[redacted – out of scope]

[redacted – out of scope]

[redacted – out of scope]

[redacted – out of scope]

[redacted – out of scope]

[redacted – out of scope]

[redacted – out of scope]

[redacted – out of scope]

[redacted – out of scope]

[redacted – out of scope]

From: [redacted]

Sent: 12 June 2018 14:53

To: Lloyd E (Elizabeth); [redacted]; Davidson I (Ian) (CUKR); Rogers DA (David) (Strategy and Constitution Director); [redacted]; [redacted]; Communications Economy [redacted];

[redacted]; [redacted]; [redacted]; Booth J (John); [redacted]; [redacted]; [redacted]; DG Constitution and External Affairs; News Desk; Director Communications, Ministerial Support & Facilities; Allison B (Barbara); DG Organisational Development & Operations

Subject: RE: OSIC report - news release for comment

All – further minor changes below to improve the flow of the paragraph. I will put this up to the Minister and Perm Sec for clearance now.

[redacted – out of scope]

[redacted – out of scope]

[redacted – out of scope]

[redacted – out of scope]

From: [redacted]

Sent: 12 June 2018 16:24

To: [redacted]

Subject: Perm Sec message

[redacted],

Thanks for looking at drafting an all staff message from Perm Sec for tomorrow.

I'd say it should:

- Highlight that the report has been published
- Thank staff for their full cooperation and engagement with the review, and the role they have played in the significant improvements to our performance to date, which is recognised in the report
- Stress that there is still work to do, and our commitment to taking forward all the recommendations in the report
- Ask staff to consider what more they can do to deepen and demonstrate our commitment to openness and transparency (as in below blog extract)
- Link to both the news release and the report, so staff can find out more
- Flag that there will be a Ministerial statement to parliament at 1330 tomorrow

[redacted]

[redacted – out of scope] [redacted]

From: [redacted]
Sent: 12 June 2018 17:21
To: [redacted]
Subject: FW: Perm Sec message

It's a bit repetitive from the news release – too much info?

DRAFT STAFF MESSAGE

TITLE: MESSAGE FROM THE PERMANENT SECRETARY: FOI REPORT RECOMMENDATIONS

Recommendations to strengthen progress on FOI handling

As you know, we have been cooperating fully with the Scottish Information Commissioner's review into our approach to handling Freedom of Information (FOI) requests. The [report \[link\]](#) was published today, Wednesday 13 June, and sets out recommendations to support the 'significant improvements' we have already made on our FOI performance. We will be accepting these recommendations in full and working with the Commissioner to take them forward.

I would like to thank all those who have engaged with and cooperated with the review. I would also like to recognise the efforts of everyone across the organisation who has contributed to a significant improvement in our FOI performance over the past year. We should be proud of the progress we have made; in the first five months of 2018 we responded to 93% of FOI requests on time, exceeding the 90% target set by the Information Commissioner and a 10% increase on last year.

But we need to learn from this review and we need to go further. I ask each of you to consider what more you can do to deepen and demonstrate our commitment to openness and transparency. The way we handle FOI requests is not simply administrative, it speaks to the wider values and integrity of our organisation and affects the relationship and trust we hold with the public and civic society.

We all have a crucial role to play in ensuring the Scottish Government meets our responsibilities under Freedom of Information legislation.

Find out more

- The Minister for Parliamentary Business, Joe Fitzpatrick, will make a statement to Parliament at 13:30 today. Colleagues can watch this via [Saltire TV \[link\]](#)
- The Scottish Information Commissioner's report can be found [here \[Link\]](#).
- The Scottish Government's news release can be found [here \[Link\]](#).
- For further information please contact the FOI Unit (foi@gov.scot)

[redacted] - | 0131 244 [redacted] | [redacted]

From: [redacted]

Sent: 12 June 2018 17:46

To: [redacted]; Davidson I (Ian) (CUKR); Booth J (John); Director Communications, Ministerial Support & Facilities; Allison B (Barbara); Rogers DA (David) (Strategy and Constitution Director)

Cc: Lloyd E (Elizabeth); [redacted]; [redacted]; Communications Economy; [redacted]; [redacted]; [redacted]; [redacted]; DG Organisational Development & Operations; DG Constitution and External Affairs; Davidson S (Sarah); Thomson KAL (Ken)

Subject: OSIC report - all staff message

FOI unit colleagues / John / Barbara / David,

Please see the below draft **all staff message** from the Permanent Secretary for your consideration.

Our intention is to issue this tomorrow once the OSIC report and our news release have been published, but before the Minister's statement.

I would be grateful for any thoughts/comments by 0930 tomorrow, at which point I will send to the Permanent Secretary for clearance, copying the Minister for information.

Thanks,

[redacted]

[redacted]

Senior Communications Manager | Corporate Communications | 0131 244 [redacted]
| [redacted]

Scottish Government | www.gov.scot | [Twitter](#) | [Facebook](#)

(I work Mon-Thurs)

TITLE: MESSAGE FROM THE PERMANENT SECRETARY: FOI REPORT RECOMMENDATIONS

In recent months we have been cooperating fully with the Scottish Information Commissioner's review into how we handle Freedom of Information (FOI) requests. The [report \[link\]](#) was published today, Wednesday 13 June, and sets out recommendations to support the 'significant improvements' we have already made on our FOI performance. We will be accepting these recommendations in full and working with the Commissioner to take them forward.

I would like to thank all those who have engaged with and cooperated with the review. I would also like to recognise the efforts of everyone across the organisation who has contributed to a significant improvement in our FOI performance over the past year. We should be proud of the progress we have made; in the first five

months of 2018 we responded to 93% of FOI requests on time, exceeding the 90% target set by the Information Commissioner and a 10% increase on last year.

But we need to learn from this review and we need to go further. I ask each of you to consider what more you can do to deepen and demonstrate our commitment to openness and transparency. The way we handle FOI requests is not simply administrative, it speaks to the wider values and integrity of our organisation and affects the relationship and trust we hold with the public and civic society.

We all have a crucial role to play in ensuring the Scottish Government meets our responsibilities under Freedom of Information legislation.

Leslie Evans

Find out more

- The Minister for Parliamentary Business, Joe Fitzpatrick, will make a statement to Parliament at 13:30 today. Colleagues can watch this via [Saltire TV \[link\]](#)
- Read the Scottish Information Commissioner's report [\[Link\]](#).
- Read the Scottish Government's news release can be found [here \[Link\]](#).
- For further information please [contact the FOI Unit](#)

From: Allison B (Barbara) **On Behalf Of** Director Communications, Ministerial Support & Facilities
Sent: 12 June 2018 18:59
To: Rogers DA (David) (Strategy and Constitution Director); [redacted]
Cc: Lloyd E (Elizabeth); [redacted]; [redacted]; Communications Economy; [redacted]; [redacted]; [redacted]; [redacted]; DG Organisational Development & Operations; DG Constitution and External Affairs; Davidson S (Sarah); Thomson KAL (Ken); [redacted]; Davidson I (Ian) (CUKR); Booth J (John); Director Communications, Ministerial Support & Facilities
Subject: RE: OSIC report - all staff message

Thanks [redacted]

I like David's shortened version. I have made a couple of minor changes.

TITLE: MESSAGE FROM THE PERMANENT SECRETARY: FREEDOM OF INFORMATION

Today saw the publication of a [report \[link\]](#) by the Scottish Information Commissioner into the Scottish Government's handling of Freedom of Information (FOI) requests. The report sets out a series of recommendations which the Government has accepted in full. You can read the Scottish Government's response [here \[link\]](#).

I would like to thank all those who have been involved in the exercise. I would also like to recognise the efforts of everyone across the organisation who has contributed to a significant improvement in our FOI performance over the past year; in the first five months of 2018 we responded to 93% of FOI requests on time, exceeding the 90% target set by the Information Commissioner and a 10% increase on last year.

But it is important that we learn from this review and we continue to improve. I ask each of you to consider what more you can do to demonstrate our commitment to openness and transparency. The way we handle FOI requests is not simply an administrative process, but it speaks to the wider values of our organisation and our relationship with the public and civic society.

Leslie Evans

For further information please [contact the FOI Unit](#)

Regards

Barbara

BARBARA ALLISON,
Director, Communications, Ministerial Support and Facilities
Scottish Government.

Tel: [redacted]



[redacted – out of scope]

From: [redacted]
Sent: 13 June 2018 09:08
To: [redacted]; [redacted]
Cc: [redacted]
Subject: FOI report

Hi

FM should have finished her bids before the report publishes at 12, but is there a holding line we can have just in case she gets asked about it?

Thanks
[redacted]

Sent with BlackBerry Work (www.blackberry.com)