

CAIRNGORMS NATIONAL PARK AUTHORITY AUDIT & RISK COMMITTEE

FOR INFORMATION

**Title: INFORMATION REQUESTS 2020-21 AND QUARTER 1
2021-22 PERFORMANCE SCORECARDS**

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MANAGER**

Overview

This paper provides an update on performance on information requests received under FOISA and GDPR for 2020-21 performance and year to date performance for 2021-22 at the end of quarter 1.

Information is provided in the form of scorecards for quarter 4 of 2020-21 representing the performance for financial year 2020-21 and performance for the year to date at the end of quarter 1 2021-22.

Recommendations

The Audit & Risk Committee is asked to:

- a) Note performance and activity to date**
- b) Comment on Scorecard presentation and whether any additional metrics should be included for the next reporting cycle**

Performance during 2020-21

1. The CNPA received a total of 37 information requests during 2020-21. Of these all except one were responded to within statutory timescales representing 97.3 percent of requests. The outstanding request was responded to 9 days overdue and was due to an administrative error in recording multiple requests from the same requester on the same day.
2. There were three requests for an internal review during 2020-21. In two of these the authority's response was confirmed and in one case the review partially confirmed the authority's position with additional information being located following review. One of the reviews where the authority's position was upheld was referred to the Scottish Information Commissioners Office for a review. The decision notice upheld (confirmed) the original response from CNPA.

3. During 2020-21 there were ten requests received from the same requester within a two week period, this related to a historic planning decision. Engagement with the requester from the Head of Planning ensured the requester understood the information held by the CNPA.

Performance at Quarter I 2021-22

4. The CNPA have received 12 information requests during the first quarter 2021-22. Two of these were responded to outside of statutory timescales due to delays in locating information when a member of staff was on leave. This represents a response rate within timescales of 83.3 percent.
5. During the quarter I we have seen an increase in requests asking for detailed correspondence between officers, board members and external agencies. This has in part contributed to the delay on the two requests who received a response outside of the 20 working day timeframe.
6. An exemption was applied to one request and information was partly withheld from the requester. This request was for correspondence which related to an ongoing Police investigation.
7. There was one request for an internal review, this was partially confirmed as further information was found contained within a report which related to the request.

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