

**Responding to Information Requests  
Schedule of Information**

<b>WorkPro Case reference</b>	201600533
<b>Name of Requester:</b>	James McEnaney

No	Type	Description of the information	Part(s) of the request	Which information in the document is being withheld	List the exemption(s) being relied on
1	Note of meeting	Meeting between SIC and the Scottish Government 20/06/06	2	Name of one attendee Remaining information outwith scope	S38(1)(b)
2	Internal blog post	"Purdah (pre-election period)" 01/04/10	1	None	n/a
3	Internal blog post	"Dissolution of Scottish Parliament" 21/03/11	1	None	n/a
4	Email	Email recording note of telephone call with Scottish Government 30/05/13 [10:54]	2	Names and direct contact details Case related information	S38(1)(b) S30(c)
5	Email	Internal email commenting on draft response 04/06/13 [10:03]	1	Name	S38(1)(b)
6	Email	Email to the Scottish Government 04/06/13 [10:24]	2	Names and direct contact details Case related information	S38(1)(b) S30(c)
7	Email	Email from the Scottish Government 04/06/13 [16:11]	2	Names and direct contact details Case related information	S38(1)(b) S30(c)
8	Email	Internal email re discussion of cases which may be subject to SIRA 05/09/14 [15:59]	1	None – redacted information outwith scope	n/a
9	Meeting invitation	Meeting: 09/09/14	1	Name	S38(1)(b)

10	Email	Internal email with notes from meeting 09/09/14 [15:32] <sup>1</sup>	1	Name	S38(1)(b)
11	Letter	Letter to applicant re. delay in publishing decision 09/09/14	n/a (outwith scope but included for information)	Address	S38(1)(b)
12	Procedure	Extract from Investigations Handbook (undated but added 19/12/14)	1	None – redacted information outwith scope	n/a
13	Internal blog post	“FOI and Purdah” 30/03/15	1	None	n/a
14	Internal blog post	“Purdah and investigations” 30/03/15	1	None	n/a
15	Email	Application from requester plus enclosures 23/11/15 [13:06]	3	Names, signature and direct contact details	S38(1)(b)
16	Email	Internal 23/11/15 [13:09]	3	None	n/a
17	Email	Acknowledgement of application 24/11/15 [16:13]	3	None	n/a
18	Email	Email from requester 24/11/15 [16:30]	3	Requester’s address	S38(1)(a)
19	Email	Email to requester 26/11/15 [11:16]	3	None	n/a
20	Email	Email to requester asking for additional information 04/12/15 [08:25]	3	None	n/a
21	Email	Email from requester 07/12/15 [09:03]	3	None	n/a
22	Email	Email to requester for further information 07/12/15 [09:05]	3	None	n/a
23	Email	Email from requester with additional information 07/12/15 [09:09]	3	Name	S38(1)(b)
24	Email	Email to requester confirming receipt 07/12/15 [09:11]	3	None	n/a
25	Validation checklist	Undated	3	None	n/a

<sup>1</sup> This document refers to changes to be made to the Investigations Handbook. The text which was added is the section in brackets in document 12.

26	File note	View on validation 07/12/15 [09:36]	3	None	n/a
27	File note	Deputy Head of Enforcement view on validation 07/12/15 [09:53]	3	None	n/a
28	Email	Email to requester seeking clarification on reasons for dissatisfaction 07/12/15 [10:06]	3	None	n/a
29	Email	Email from requester confirming reasons for dissatisfaction 07/12/15 [10:45]	3	None	n/a
30	Email	Email to requester confirming application valid 07/12/15 [11:05]	3	None	n/a
31	Email	Covering email for item 32 (attachments appear earlier in schedule – not recopied) 07/12/15 [11:27]	3	Names	S38(1)(b)
32	Letter	Letter to Scottish Government notifying of application and asking for withheld information 07/12/15	3	Name	S38(1)(b)
33	Email	Email from Scottish Government with copies of withheld information and schedule 23/12/15 [13:28]	3	Names Schedule of documents withheld in entirety <sup>2</sup> Information withheld from requester by Scottish Ministers Information disclosed to requester by Scottish Ministers	S38(1)(b) S30(c)  S30(c) S25(1)
34	Email	Internal – asking for copying to be done 05/01/16 [09:02]	3	None	n/a
35	Email	Email to Scottish Government acknowledging withheld information 06/01/16 [16:50]	3	Name	S38(1)(b)
36	Email	Requester seeks update 21/01/16 [15:51]	3	None	n/a
37	Email	Internal – checking where file is 22/01/16 [08:05] <sup>3</sup>	3	None	n/a
38	Email	Internal – confirms file with MK 22/01/16 [08:59]	3	None	n/a
39	Email	Internal – will update requester 22/01/16 [09:01]	3	None	n/a

<sup>2</sup> Although I have withheld this document in its entirety, I have enclosed a blank version of the schedule showing the type of information which makes up the form.

<sup>3</sup> “ETSA” is short for “Enforcement Team Support Assistant”

40	Email	Update to requester 22/01/16 [09:05]	3	None	n/a
41	Email	Internal – confirmation of who has case 28/01/16 [14:00]	3	None	n/a
42	File note	Case passed to Deputy Head of Enforcement (DHOE) for allocation 03/02/16 [09:35]	3	None	n/a
43	File note	Advice from DHOE for investigator 04/02/16 [09:57]	3	Information about taking forward the investigation	S30(c)
44	Email	Covering email for item 45 16/02/16 [09:19]	3	Names	S38(1)(b)
45	Letter	Letter to Scottish Government seeking submissions 16/02/16	3	Name and direct contact details Case related information	S38(1)(b) S30(c)
46	Email	Covering email for item 34 16/02/16 [09:23]	3	Name	S38(1)(b)
47	Letter	Letter to requester seeking comments 16/02/16	3	Requester's name Name, direct contact details and other identifying information	S38(1)(a) S38(1)(b)
48	File note	Note of telephone call to Scottish Government 17/02/16	3	Names Case related information	S38(1)(b) S30(c)
49	Email	Email from Scottish Government asking for extension for submissions 29/02/16 [14:37]	3	Names and direct contact details	S38(1)(b)
50	Email	Email to Scottish Government granting extension 29/02/16 [15:11]	3	Names and direct contact details	S38(1)(b)
51	Email	Email from requester 29/02/16 [15:14]	3	Name	S38(1)(b)
52	Email	Email to requester 29/02/16 [15:27]	3	Name	S38(1)(b)
53	Email	Additional comments from requester 01/03/16 [11:57]	3	Name	S38(1)(b)
54	Email	Email to requester 02/03/16 [14:38]	3	Name	S38(1)(b)
55	File note	Case update 08/03/16 [12:20]	3	Name	S38(1)(b)
56	File note	Note of telephone call with Scottish Government – submissions not yet received 10/03/16 [11:33]	3	Names Case related information	S38(1)(b) S30(c)
57	Email	Email from Scottish Government re late submissions 11/03/16 [10:54]	3	Name, direct contact details and identifying information	S38(1)(b)
58	Email	Covering email to item 59 14/03/16 [11:28]	3	Name and direct contact details	S38(1)(b)
59	Letter	Submissions from Scottish Government 14/03/16	3	Withheld in its entirety	S38(1)(b) S30(c)
60	Email	Internal email to all OSIC: 16/03/16 [16:02]	1	None	n/a

61	Email	Internal email 16/03/16 [16:25]	1	Names and direct contact details Case related information	S38(1)(b) S30(c)
62	Case Note	16/03/16	1	Names Case related information	S38(1)(b) S30(c)
63	Email	Internal email re 2015 case 17/03/16 [07:45]	1	Names Case related information	S38(1)(b) S30(c)
64	Email	Internal email re 2015 cases 17/03/16 [13:37]	1,3	Withheld in entirety	S38(1)(b) S30(c)
65	Email	Internal email re 2015 cases 17/03/16 [16:47]	1,3	Withheld in entirety	S38(1)(b) S30(c)
66	Email	Internal email re 2015 case 17/03/16 [16:58]	1	Names Case related information	S38(1)(b) S30(c)
67	Email	Internal email re 2015 cases 18/03/16 [09:48]	1,3	Names Case related information	S38(1)(b) S30(c)
68	Triage Note	Re. 2016 case 18/03/16 (note complete)	1	Withheld in its entirety <sup>4</sup>	S38(1)(b) S30(b)(i)/(ii)
69	Email	Internal email re 2015 cases 21/03/16 [10:42]	1, 3	Withheld in its entirety	S38(1)(b) S30(c)
70	Email	Internal email re 2015 cases 21/03/16 [11:01]	3	Name	S38(1)(b)
71	Email	Internal email re 2015 case 21/03/16 [13:16]	1	Names Case related information	S38(1)(b) S30(c)
72	Triage Note	Re. 2015 case 21/03/16 (note complete)	1	Withheld in entirety (see document 68 for a blank version)	S38(1)(b) S30(c)
73	File Note	Note of telephone call to applicant re. 2016 case 22/03/16 [09:37]	n/a (outwith scope but included for information)	Names and direct contact details Case related information	S38(1)(b) S30(c)
74	Email	Email to Scottish Government re 2015 case 22/03/16 [09:58]	2	Withheld in its entirety	S38(1)(b) S30(c)

<sup>4</sup> Although I have withheld this document in its entirety, I have enclosed a blank version of the form showing the type of information which makes up the form.

75	Email	Email to Scottish Government re 2015 case 22/03/16 [10:00]: this was the email which was sent prematurely	2,3	Name and direct contact details	S38(1)(b)
76	Email	Email to applicant re. 2015 case 22/03/16 [10:09]	3	Withheld in entirety	S38(1)(b) S30(c)
77	Email	Email to applicant re. 2015 case 22/03/16 [10:19]	3	Name	S38(1)(b)
78	Email	Email from Scottish Government re. 2015 case 22/03/16 [10:47]	3	Name and direct contact details	S38(1)(b)
79	File Note	Note of telephone call re 2015 case 22/03/16 [10:59]	3	Name and direct contact details	S38(1)(b)
80	Triage Note	Re. 2015 case 22/03/16 (note incomplete – not yet reviewed by SIC)	3	Withheld in entirety (see document 68 for a blank version)	S30(c)
81	Email	Internal email re 2015 case 22/03/16 [10:53]	1,3	Name and direct contact details	S38(1)(b)
82	Email	Internal email re 2015 case 22/03/16 [11:06]	1,3	Name Draft response to media enquiry	S38(1)(b) S30(b)(i)/(ii)
83	Email	Internal email re 2015 case 22/03/16 [11:13]	1,3	Name	S38(1)(b)
84	Email	Internal email re 2015 case 22/03/16 [12:16]	1,3	Name	S38(1)(b)
85	Email	Internal email re 2015 case 22/03/16 [12:18]	1,3	Name	S38(1)(b)
86	Email	Internal email re 2015 case 22/03/16 [13:39]	1,3	Name Draft response to media enquiry (withheld in entirety)	S38(1)(b) S30(b)(i)/(ii)
87	Email	Internal email re 2015 case 22/03/16 [13:45]	1,3	Name Draft response to media enquiry (withheld in entirety)	S38(1)(b) S30(b)(i)/(ii)
88	Email	Internal email re 2015 case 22/03/16 [13:49]	1,3	Name Draft response to media enquiry (withheld in entirety)	S38(1)(b) S30(b)(i)/(ii)
89	Email	Internal email re 2015 case 22/03/16 [13:51]	1,3	Name	S38(1)(b)
90	Email	Internal email re 2015 case 22/03/16 [14:02]	1,3	Name Draft response to media enquiry (withheld in entirety)	S38(1)(b) S30(b)(i)/(ii)
91	Email	Internal email re 2015 case 22/03/16 [14:08]	1,3	Draft response to media enquiry	S30(b)(i)/(ii)
92	Email	Internal email re 2015 case 22/03/16 [14:17]	1,3	Name Draft response to media enquiry (withheld in entirety)	S38(1)(b) S30(b)(i)/(ii)

93	Email	Internal email re 2015 case 22/03/16 [14:20]	1,3	Name	S38(1)(b)
94	Email	Internal email re 2015 case 22/03/16 [14:22]	1,3	None	n/a
95	Email	Email to enquirer re 2015 case 22/03/16 [15:32]	3	Names and direct contact details	S38(1)(b)
96	Email	Internal email re 2015 case 23/03/16 [09:20]	1,3	None	n/a
97	File Note	Note of telephone call from enquirer re 2015 case 23/03/16 [10:51]	3	Name and identifying information	S38(1)(b)
98	File Note	Note of internal telephone call re 2015 case 23/03/16 [10:54]	1,3	Name	S38(1)(b)
99	Email	Email to enquirer re 2015 case 23/03/16 [15:00]	3	Names and direct contact details	S38(1)(b)
100	Email	Email to applicant re 2015 case 23/03/16 [15:06]	3	Names	S38(1)(b)
101	Email	Internal email re 2015 case 23/03/16 [15:07]	3	Name	S38(1)(b)