

**CAIRNGORMS NATIONAL PARK AUTHORITY  
AUDIT & RISK COMMITTEE**

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**FOR DECISION**

**Title: INTERNAL AUDIT REVIEW: HANDLING FREEDOM OF INFORMATION REQUESTS**

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**Purpose**

To present the internal auditor's review of the Authority's processes and controls in place for handling requests for information made under the Freedom of Information (Scotland) Act 2002 (FOISA).

**Recommendations**

**The Audit & Risk Committee is asked to:**

- a) **Consider the internal auditor's findings;**
- b) **Endorse management responses to recommended actions.**

**Executive Summary**

1. In follow up to a review of a request for information by the Scottish Information Commissioner, management agreed that Internal Audit would review the design and operational effectiveness of the Authority's arrangements for control and management of requests for information made to the Authority under the Freedom of Information (Scotland) Act (FOISA). The full report is attached as Annex I to this paper.
2. Both the design and operational effectiveness of the Authority's processes are graded as moderate. One medium level and five low level recommendations for improvement actions were raised by the internal auditors.
3. All recommendations have been accepted by management. Management responses are set out along with timetables for action in Annex I.

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**27 March, 2020**  
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