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**From:** [Redacted]  
**Sent:** 21 May 2019 20:06  
**To:** [Redacted]  
**Cc:** [Redacted]  
**Subject:** RE: FOI Appeal - MICase reference 201800000054 and 201900000117 - [Redacted] - action required by 20.05.19

[Redacted],

[Redacted]

[Redacted]

[Redacted]

Thanks,

[Redacted]

[Attachment redacted]

[Redacted] | **Head of Policy | Freedom of Information Unit**

T: (0131) 244 [Redacted]

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**From:** [Redacted] **On Behalf Of** Freedom of Information  
**Sent:** 21 May 2019 16:01  
**To:** [Redacted]  
**Subject:** FW: FOI Appeal - MICase reference 201800000054 and 201900000117 - [Redacted]- action required by 20.05.19

[Redacted]

I'm after a little advice on this one please?

[Redacted]

[Redacted]

[Redacted]

[Attachment redacted]

Thanks

[Redacted]

---

**From:** [Redacted] on behalf of Freedom of Information  
**Sent:** 23 May 2019 15:52  
**To:** [Redacted]; Sheppard L (Lesley)  
**Cc:** [Redacted]  
**Subject:** RE: FOI Appeal - MICase reference 201800000054 and 201900000117 - [Redacted]- action required by 23.05.19

[Redacted]/Lesley

Thank you for your help with this case. I have now forwarded our submissions to the Commissioner's Office and will be in touch with you again when I have heard back from them.

Regards

[Redacted]

[Redacted] | Freedom of Information Unit | Scottish Government | 2W, St Andrew's House | Regent Road | Edinburgh | EH1 3DG | ☎ 0131 244 [Redacted]

See our [FOI SharePoint site](#) for detailed FOI guidance.

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**From:** [Redacted]  
**Sent:** 23 May 2019 12:55  
**To:** Sheppard L (Lesley) [Redacted] [Redacted]  
**Cc:** [Redacted]  
**Subject:** RE: FOI Appeal - MICase reference 201800000054 and 201900000117 - [Redacted]- action required by 23.05.19

Hi Lesley and [Redacted],

Thank you Lesley for looking over the draft, sending your amendments and clearing it for issue.

Apologies for my radio silence I have been in training this morning so thank you for picking this up on my behalf.

Let me know if you need anything further from me I will be logged on at 2:45pm after my training course.

Many Thanks,

[Redacted]  
[Redacted]Policy Officer | Child Protection | Care, Protection and Justice | Scottish Government | Area 2A South | Victoria Quay | Edinburgh | EH6 6QQ | ☎ 0131 244 [Redacted]

---

**From:** Sheppard L (Lesley) [Redacted]  
**Sent:** 23 May 2019 12:42  
**To:** [Redacted]  
**Cc:** [Redacted]; [Redacted]  
**Subject:** RE: FOI Appeal - MICase reference 201800000054 and 201900000117 - [Redacted] - action required by 23.05.19

Thank you for this [Redacted]. Happy to clear this for

issue. Lesley

Sent with BlackBerry Work  
([www.blackberry.com](http://www.blackberry.com))

---

**From:** [Redacted]

**Date:** Thursday, 23 May 2019, 11:25 am

**To:** Sheppard L (Lesley)[Redacted]

**Cc:** [Redacted], [Redacted]

**Subject:** RE: FOI Appeal - MICase reference 201800000054 and 201900000117 - [Redacted]- action required by 23.05.19

Hi [Redacted]

I am content with the amendments suggested, and have attached a further, clean copy of the submission with your changes accepted.

Thanks

[Redacted]

[Redacted] | Freedom of Information Unit | Scottish Government | 2W, St Andrew's House | Regent Road | Edinburgh | EH1 3DG | ☎ 0131 244 [Redacted]

See our [FOI SharePoint site](#) for detailed FOI guidance.

---

**From:** Sheppard L (Lesley) [Redacted]

**Sent:** 23 May 2019 10:29

**To:** [Redacted]

**Cc:** [Redacted]

**Subject:** RE: FOI Appeal - MICase reference 201800000054 and 201900000117 - [Redacted]- action required by 23.05.19

Hi [Redacted],

[Redacted]

[Redacted]

Thanks

Lesley [Attachment redacted]

**Lesley Sheppard**

**Deputy Director: Care, Protection and Justice**

Scottish Government, Children and Families Directorate

T: 0131 244 [Redacted]

---

**From:** [Redacted]

**Sent:** 22 May 2019 16:20

**To:** Director for Children and Families <[DirectorforChildrenandFamilies@gov.scot](mailto:DirectorforChildrenandFamilies@gov.scot)>

**Cc:** Sheppard L (Lesley) [Redacted]; [Redacted]; [Redacted]; [Redacted]

**Subject:** FW: FOI Appeal - MICase reference 201800000054 and 201900000117 - [Redacted]- action required by 23.05.19

**Importance:** High

Afternoon Michael,

Following on from the email below, we have now received the draft submission for the FOI appeal for [Redacted].

I would be grateful if you could approve this submission by **2pm tomorrow** (23 May).

[Attachment redacted]

Many Thanks,

[Redacted]

[Redacted]

Policy Officer | Child Protection | Care, Protection and Justice | Scottish Government | Area 2A South | Victoria Quay | Edinburgh | EH6 6QQ | ☎ 0131 244 [Redacted]

---

**From:** [Redacted] **On Behalf Of** [Freedom of Information](#)

**Sent:** 22 May 2019 15:59

**To:** [Redacted]

**Cc:** [Redacted]; [Redacted]; [Redacted]; [DG Health & Social Care <DGHSC@gov.scot>](#); [Redacted]; [Redacted]; Director for Children and Families <[DirectorforChildrenandFamilies@gov.scot](#)>; Sheppard L (Lesley) [Redacted]

**Subject:** RE: FOI Appeal - MICase reference 201800000054 and 201900000117 - [Redacted]- action required by 23.05.19

[Redacted]

Thank you for your response in relation to this case. I have now drafted a submission for OSIC (attached), which is broadly based on the comments you have provided. I would be grateful if you could address the points raised in my draft, and provide any further comments/confirm you are content with the response to be issued to OSIC.

Apologies for the tight turnaround, but to enable us to meet the Commissioner's deadline, I would be grateful if you could provide your comments by 3pm tomorrow (23 May).

If you have any queries regarding this please do not hesitate to contact me.

Kind regards

[Redacted]

[Redacted] | Freedom of Information Unit | Scottish Government | 2W, St Andrew's House | Regent Road | Edinburgh | EH1 3DG | ☎ 0131 244 [Redacted]

See our [FOI SharePoint site](#) for detailed FOI guidance.

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**From:** [Redacted]  
**Sent:** 22 May 2019 16:22  
**To:** C&F and ELC Directors' Office  
**Subject:** FW: FOI Appeal - MICase reference 201800000054 and 201900000117 -[Redacted]- action required by 23.05.19

**Importance:** High

Afternoon,

Please could the email below be passed to Michael and actioned urgently.

Many Thanks,

[Redacted]

---

**From:** [Redacted]  
**Sent:** 22 May 2019 16:20  
**To:** Director for Children and Families <DirectorforChildrenandFamilies@gov.scot>  
**Cc:** Sheppard L (Lesley) [Redacted]; [Redacted]; [Redacted]; [Redacted]  
**Subject:** FW: FOI Appeal - MICase reference 201800000054 and 201900000117 - [Redacted]- action required by 23.05.19  
**Importance:** High

Afternoon Michael,

Following on from the email below, we have now received the draft submission for the FOI appeal for [Redacted]. I

would be grateful if you could approve this submission by **2pm tomorrow** (23 May).

[Attachment redacted]

Many Thanks,

[Redacted]  
[Redacted]  
Policy Officer | Child Protection | Care,  
Protection and Justice | Scottish  
Government | Area 2A South | Victoria  
Quay | Edinburgh | EH6 6QQ | ☎ 0131  
[Redacted]

---

**From:** [Redacted]  
**Sent:** 22 May 2019 14:24  
**To:** Sheppard L (Lesley)  
**Subject:** RE: FOI Appeal - MICase reference 201800000054 and 201900000117 - [Redacted] - action required by 20.05.19

Hi Lesley,

I have chased them today to find out if there are any updates and emphasised that the letter requires sign off from our Director. I will let you know once I hear anything.

Many Thanks,

[Redacted]

[Redacted]

Policy Officer | Child Protection | Care, Protection and Justice | Scottish Government | Area 2A South | Victoria Quay |  
Edinburgh | EH6 6QQ | ☎ 0131 244 [Redacted]

---

**From:** Sheppard L (Lesley) [Redacted]  
**Sent:** 22 May 2019 12:28  
**To:** [Redacted]  
**Subject:** RE: FOI Appeal - MICase reference 201800000054 and 201900000117 - [Redacted]- action required by 20.05.19

Hi [Redacted],

Any word on this from FOI Unit yet. Just conscious of time marching on and Michael's ask to clear before it goes out.

L

**Lesley Sheppard**  
**Deputy Director: Care, Protection and Justice**  
Scottish Government, Children and Families Directorate

T: 0131 244 [Redacted]

---

**From:** [Redacted]  
**Sent:** 22 May 2019 14:24  
**To:** Freedom of Information  
**Subject:** RE: FOI Appeal - MICase reference 201800000054 and 201900000117 - [Redacted] - action required by 20.05.19

Afternoon,

I was wondering if there is any updates on the draft response? Our Director will have to clear the final response and time is marching on.

Many Thanks,

[Redacted]

[Redacted]

Policy Officer | Child Protection | Care, Protection and Justice | Scottish Government | Area 2A South | Victoria Quay | Edinburgh  
| EH6 6QQ | ☎ 0131 244 [Redacted]

---

**From:** [Redacted]  
**Sent:** 17 May 2019 16:22  
**To:** Freedom of Information  
**Cc:** [Redacted]; [Redacted]; [Redacted]; DG Health & Social Care; [Redacted]; [Redacted]; [Redacted]; Director for Children and Families; Sheppard L (Lesley)  
**Subject:** RE: FOI Appeal - MICase reference 201800000054 and 201900000117 - [Redacted] - action required by 20.05.19

Afternoon [Redacted],

[Redacted]

[4 x attachments redacted]

FOI Response 2019/00000117

[Attachment redacted]

[Redacted]

Let me know if you have any questions.

I have also added all the emails and evidence for the FOI to the appeals Micase as recommended.

Many Thanks,

[Redacted]

[Redacted] | Policy Officer | Child Protection Team  
Scottish Government, Victoria Quay, Area 2A South, Edinburgh, EH6 6QQ  
T: 0131 [Redacted]

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**From:** [Redacted]  
**Sent:** 17 May 2019 09:55  
**To:** [Redacted]  
**Subject:** RE: FOI Appeal - MICase reference 201800000054 and 201900000117 - [Redacted]- action required by 20.05.19

Hi [Redacted],

Just back in the office and only picking this up now. Are you on later this afternoon to look at my draft or happy for it to go to a B3 then to Lesley?

Many Thanks,

[Redacted]

---

**From:** [Redacted]  
**Sent:** 16 May 2019 22:34  
**To:** [Redacted]; [Redacted]; [Redacted]  
**Subject:** RE: FOI Appeal - MICase reference 201800000054 and 201900000117 - [Redacted]- action required by 20.05.19

Hi

I've re-read the response - which is very thorough - and am satisfied that all relevant points and sources of information have been covered. Let me know if you need any help after the meeting with Lesley.

[Redacted]

[Redacted] | Child Protection Unit | Care, Protection and Justice Division | Directorate for Children and Families | Scottish Government | Tel: 0131 244 [Redacted]

---

**From:** [Redacted]  
**Sent:** 14 May 2019 14:57  
**To:** [Redacted]  
**Cc:** [Redacted]; [Redacted]  
**Subject:** RE: FOI Appeal - MICase reference 201800000054 and 201900000117 - [Redacted]- action required by 20.05.19  
**Importance:** High

Hi [Redacted],

[Redacted]

[Attachment redacted]

[Redacted]

[Redacted]

[Redacted] and Lesley will be meeting on Friday to check in on our progress with the response to the appeal. Just to flag that [Redacted] will be sharing the draft response with you on Friday before it goes to Lesley and Michael.

Thanks,

[Redacted]

---

**From:** [Redacted]

**Sent:** 14 May 2019 11:11

**To:** Sheppard L (Lesley) [Redacted]

**Cc:** [Redacted]; [Redacted]; [Redacted]

**Subject:** RE: FOI Appeal - MICase reference 201800000054 and 201900000117 - [Redacted]- action required by 20.05.19

Hi Lesley,

Many thanks for your prompt response. I have sent you a calendar request for a wee meeting today at 12:30pm. If you are unable to make it I will have to ask [Redacted] or [Redacted] to meet with you on my behalf as I am heading to London this afternoon for a conference and won't be back in the office until Friday.

[Redacted]– Grateful if we could chat today about the best way to respond to the questions below.

Many Thanks,

[Redacted]

[Redacted] | Policy Officer | Child Protection Team

Scottish Government, Victoria Quay, Area 2A South, Edinburgh, EH6 6QQ

T: 0131 244 [Redacted]

<< OLE

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Object:

Picture  
(Device  
Independent  
Bitmap) >>

[www.gov.scot/childrenandfamilies](http://www.gov.scot/childrenandfamilies) | [@girfec](#) | [#bestplacetogrowup](#)

Object:  
Picture  
(Device  
Independent  
Bitmap) >>

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**From:** Sheppard L (Lesley) [Redacted]  
**Sent:** 14 May 2019 10:30  
**To:** [Redacted]  
**Cc:** [Redacted]; [Redacted]; [Redacted]  
**Subject:** RE: FOI Appeal - MlCase reference 201800000054 and 201900000117 - [Redacted] - action required by 20.05.19

Thanks for this [Redacted]. It looks like the questions we will specifically need to provide the Commissioner with answers to are:

[Redacted]  
[Redacted]  
[Redacted]

[Redacted]

[Redacted]

[Redacted]

**When you have all the bits and pieces pulled together could you put some time in my calendar to talk me through the handling of this case please.**

Thanks

Lesley

**Lesley Sheppard**  
**Deputy Director: Care, Protection and Justice**  
Scottish Government, Children and Families Directorate

T: 0131 244 [Redacted]

---

**From:** [Redacted]  
**Sent:** 13 May 2019 14:19  
**To:** Sheppard L (Lesley) [Redacted]; [Redacted]; [Redacted]  
**Cc:** [Redacted]  
**Subject:** RE: FOI Appeal - MICase reference 201800000054 and 201900000117 - [Redacted]- action required by 20.05.19

Hi Lesley

I was just chatting to [Redacted] about this and [Redacted] said that the Child Protection team were piecing stuff together on this for you and will get back to you as soon as possible

[Redacted]

[Redacted]  
**Inter-Country Adoption – Looked After Children Unit**  
Care, Protection & Justice | Scottish Government | Area 2A-South | Victoria Quay | Edinburgh | EH6 6QQ | Tel: 0131 244 [Redacted]

---

**From:** Sheppard L (Lesley) [Redacted]  
**Sent:** 13 May 2019 13:53  
**To:** [Redacted]; [Redacted]  
**Cc:** [Redacted]  
**Subject:** RE: FOI Appeal - MICase reference 201800000054 and 201900000117 - [Redacted] - action required by 20.05.19

Thanks [Redacted], are you able to track down the FOI folder in Objective for this case at all and send me the link. It's an appeal to the Information Commissioner which means I need to review all the documentation.

Lesley

**Lesley Sheppard**  
Scottish Government, Learning Directorate

T: 0131 244 [Redacted]

---

**From:** [Redacted]  
**Sent:** 13 May 2019 12:38  
**To:** [Redacted]  
**Cc:** Sheppard L (Lesley) [Redacted]; [Redacted]  
**Subject:** RE: FOI Appeal - MICase reference 201800000054 and 201900000117 - [Redacted] - action required by 20.05.19

Hi [Redacted]

Lesley had received this correspondence regarding a recent FOI. Looking through the trail, I think it may have been one that you dealt with. Would you be able to update Lesley on it please?

Thank you

[Redacted]

[Redacted]

**Inter-Country Adoption – Looked After Children Unit**

Care, Protection & Justice | Scottish Government | Area 2A-South | Victoria Quay | Edinburgh | EH6 6QQ | Tel: 0131 244 [Redacted]

---

**From:** Sheppard L (Lesley) [Redacted]

**Sent:** 13 May 2019 12:29

**To:** [Redacted]

**Subject:** FW: FOI Appeal - MICase reference 201800000054 and 201900000117 - [Redacted]- action required by 20.05.19

Hi [Redacted],

Could you do a bit of detective work on this one for me please. It'd be great if you could identify the case for me.

Thanks

Lesley

**Lesley Sheppard**

Scottish Government, Learning Directorate

T: 0131 244 [Redacted]

---

**From:** Henderson D (Donald) [Redacted]

**Sent:** 13 May 2019 11:48

**To:** Sheppard L (Lesley) [Redacted]

**Subject:** FW: FOI Appeal - MICase reference 201800000054 and 201900000117 - [Redacted]- action required by 20.05.19

L

I can't bring the FOI to mind, but if [Redacted] is around today she can update

you.

D

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**From:** [Redacted]  
**Sent:** 14 May 2019 15:32  
**To:** [Redacted]  
**Cc:** [Redacted]; [Redacted]; [Redacted]; [Redacted]  
**Subject:** RE: FOI Appeal - MiCase reference 201800000054 and 201900000117 - [Redacted] - action required by 20.05.19

[Redacted]

I am not aware of any other appeals from [Redacted]. There are not any registered on MiCase or the FOI tracker.

Thanks

[Redacted]  
[Redacted] | Lead Caseworker | Freedom of Information Unit | Scottish Government | 2W | St Andrews House | Regent Road | Edinburgh | EH1 3DG | 0131 [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:** 14 May 2019 15:22  
**To:** [Redacted]  
**Cc:** [Redacted]; [Redacted]; [Redacted]; [Redacted]  
**Subject:** RE: FOI Appeal - MiCase reference 201800000054 and 201900000117 - [Redacted]- action required by 20.05.19

Hi [Redacted]  
I have attached a copy of [Redacted] application to the Commissioner.

In relation to the initial request and review as well as the responses these are detailed in MiCase in the case reference numbers 201800000054 and 201900000117 respectively. I only have access to the information which is saved in these cases, but from speaking to [Redacted] yesterday I understand there may have been additional internal exchanges not yet saved.

You may wish to note that the initial request is currently registered on MiCase as a MACCS case and the review as a request, but for the purposes of the appeal these are valid request and review cases.

Kind regards

[Redacted]  
[Redacted] | Lead Caseworker | Freedom of Information Unit | Scottish Government | 2W | St Andrews House | Regent Road | Edinburgh | EH1 3DG | 0131 [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:** 14 May 2019 14:35  
**To:** [Redacted]  
**Cc:** [Redacted]; [Redacted]; [Redacted]  
**Subject:** RE: FOI Appeal - MiCase reference 201800000054 and 201900000117 - [Redacted]- action required by 20.05.19

Hi [Redacted],

I'm hoping that you can send us some additional information regarding this appeal. Could you email over the following documents?

- The FOI appeal application form from [Redacted]
- A copy of the FOI that the appeal refers to
- A copy of the response to the FOI

Could you also let us know if there are any other FOI appeals for [Redacted]?

Many thanks,

[Redacted]



---

**From:** [Redacted]  
**Sent:** 14 May 2019 09:36  
**To:** Sheppard L (Lesley)  
**Cc:** [Redacted]; [Redacted]; [Redacted]  
**Subject:** RE: FOI Appeal - MICase reference 201800000054 and 201900000117 - [Redacted]- action required by 20.05.19

Morning Lesley,

I spoke to the FOI team last night to seek some advice.

This case was originally answered as a MACCs ( ref: 201800000054) then after an appeal was treated as an FOI request ( ref: 201900000117) on the new Micase system. Since I was new to the Micase system I did not originally save the emails or requests for contribution on Micase for this FOI as I was unaware of this functionality. We are now in the process of gathering all the evidence and once we have dug out all the emails I will share all the files with you in the next day or two.

In the meantime here are copies of the original FOI request, the MACCs response, the request for appeal ( 3 emails), Micase response to emails, and finally the FOI response: Original Correspondence/FOI:

[2 x attachments redacted]

Request for Appeal:

[3 x attachments redacted]

Response to Appeal

[Attachment redacted]

Advice from FOI team on appeal:

[Attachment redacted]

**Final FOI Response:**

[Attachment redacted]

[Redacted]

Hope this is alright. Let me know if you have any questions. Many

Thanks,

---

**From:** Sheppard L (Lesley)  
**Sent:** 23 May 2019 12:42  
**To:** [Redacted]  
**Cc:** [Redacted]; [Redacted]  
**Subject:** RE: FOI Appeal - MICase reference 201800000054 and 201900000117 - [Redacted]- action required by 23.05.19

Thank you for this [Redacted]. Happy to clear this for  
issue. Lesley

Sent with BlackBerry Work  
(www.blackberry.com)

---

**From:** [Redacted]  
**Date:** Thursday, 23 May 2019, 11:25 am  
**To:** Sheppard L (Lesley) [Redacted]  
**Cc:** [Redacted], [Redacted]  
**Subject:** RE: FOI Appeal - MICase reference 201800000054 and 201900000117 - [Redacted]- action required by 23.05.19

Hi Lesley

I am content with the amendments suggested, and have attached a further, clean copy of the submission with your changes accepted.

Thanks  
[Redacted]

[Redacted] | Freedom of Information Unit | Scottish Government | 2W, St Andrew's House | Regent Road | Edinburgh | EH1 3DG | ☎ 0131 244 [Redacted]

See our [FOI SharePoint site](#) for detailed FOI guidance.

---

**From:** Sheppard L (Lesley) [Redacted]  
**Sent:** 23 May 2019 10:29  
**To:** [Redacted]  
**Cc:** [Redacted]  
**Subject:** RE: FOI Appeal - MICase reference 201800000054 and 201900000117 - [Redacted]- action required by 23.05.19

Hi [Redacted],

[Redacted]

Can you confirm you are happy to accept these before I seek final sign off from our Director. This should not be issued until I have this final sign off.

Thanks

Lesley [Attachment redacted]

Lesley Sheppard

**Deputy Director: Care, Protection and Justice**  
Scottish Government, Children and Families Directorate

T: 0131 244 [Redacted]

---

**From:** [Redacted]  
**Sent:** 22 May 2019 16:20  
**To:** Director for Children and Families <DirectorforChildrenandFamilies@gov.scot>  
**Cc:** Sheppard L (Lesley) [Redacted]; [Redacted]; [Redacted]; [Redacted]  
**Subject:** FW: FOI Appeal - MICase reference 201800000054 and 201900000117 - [Redacted]- action required by 23.05.19  
**Importance:** High

Afternoon Michael,

Following on from the email below, we have now received the draft submission for the FOI appeal for [Redacted]. I

would be grateful if you could approve this submission by **2pm tomorrow** (23 May).  
[Attachment redacted]

Many Thanks,

[Redacted]

[Redacted]

Policy Officer | Child Protection | Care, Protection and Justice | Scottish Government | Area 2A South | Victoria Quay | Edinburgh | EH6 6QQ | ☎ 0131 244 [Redacted]

---

**From:** [Redacted] **On Behalf Of** Freedom of Information  
**Sent:** 22 May 2019 15:59  
**To:** [Redacted]  
1. **Cc:** [Redacted]; [Redacted]; [Redacted]; DG Health & Social Care <DGHSC@gov.scot>; [Redacted]; [Redacted]; Director for Children and Families <DirectorforChildrenandFamilies@gov.scot>; Sheppard L (Lesley) [Redacted]  
**Subject:** RE: FOI Appeal - MICase reference 201800000054 and 201900000117 - [Redacted] - action required by 23.05.19

[Redacted]

Thank you for your response in relation to this case. I have now drafted a submission for OSIC (attached), which is broadly based on the comments you have provided. I would be grateful if you could address the points raised in my draft, and provide any further comments/confirm you are content with the response to be issued to OSIC.

Apologies for the tight turnaround, but to enable us to meet the Commissioner's deadline, I would be grateful if you could provide your comments by 3pm tomorrow (23 May).

If you have any queries regarding this please do not hesitate to contact me.

Kind regards

[Redacted]

[Redacted] | Freedom of Information Unit | Scottish Government | 2W, St Andrew's House | Regent Road | Edinburgh | EH1 3DG | ☎ 0131 244 [Redacted]

---

**From:** [Redacted] on behalf of Freedom of Information  
**Sent:** 13 May 2019 11:34  
**To:** Director for Children and Families  
**Cc:** [Redacted]; [Redacted]; [Redacted]; [Redacted]; Henderson D (Donald); DG Health & Social Care; [Redacted]; [Redacted]; [Redacted]  
**Subject:** FOI Appeal - MICase reference 201800000054 and 201900000117 - [Redacted]- action required by 20.05.19  
**Attachments:** Letter8201900416.docx

Dear Michael

cc. for information

The Office of the Scottish Information Commissioner (OSIC) have confirmed that they consider an appeal from [Redacted] to be valid and will now begin their investigations. A copy of their letter is attached.

You should now consider whether the appeal (particularly that next stage where your Directorate will be asked to provide a detailed justification for withholding the information) should be handled by the person who originally dealt with the request, [Redacted], or whether it is better for someone else to lead at this time. Please could you therefore confirm who will be leading on the appeal.

The Office of the Scottish Information Commissioner (OSIC) (see attached) is inviting us to comment on this case. They have also asked some specific questions for which I will need your assistance.

The FOI Unit will draft and issue the response to the Commissioner but I will require input from the policy area. **We need you to provide some background and help with answering OSIC's questions, providing comments for each and also to check our draft response to the Commissioner.**

We have been given until 24 May 2019 to respond in full. We will therefore send a draft response to you by **20 May 2019** to give time for finalising the draft.

Please feel free to call if you would find it helpful to discuss any of the above.

Regards  
[Redacted]

[Redacted] | Lead Caseworker | Freedom of Information Unit | Scottish Government | 2W | St Andrews House | Regent Road | Edinburgh | EH1 3DG | 0131 [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:** 22 May 2019 16:32  
**To:** Freedom of Information <foi@gov.scot>  
**Subject:** RE: FOI Appeal - MICase reference 201800000054 and 201900000117 - [Redacted]- action required by 23.05.19

Hi [Redacted],

I have looked at your comments and agree with them. I am happy with the wording of first comment and think that the second section which was commented should be removed, see attached draft with my comments ( this has not been approved yet).

[Attachment redacted]

I have sent your draft to our Director for approval and once they respond I will send the final draft to you to tomorrow.

I am at training tomorrow at 3:30 but I will try and log in on my break to issue the final approved response.

Hope this makes sense.

Many Thanks,

[Redacted]

---

**From;** [Redacted]**On Behalf Of** Freedom of Information  
**Sent:** 22 May 2019 15:59  
**To:** [Redacted]  
**Cc:** [Redacted]; [Redacted]; [Redacted]; DG Health & Social Care <[DGHSC@gov.scot](mailto:DGHSC@gov.scot)>; [Redacted]; [Redacted]; Director for Children and Families <[DirectorforChildrenandFamilies@gov.scot](mailto:DirectorforChildrenandFamilies@gov.scot)>; Sheppard L (Lesley) [Redacted]  
**Subject:** RE: FOI Appeal - MICase reference 201800000054 and 201900000117 - [Redacted]- action required by 23.05.19

[Redacted]

Thank you for your response in relation to this case. I have now drafted a submission for OSIC (attached), which is broadly based on the comments you have provided. I would be grateful if you could address the points raised in my draft, and provide any further comments/confirm you are content with the response to be issued to OSIC.

[Attachment redacted]

Apologies for the tight turnaround, but to enable us to meet the Commissioner's deadline, I would be grateful if you could provide your comments by 3pm tomorrow (23 May).

If you have any queries regarding this please do not hesitate to contact me.

Kind regards

[Redacted]

[Redacted] | Freedom of Information Unit | Scottish Government | 2W, St Andrew's House | Regent Road | Edinburgh  
| EH1 3DG | ☎ 0131 244 [Redacted]

See our [FOI SharePoint site](#) for detailed FOI guidance.

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**From:** [Redacted]  
**Sent:** 23 May 2019 15:07  
**To:** [Redacted]  
**Cc:** [Redacted]; [Redacted]; [Redacted]  
**Subject:** RE: FOI Appeal - MICase reference 201800000054 and 201900000117 - [Redacted] - action required by 20.05.19  
**Attachments:** 201900416 - FOI201900000117 - Final Submission.docx

Dear [Redacted]

With reference to your email below, attached are our submissions on behalf of the Scottish Ministers in relation to this case.

I hope this is sufficient to allow you to conclude your investigation, but if you require any further information please do not hesitate to contact me.

Kind regards

[Redacted]

[Redacted] | Freedom of Information Unit | Scottish Government | 2W, St Andrew's House | Regent Road | Edinburgh | EH1 3DG | ☎ 0131 244 [Redacted]  
See our [FOI SharePoint site](#) for detailed FOI guidance.

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**From:** [Redacted]  
**Sent:** 10 May 2019 13:38  
**To:** [Redacted]  
**Subject:** Application from [Redacted]

Our ref: 201900416  
Your ref: 201900000117

Dear [Redacted],

Please see the attached letter which is seeking the Ministers' comments on the application from [Redacted].

Please note that a response is required by **24 May 2019**.

A hard copy of this letter has been posted to you.

If you have any questions, please don't hesitate to get in touch.

[Redacted]

[Redacted]  
**Freedom of Information Officer**

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**Scottish Information Commissioner**  
Kinburn Castle, Doubledykes Road  
St Andrews, KY16 9DS

Tel: 01334 [Redacted]  
Fax: 01334 [Redacted]

Email: [Redacted]

Web: [www.itspublicknowledge.info](http://www.itspublicknowledge.info)

Twitter: [@FOIScotland](https://twitter.com/FOIScotland)

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→ comments

→ in wording we would want

→ 1/4 questions

= template response final comment

⇒ [redacted] keep in copy [redacted]

\* => time taken Friday morning \*

FOI %

→ accessible info = [redacted]

Part 3 = specifically

→ [redacted]

①

→ Any recorded info? → @ [redacted] [redacted]

② Question ask

→ only man published = [redacted]

2) [redacted] → noted in response.

3) → [redacted]  
→ [redacted]  
→ [redacted]

④ Form = [redacted]

= FOI team [redacted] %

- [redacted]  
- speak FOI

[redacted] %

- ① save email's / correspondence.
- ② draft response.