



Our Ref: 201702106

Scottish Information  
Commissioner

*it's public knowledge*

Mr Graeme Dey  
Minister for Parliamentary Business and Veterans  
The Scottish Government  
St Andrew's House  
Regent Road  
Edinburgh  
EH1 3DG

8 November 2018

*Dear Minister,*

**Draft action plan submission**

Thank you for submitting the Scottish Government's revised draft action plan on 30 October 2018. The plan sets out how the authority will implement the recommendations in my Intervention Report of June 2018.

I am pleased to respond that the revisions have resolved my concerns about references in the plan to clearance and communications. I am content to agree the action plan, subject to one minor alteration (an amendment to the second action in Recommendation 1 to make it clear that senior staff will decide upon all requests other than those which are submitted for Ministerial decision).

My intervention now moves to the third phase: implementation. I will shortly agree with the FOI Unit what information I'll need to see, and when, in order to monitor progress. Throughout this period, my staff will be available to provide support to the Scottish Government, including advising on draft procedures, etc.

Following the end of the implementation period (November 2019), I will carry out a further, but smaller, assessment of whether the action plan has achieved the desired improvement in the Scottish Government's FOI practice.

Thank you for your clarification, in the fifth paragraph of your letter, about the Communications Team's role in handling journalists' requests. It is for your authority to decide how it wishes to handle information requests, provided its procedures comply with FOI law and the Section 60 Code.

Thank you also for your acknowledgement of the close of the first intervention (my case reference 201700093) and for your positive remarks about the value of the monthly monitoring reports.

*Kind Regards,*

**Daren Fitzhenry**  
**Scottish Information Commissioner**

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Kinburn Castle, Doubledykes Road, St Andrews KY16 9DS

T: 01334 464610 F: 01334 464611 E: enquiries@itspublicknowledge.info W: itspublicknowledge.info