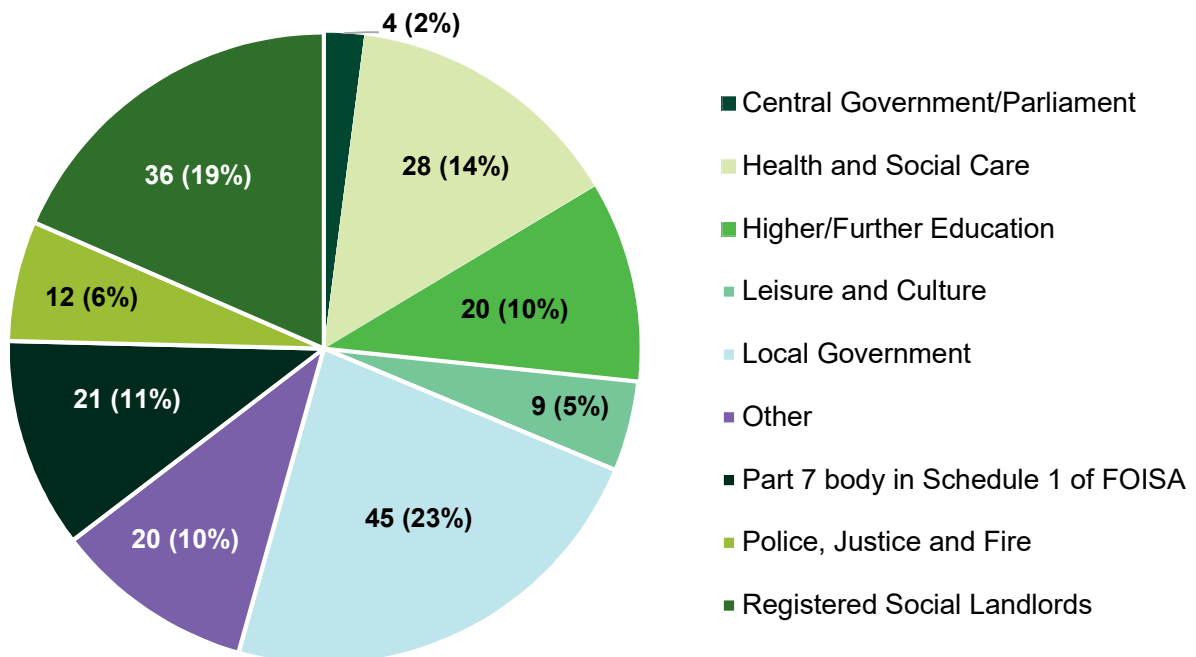


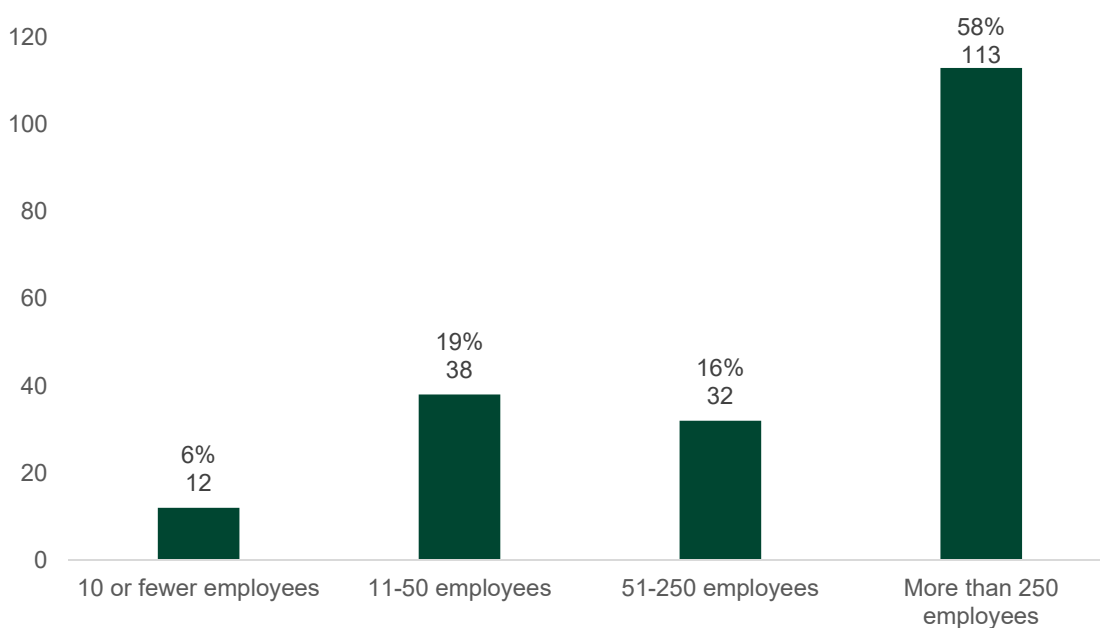
FOI Practitioner Survey: Full Result Data

About your organisation and your role

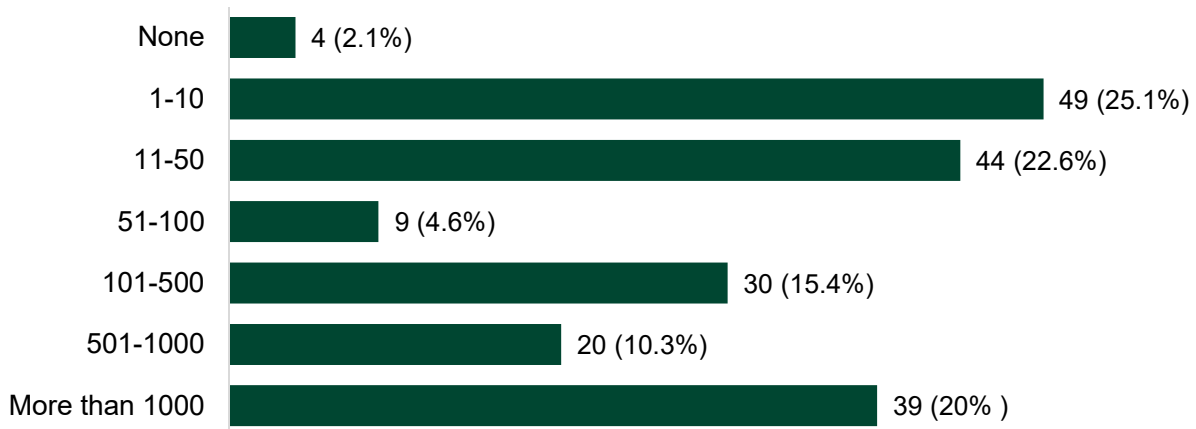
Q1: Which of the following sectors best describes your organisation?



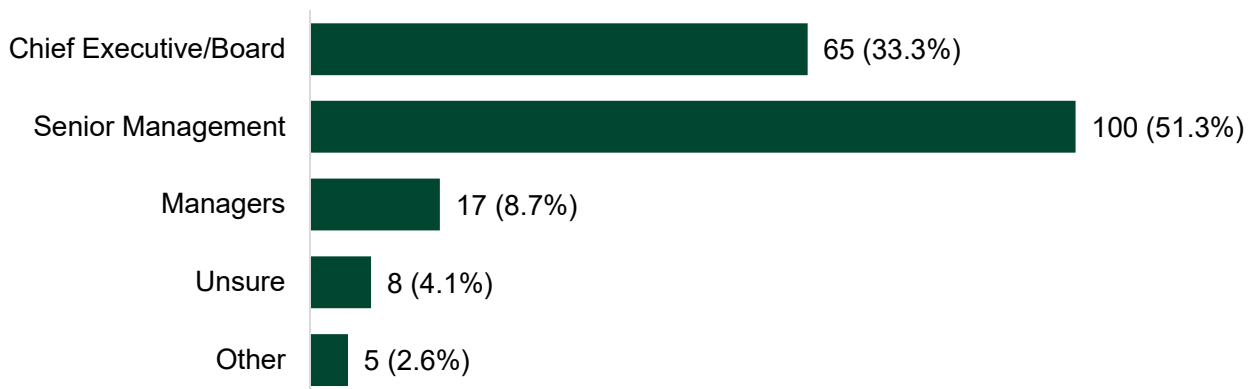
Q2: What is the approximate number of employees in your organisation?



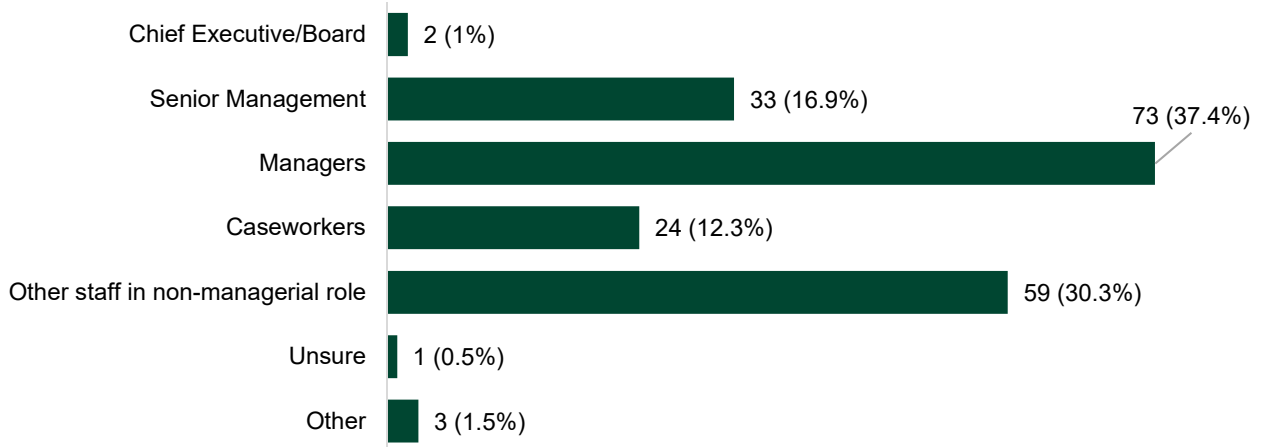
Q3: Approximately how many FOI requests (including under the Environmental Information (Scotland) Regulations – EIRs) does your organisation receive annually?



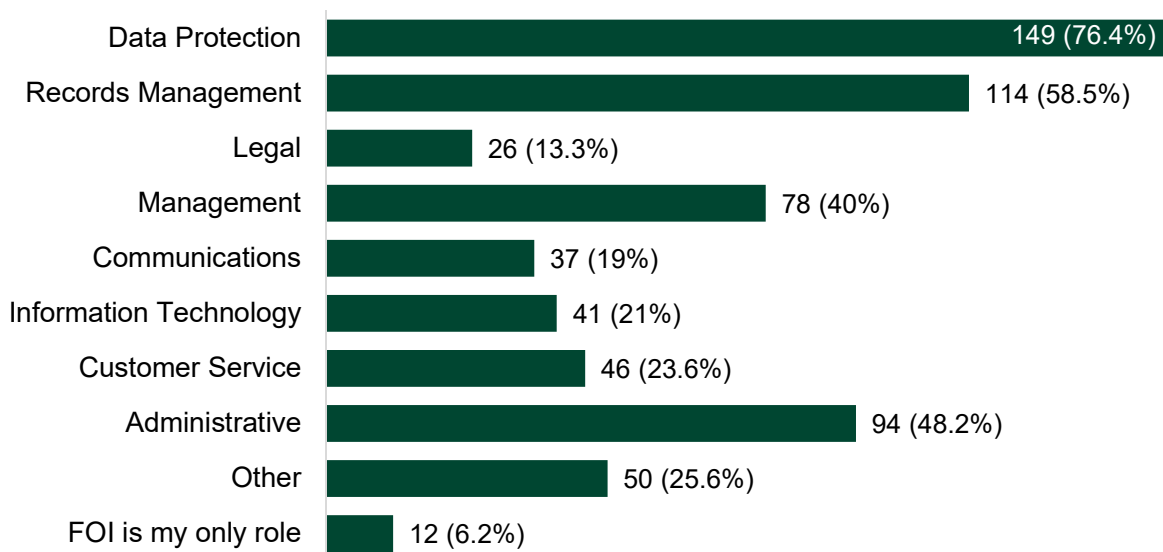
Q4: Which of the following areas/roles has overall/strategic responsibility for FOI within your organisation?



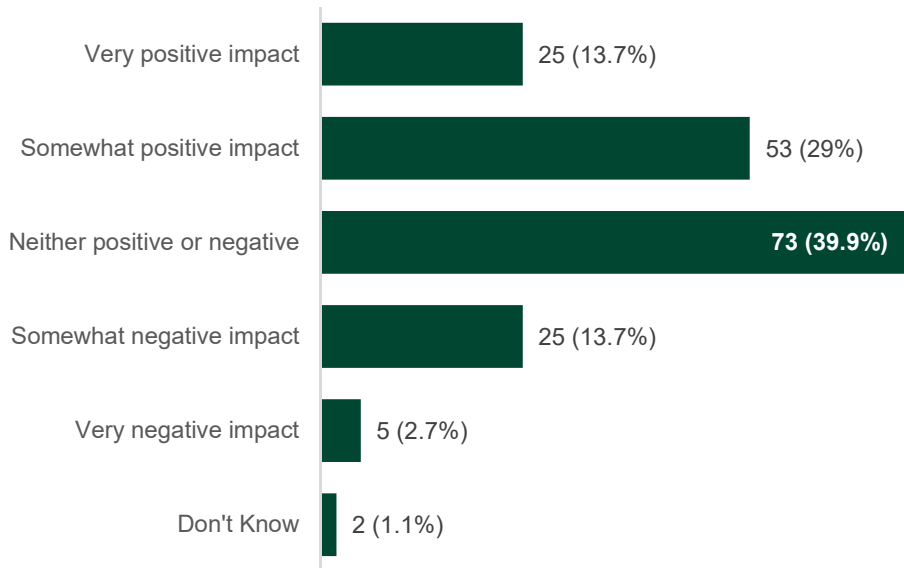
Q5: Now thinking specifically about operational responsibilities, which of the following areas/roles best describes where responsibility for the day to day management of your organisation’s FOI obligations (for example, responding to FOI requests) lies?



Q6a: Aside from FOI, what other duties do you have within your organisation.

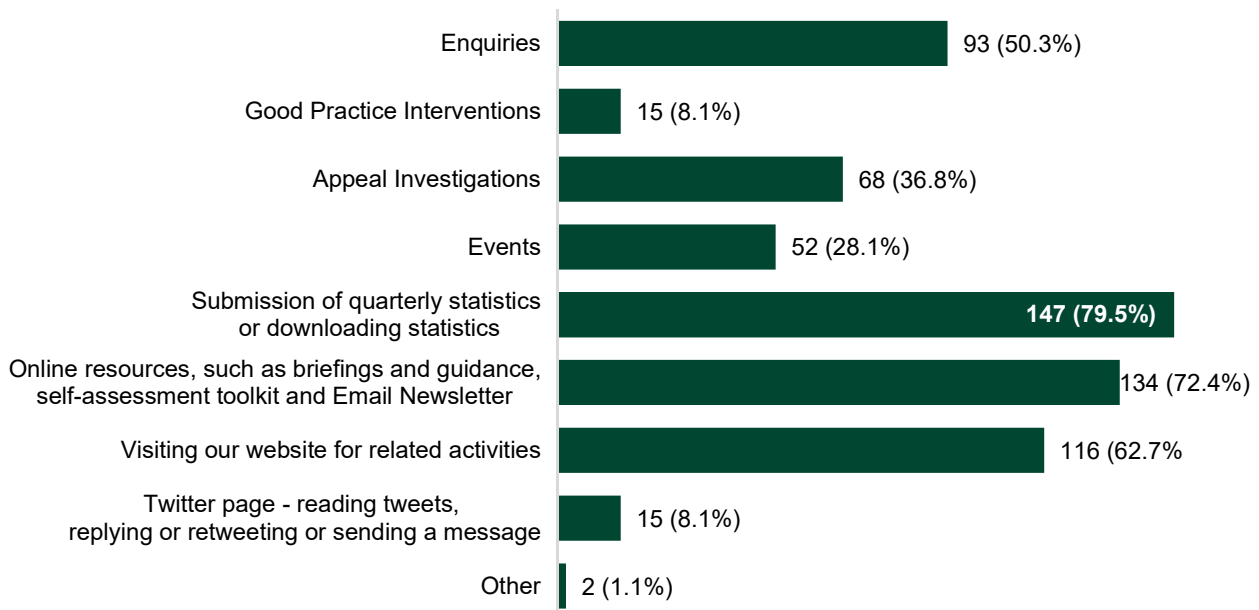


Q6b: Thinking about the impact of the dual or multiple roles you have within your organisation, would you say this has had a positive or negative impact on your FOI duties?

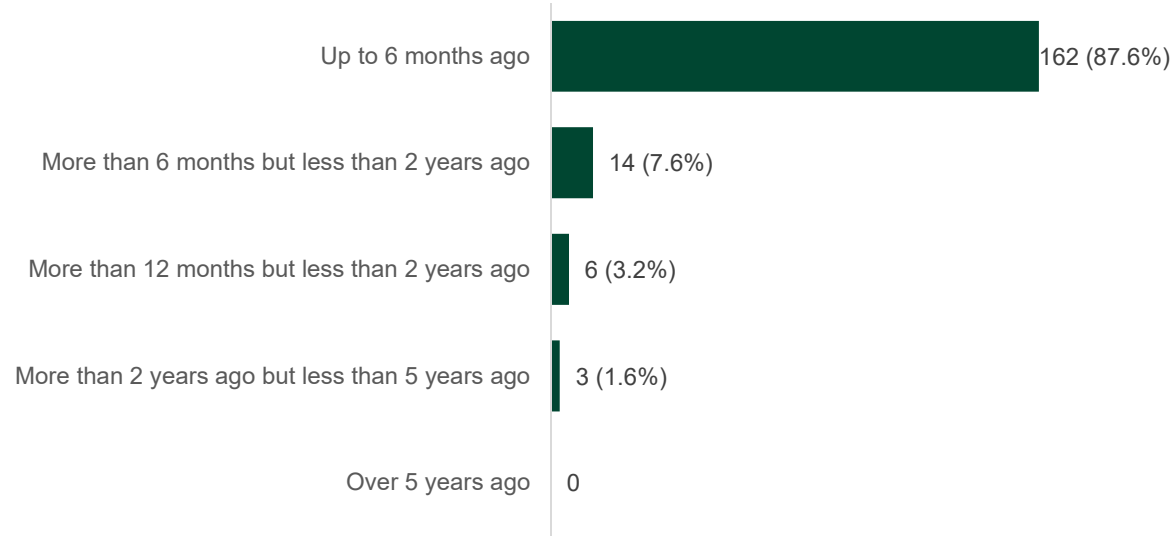


Engagement with the Scottish Information Commissioner's Office

Q7a: Thinking specifically about the nature of engagement that you have had with the Commissioner's Office, please select any of the following that describes the engagement activity

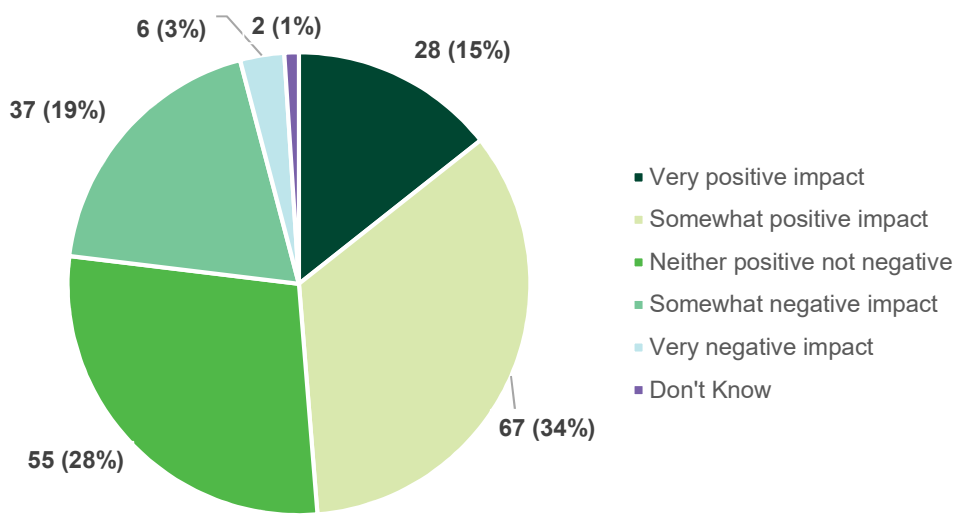


Q7b: When was your most recent engagement activity with the Commissioner's Office?



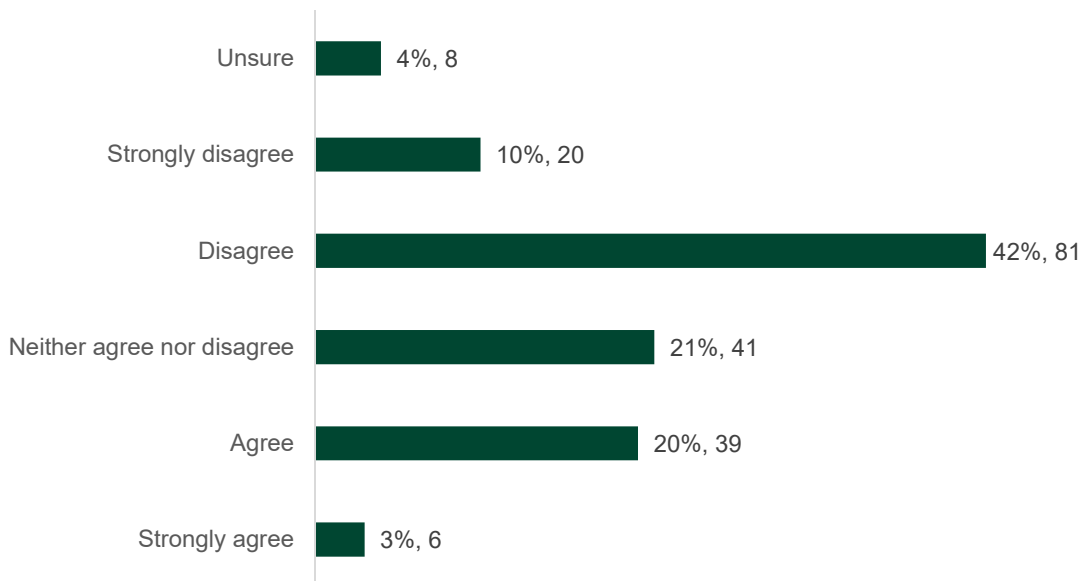
Impact of FOI

Q8: Overall, do you think the impact of FOI on your organisation is positive or negative?

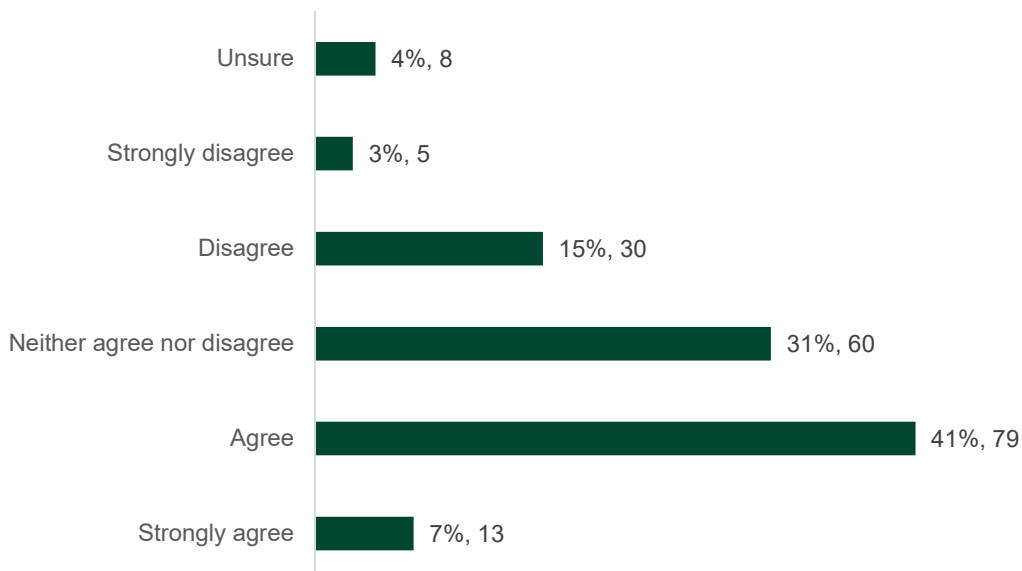


Q9: To what extent would you agree or disagree with the following statements regarding the impact of FOI on your organisation?

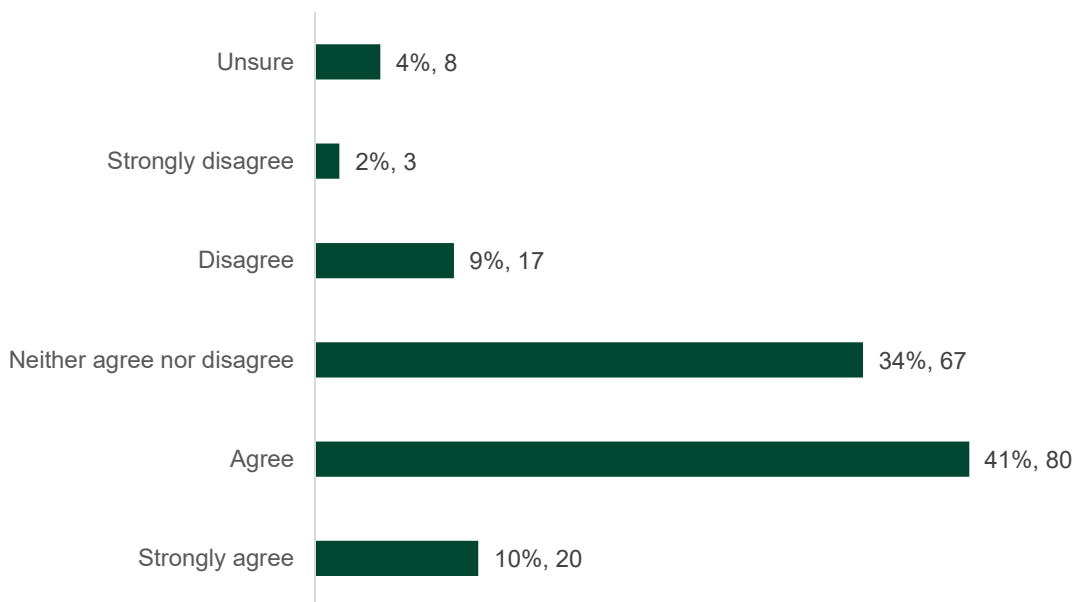
It has not improved our records management policies and procedures



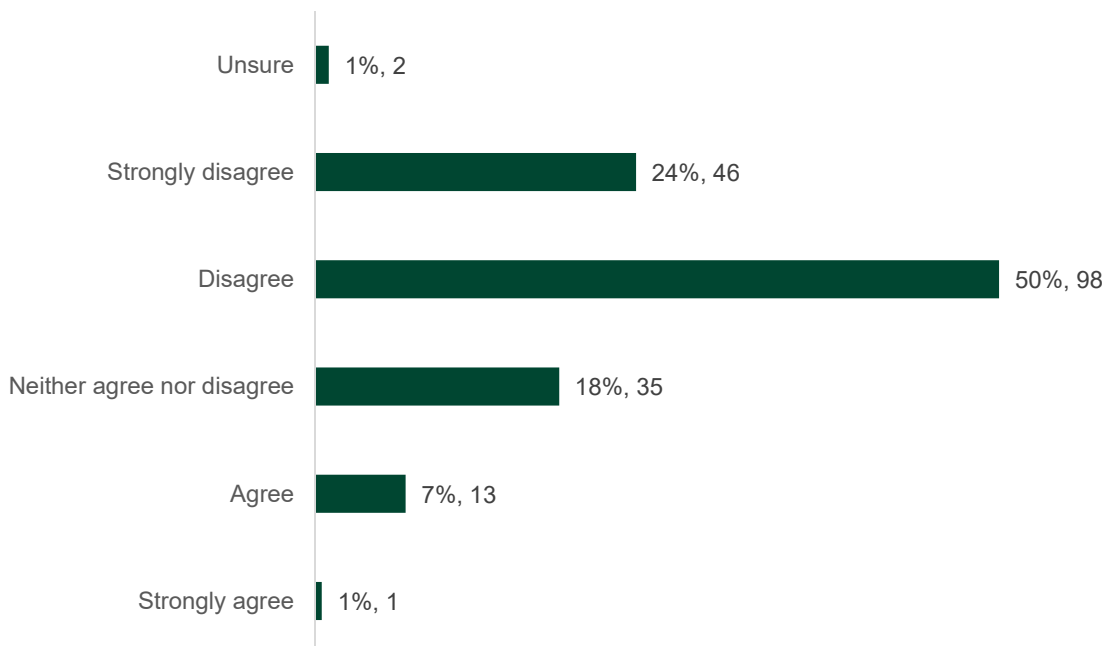
It improves our engagement with the communities we serve and the wider public



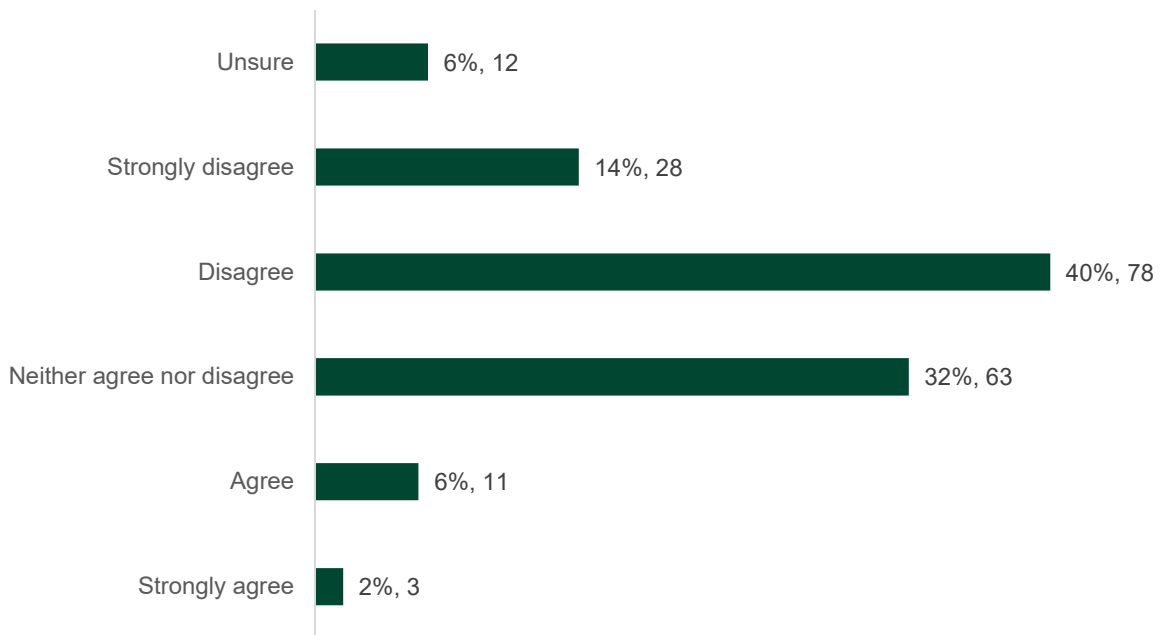
It increases public trust in my organisation



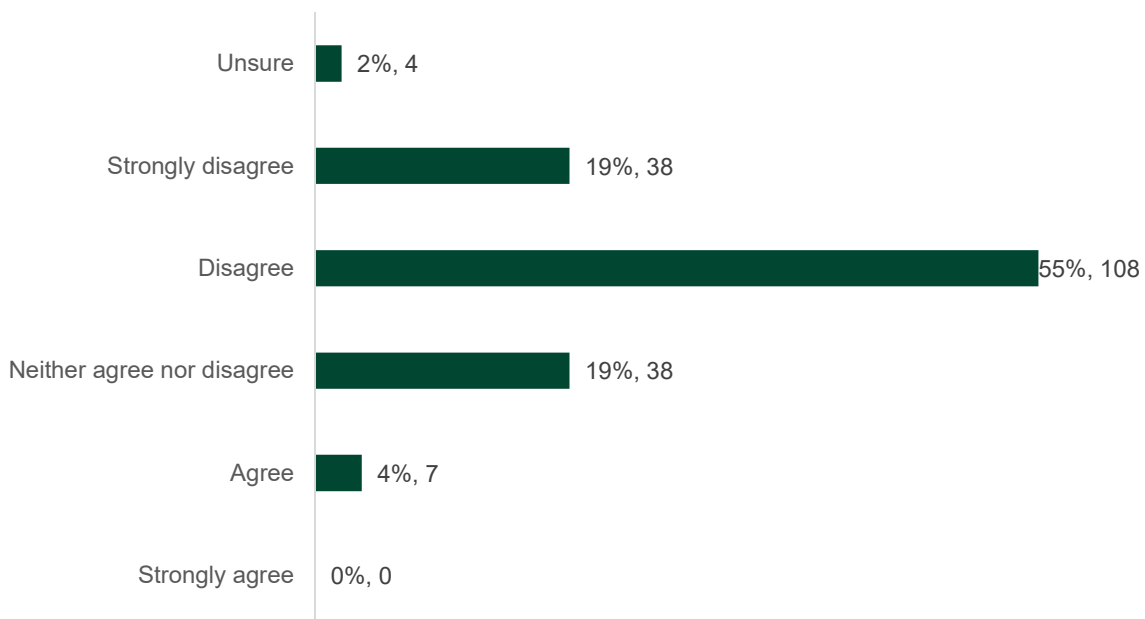
It makes my organisation less proactive in publishing information about our work



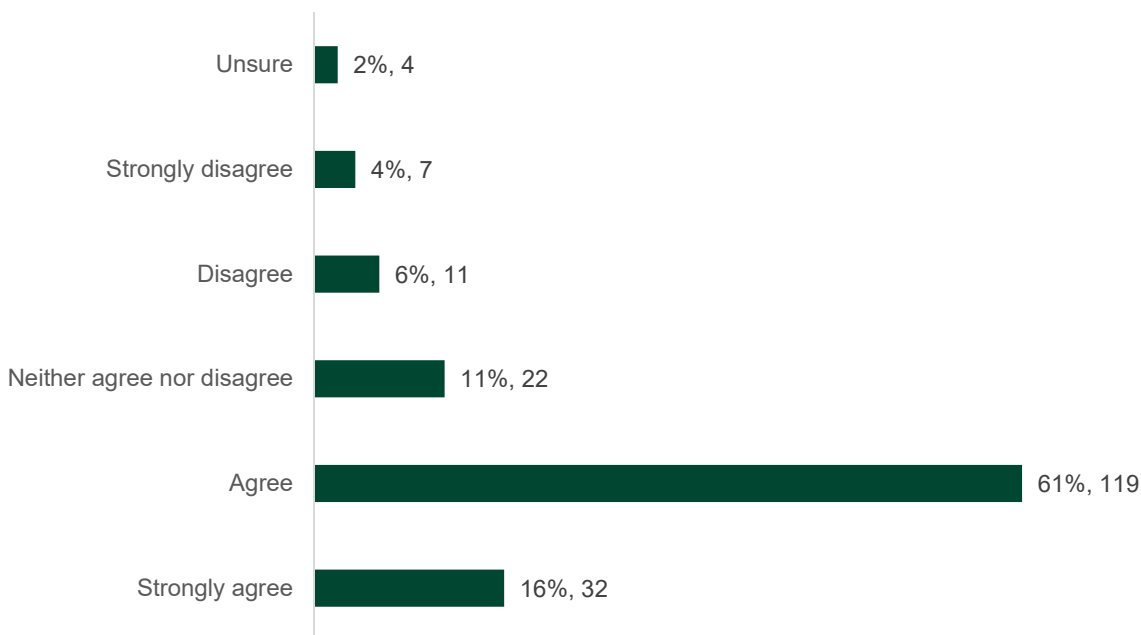
It makes my organisation less proactive in publishing internal deliberations about our decisions



It makes my organisation less likely to regularly review the quality of information that we publish proactively

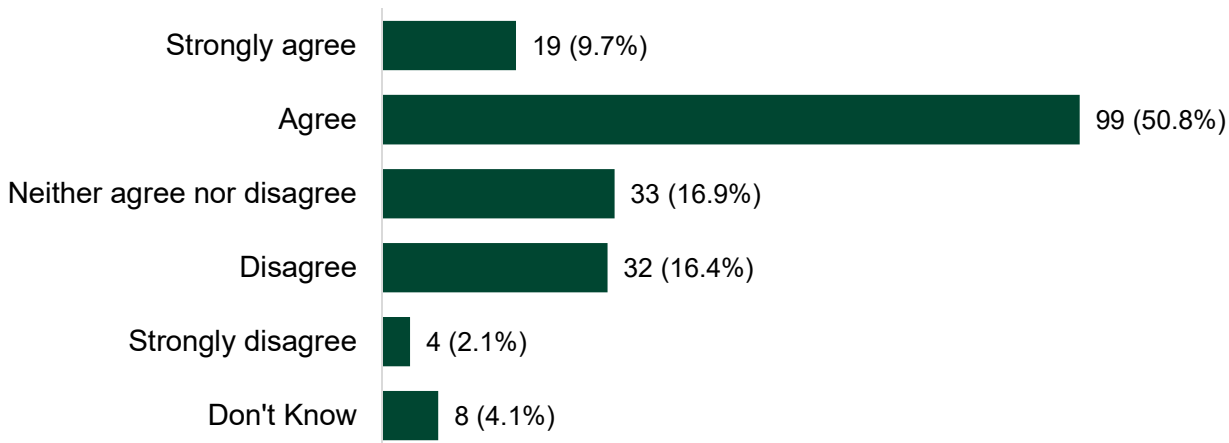


It makes my organisation more open and accountable

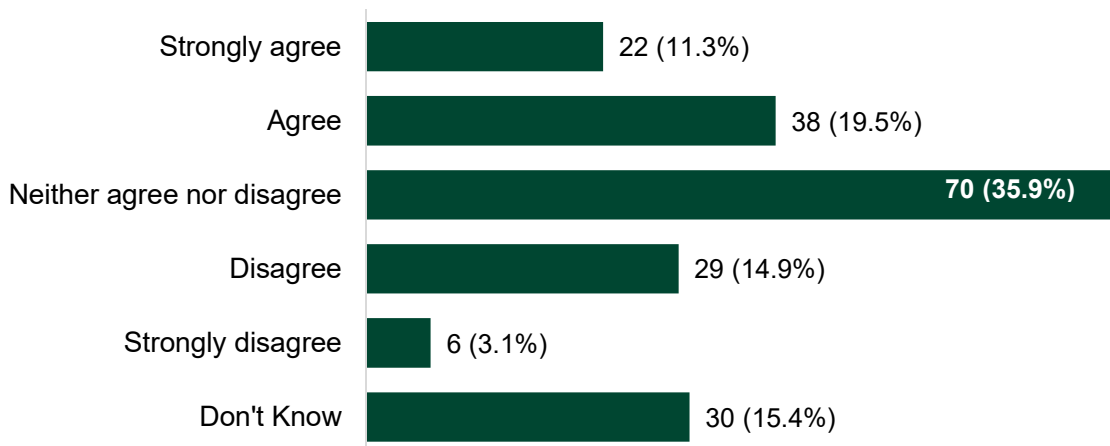


Q10: Thinking specifically about the Publication Scheme duty, to what extent would you agree or disagree with the following statements?

My organisation’s Publication Scheme “guide to information” is regularly kept up to date

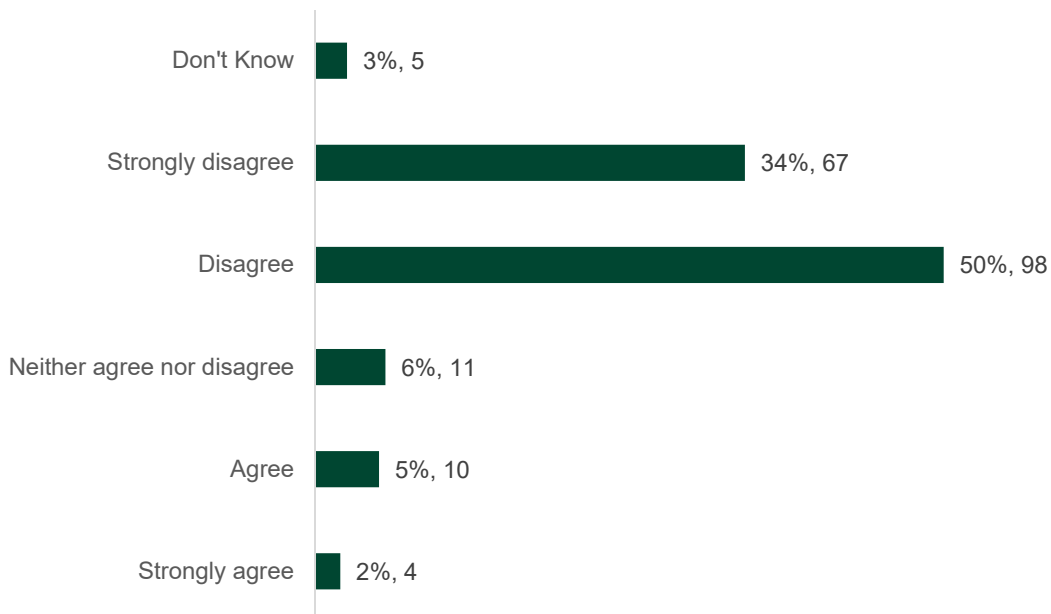


The information my organisation publishes under the Publication Scheme duty is rarely what the public wants to see

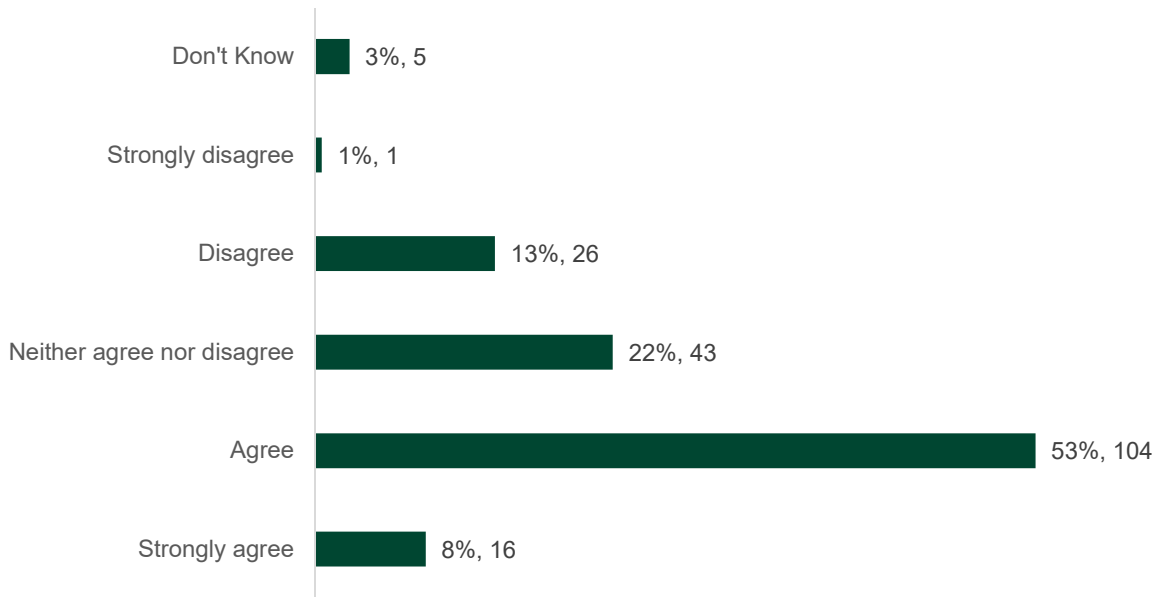


Q11: Now thinking more generally (not just in relation to your organisation), to what extent would you agree or disagree with the following statements about FOI

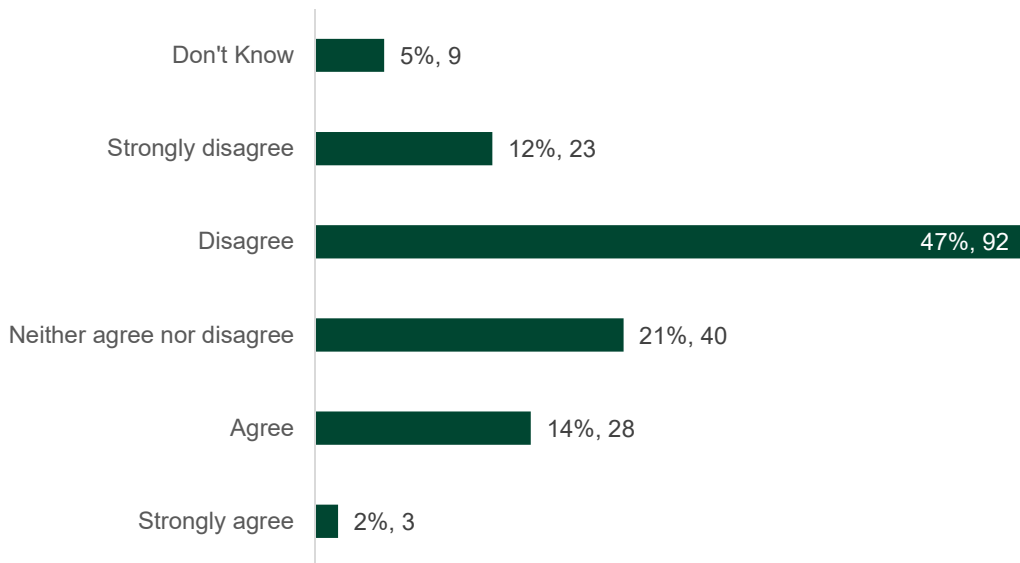
It is not needed



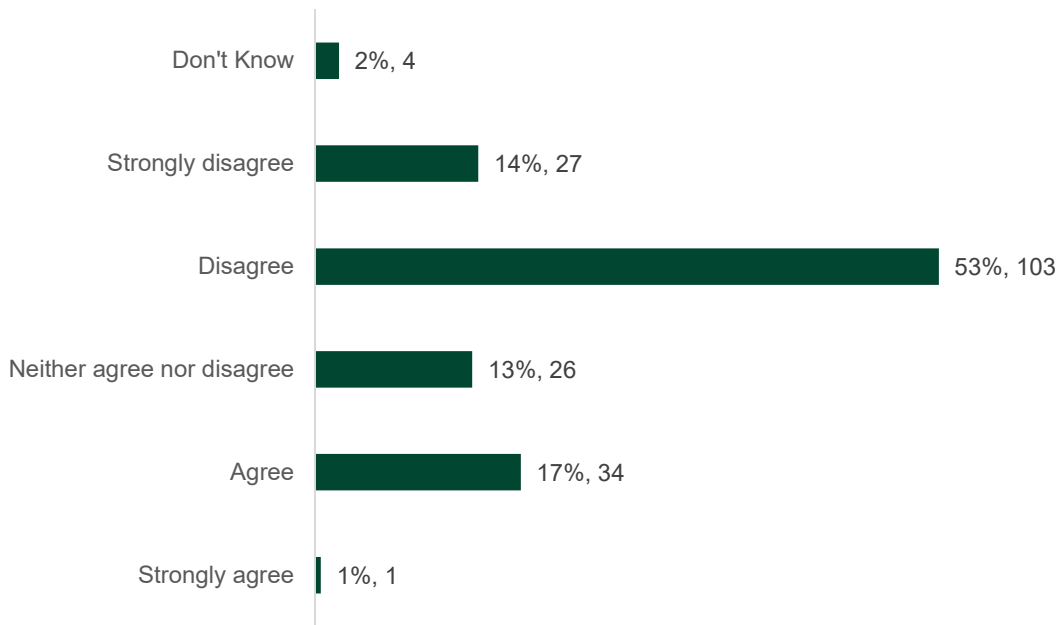
It improves records management



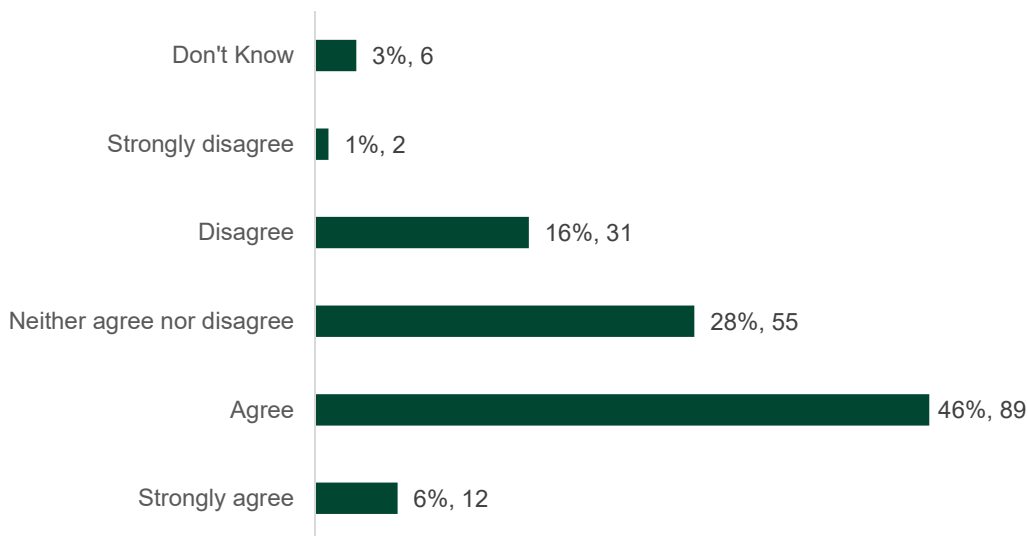
It does not increase trust in organisations



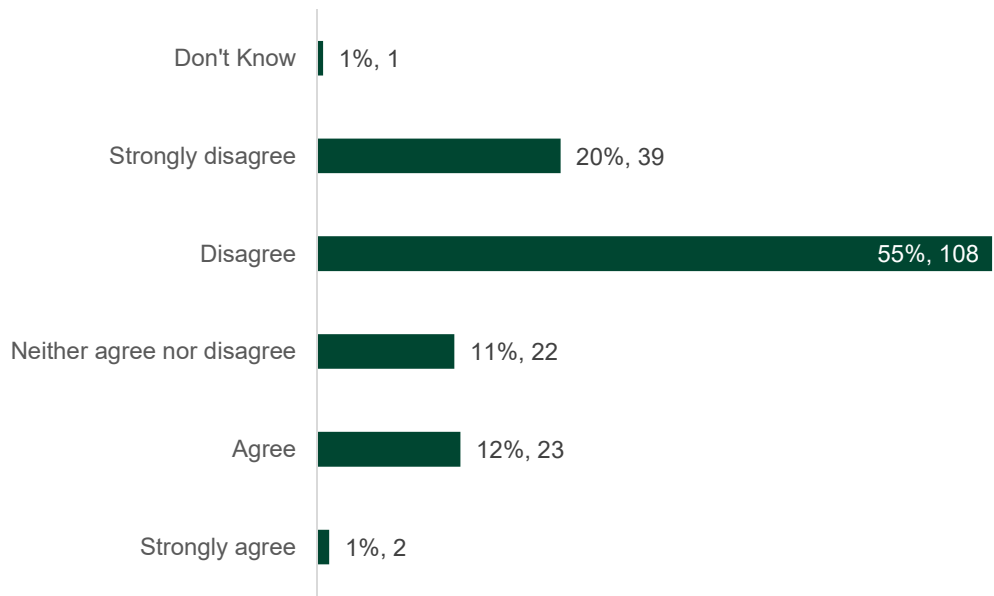
It does not increase public knowledge regarding the work of organisations



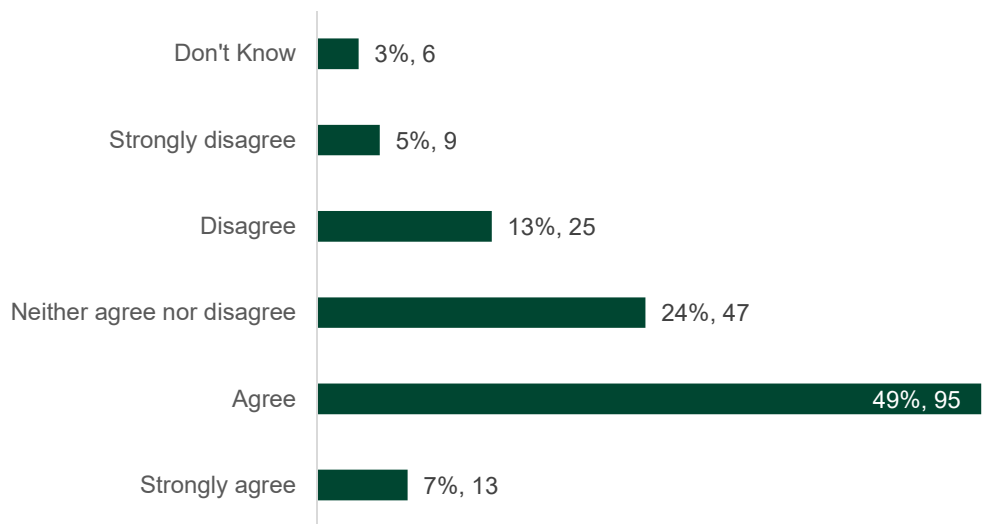
It improves public engagement with organisations



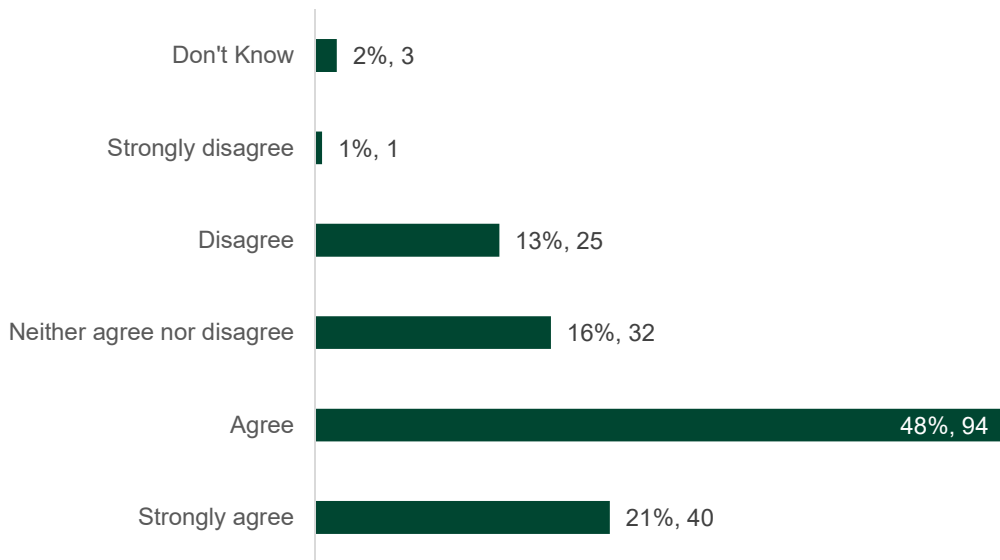
It does not increase transparency and accountability in public life



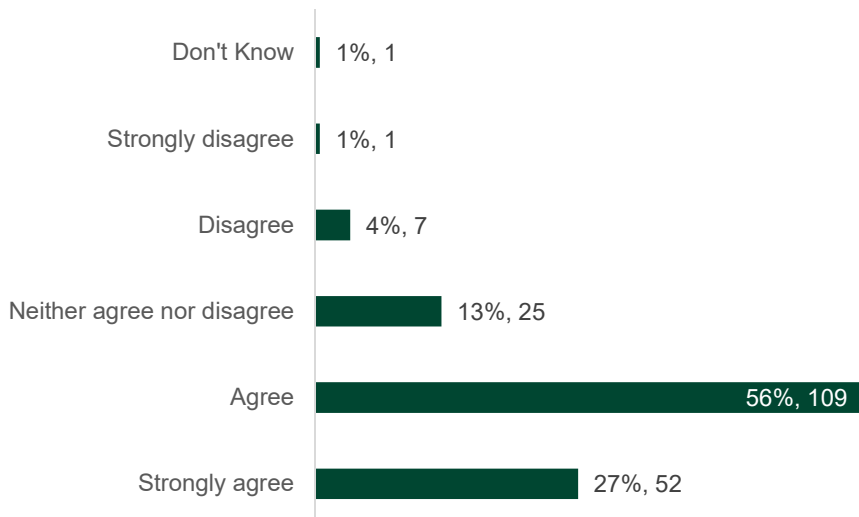
It can serve as a check on wasteful public expenditure



It puts a strain on limited resources



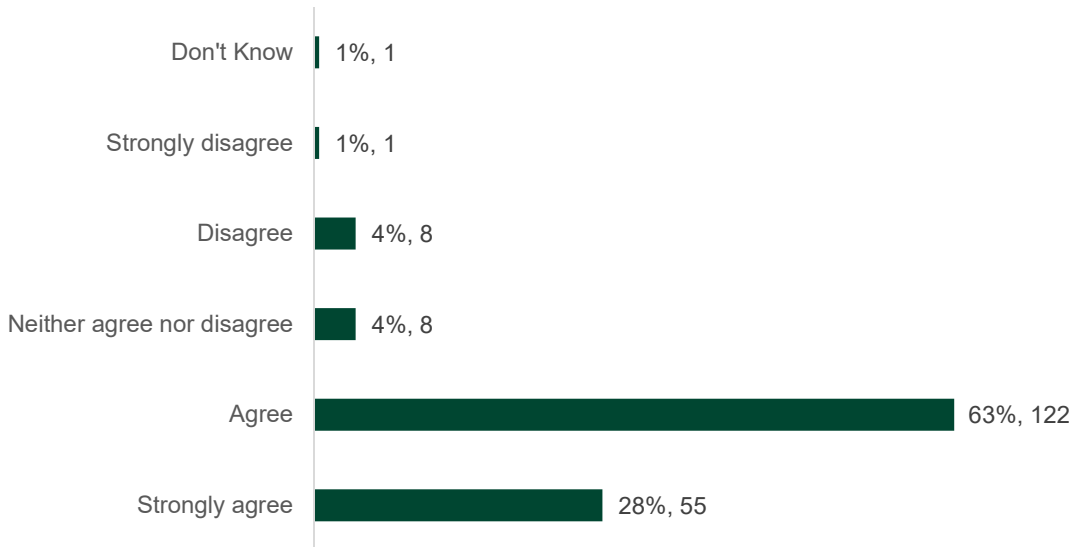
It is an important public right



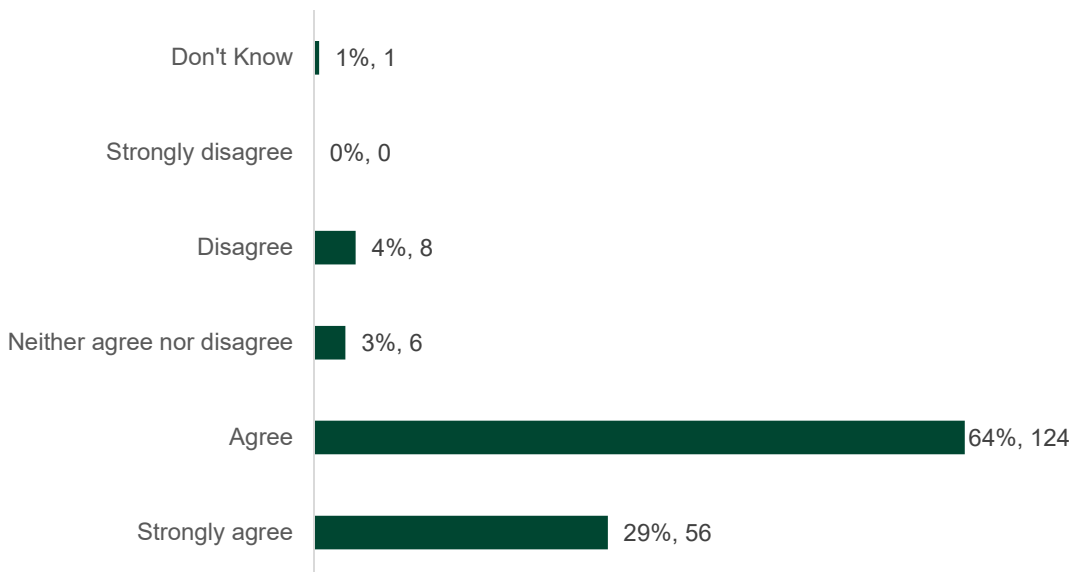
Organisational awareness of FOI obligations and good practice

Q12: To what extent would you agree or disagree that staff within your organisation are aware of the following responsibilities?

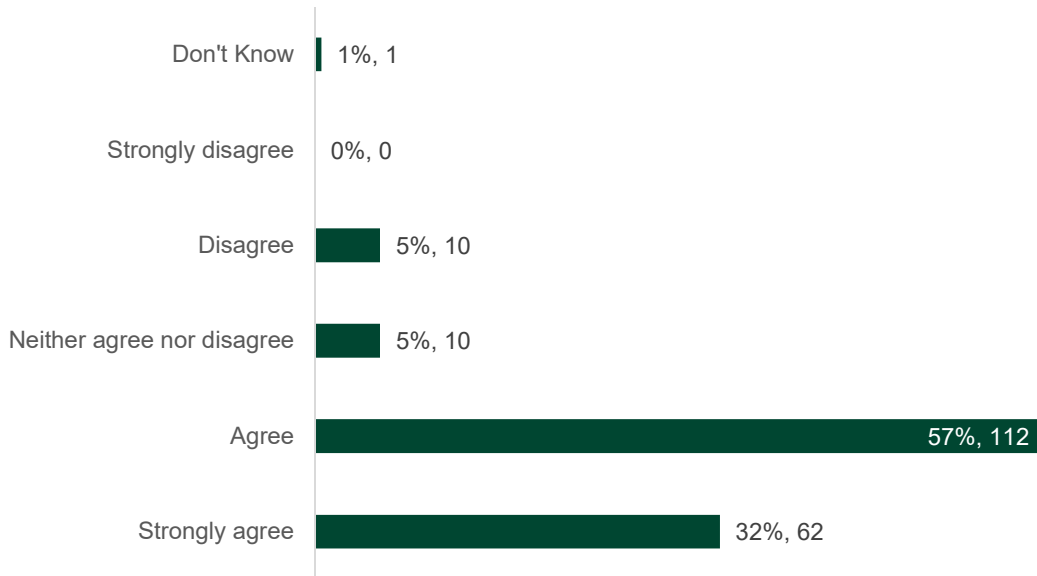
Public authorities must disclose requested information unless there is a legal reason not to



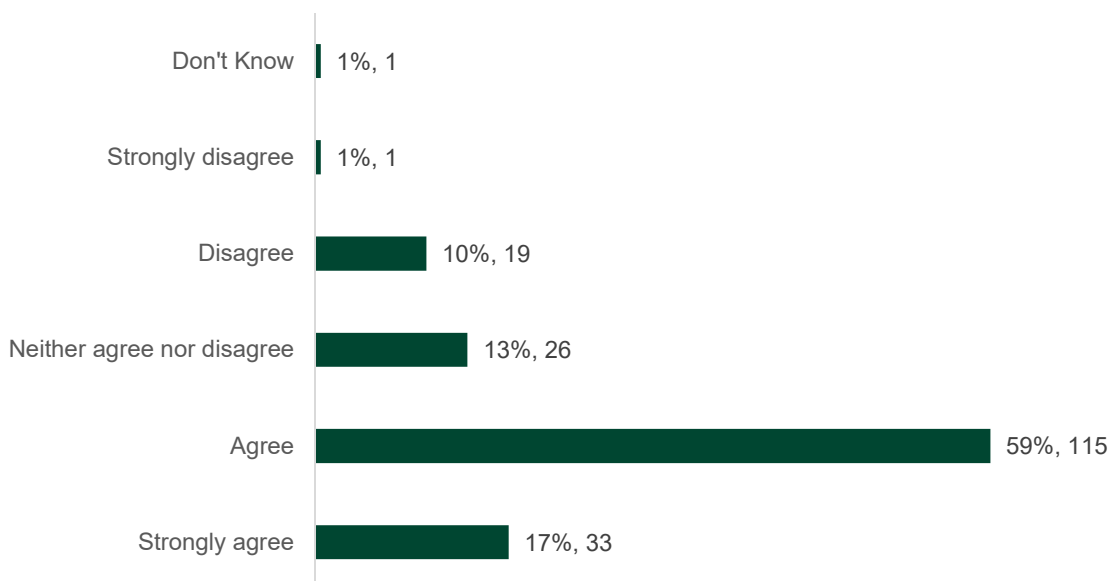
Public authorities must carry out a search for recorded information following a request for information



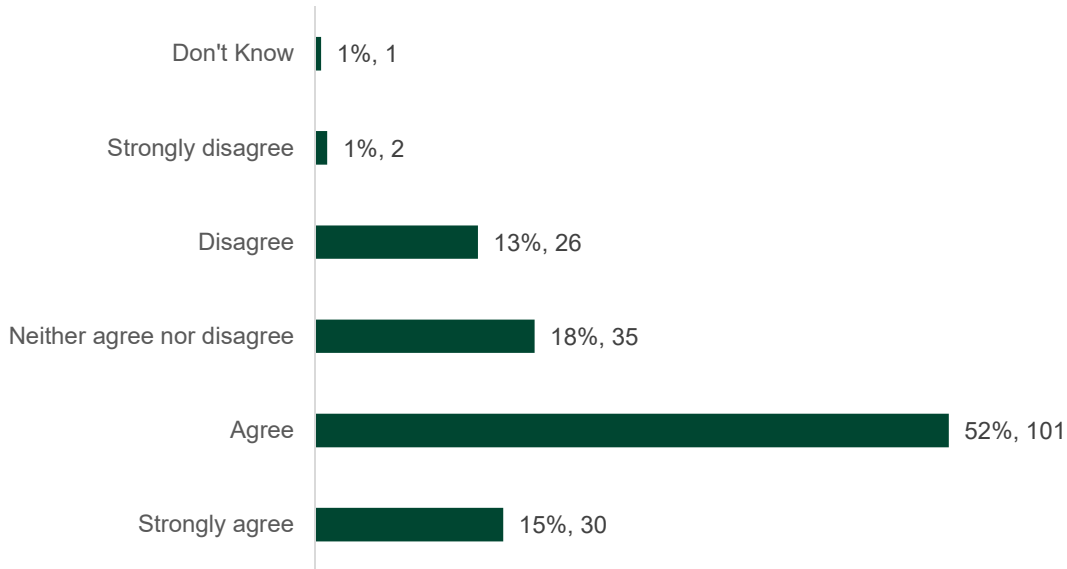
Public authorities must generally respond to requests for information within 20 working days



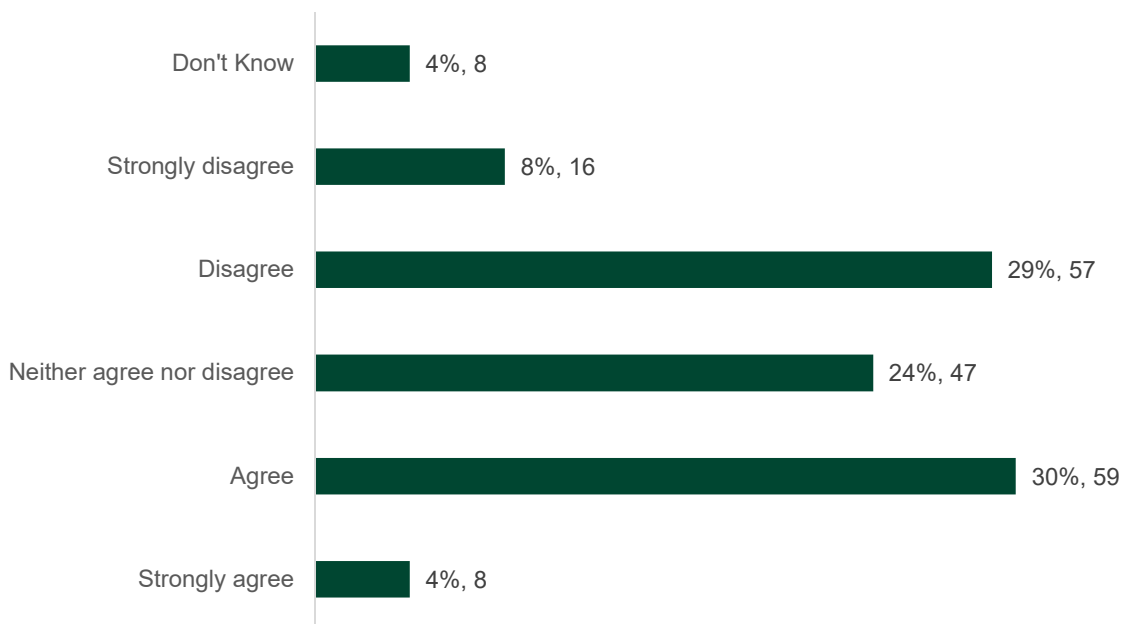
Public authorities have a duty to provide advice and assistance to requesters



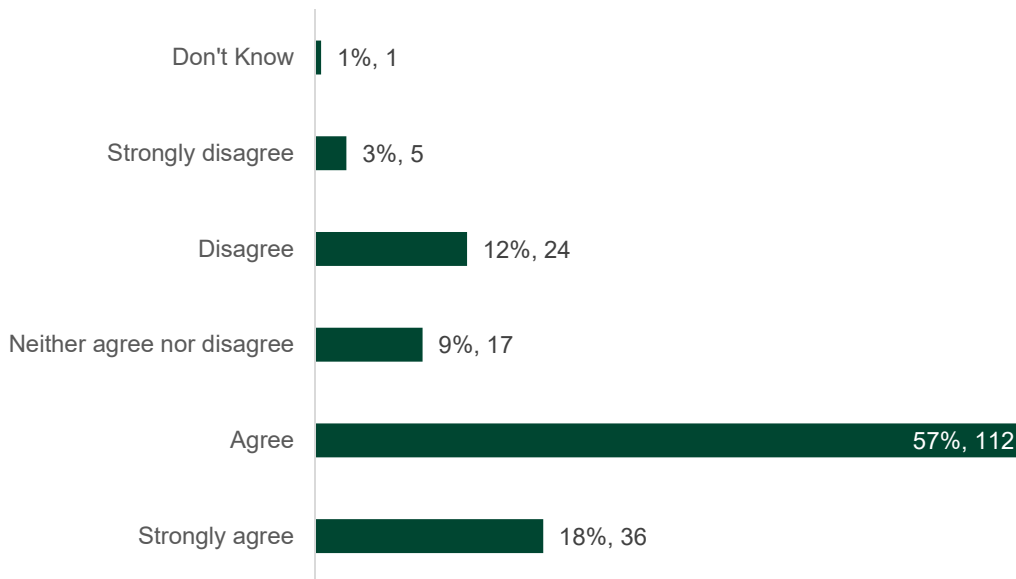
Public authorities must not consider the identity of a requester when responding to a request unless in certain circumstances



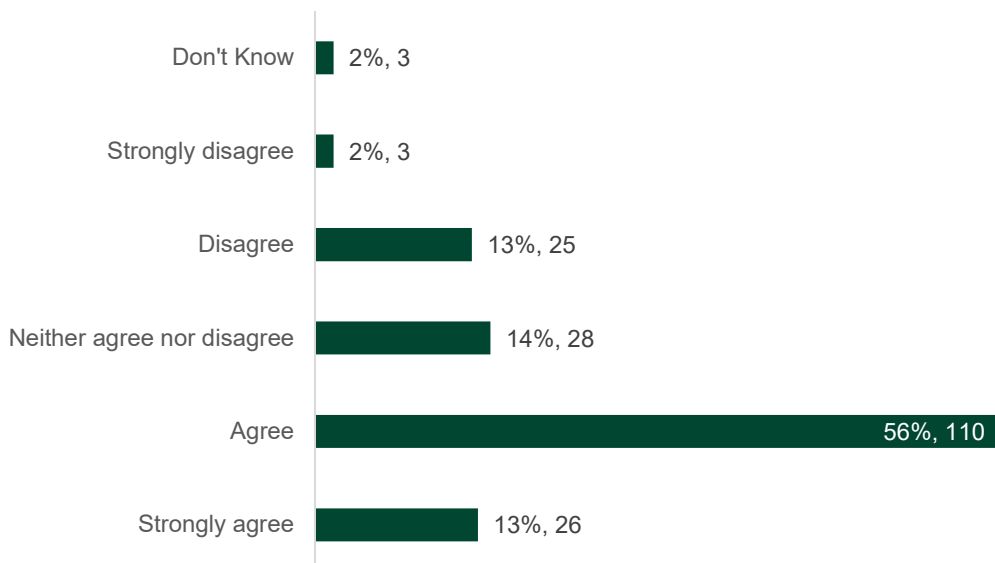
Public authorities may be able to disclose personal data in response to a request



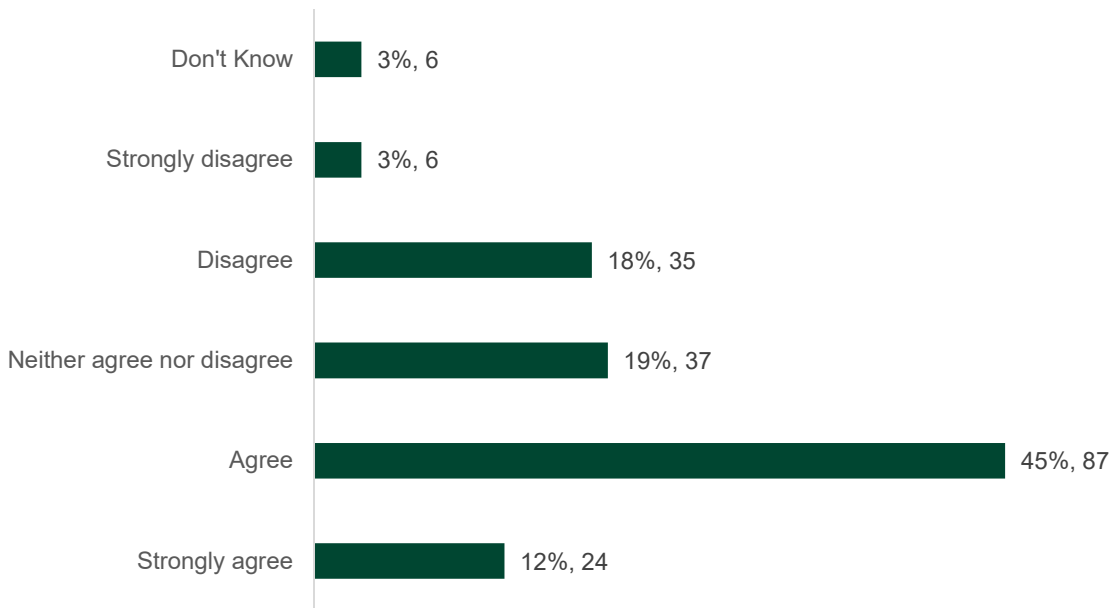
Public authorities should not withhold information because it would be embarrassing to disclose



Public authorities should not withhold information because of the risk that it could be misinterpreted

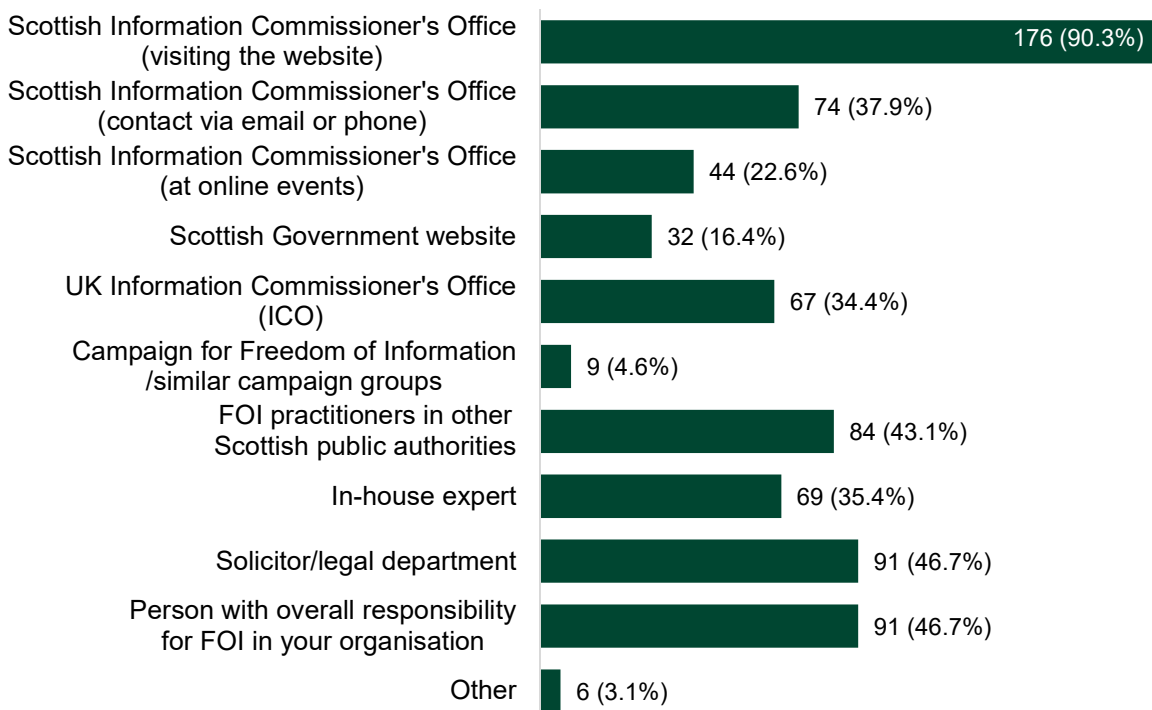


Public authorities must maintain an up-to-date Publication Scheme



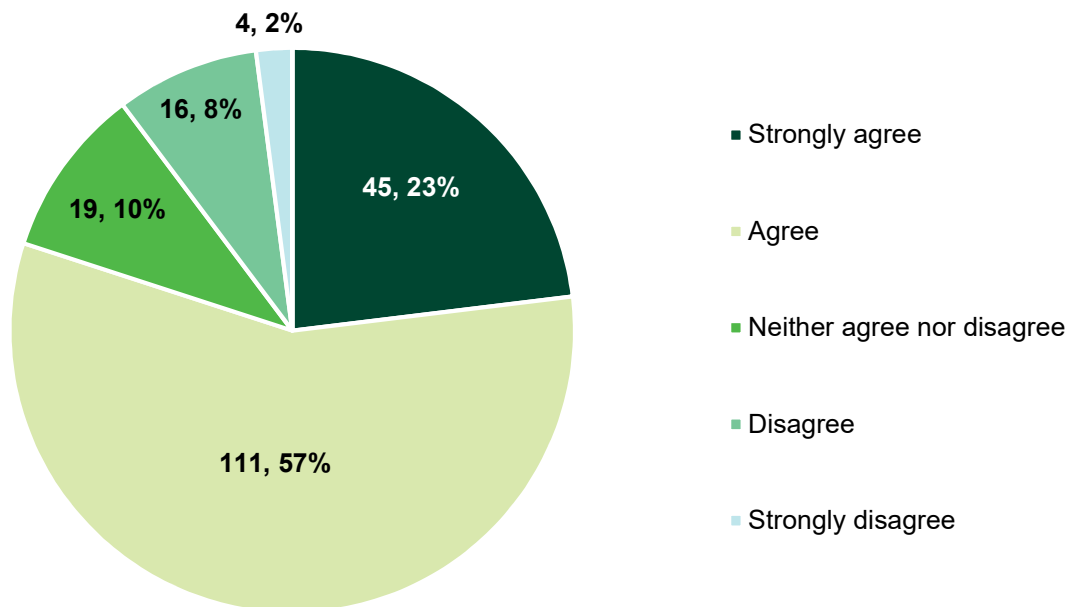
Adequacy of Support

Q13: Where do you turn to for advice on FOI?

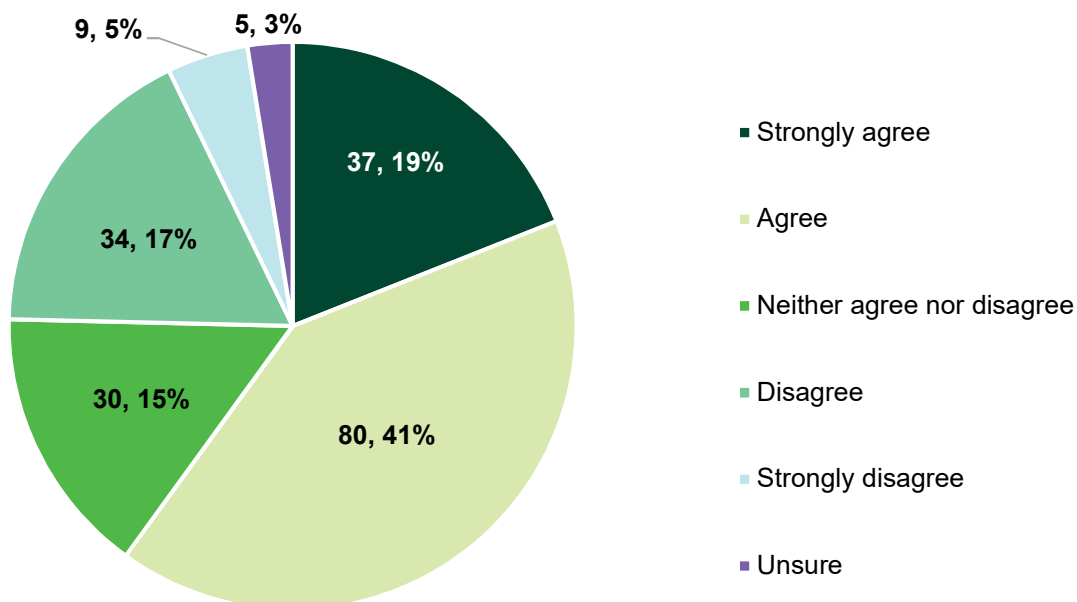


Q14: Thinking specifically about the support available within your organisation, to what extent would you agree or disagree with the following statements

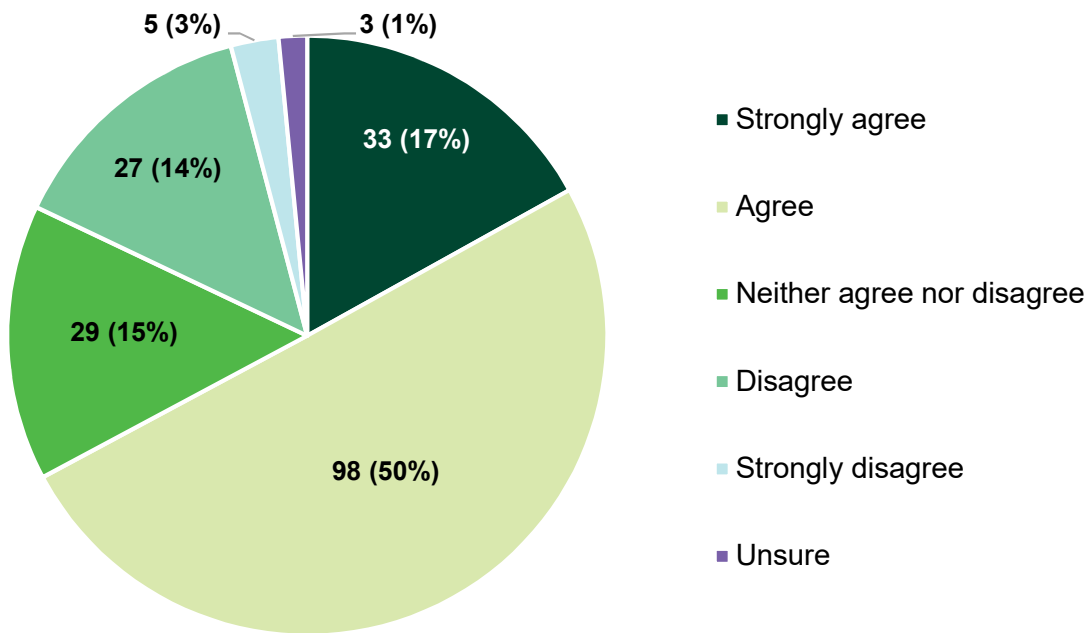
My organisation provides training to staff on FOISA



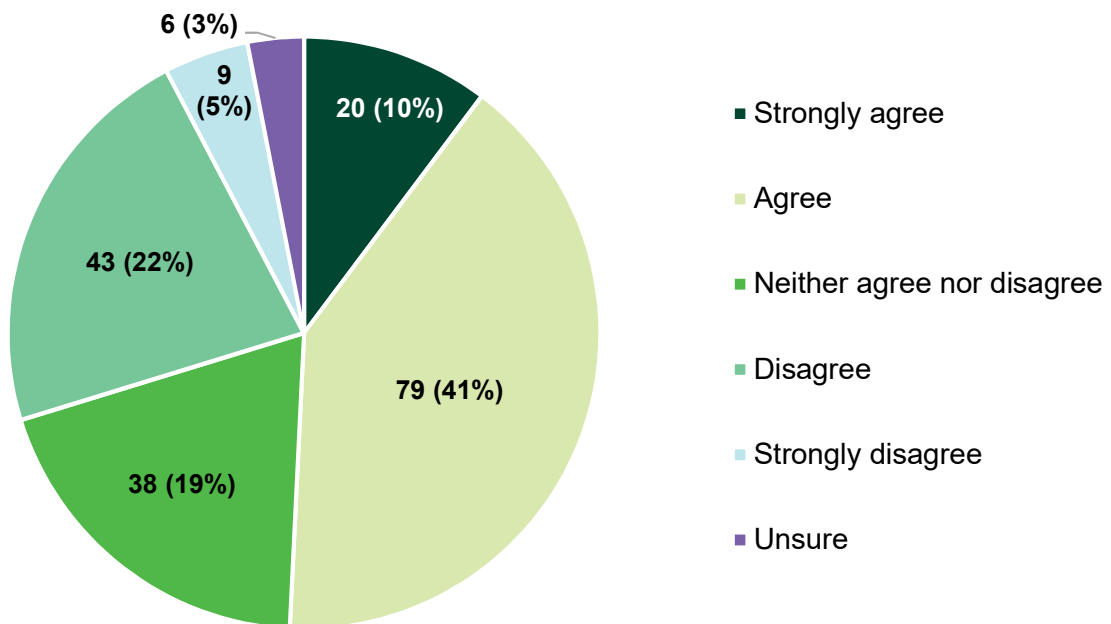
My organisation provides training to staff on the EIRs



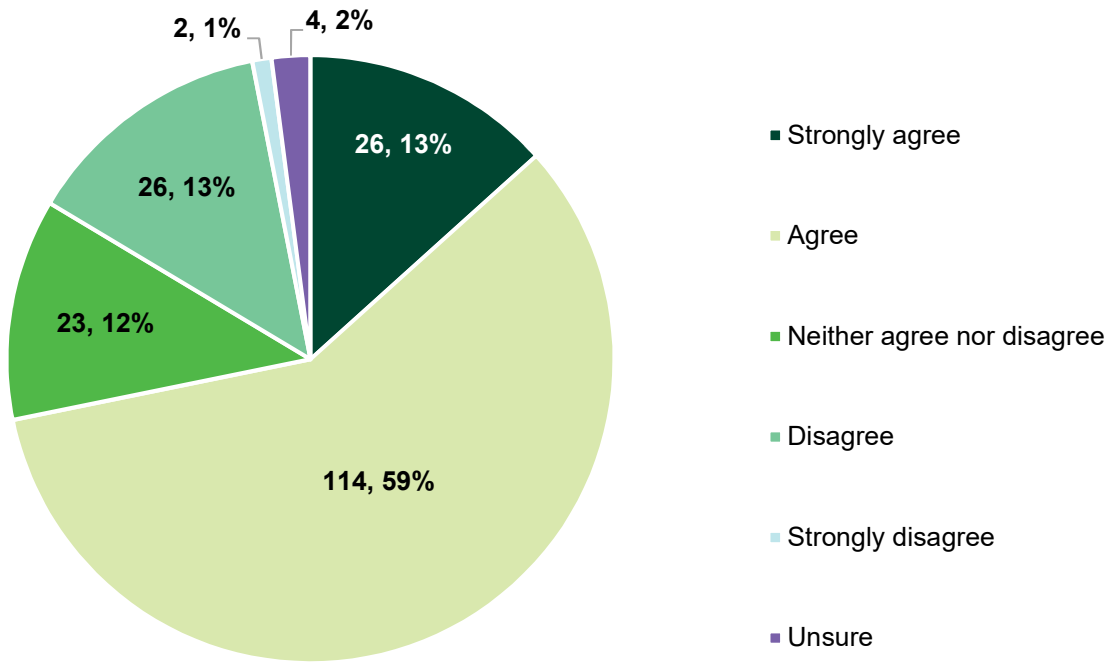
My organisation provides bespoke training to staff responsible for FOI compliance within the organisation



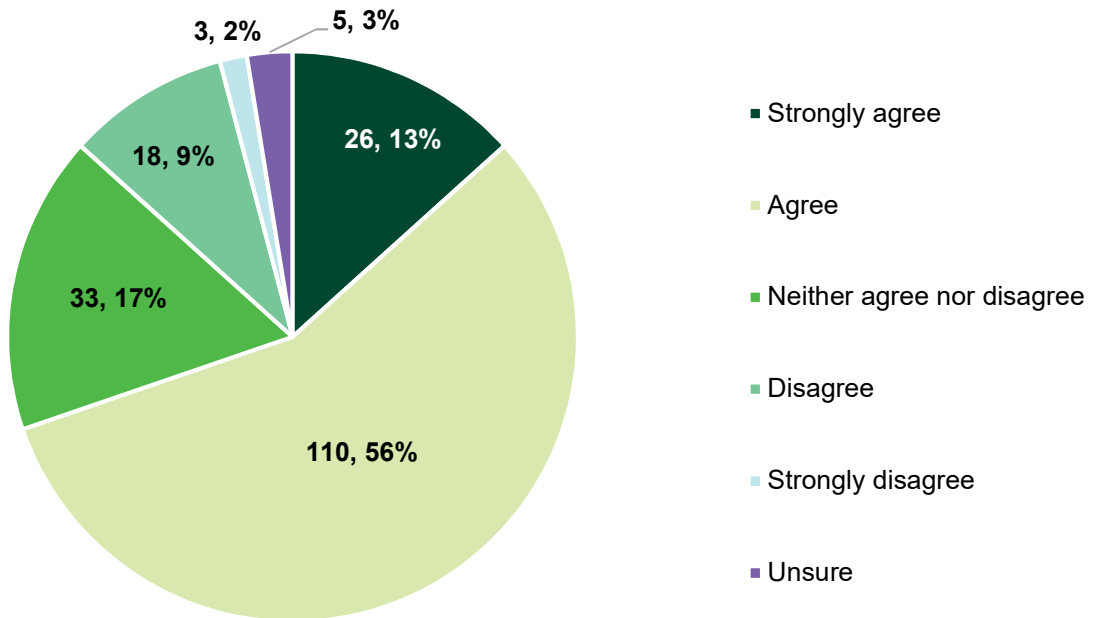
FOI training needs of all staff within the organisation are reviewed on a regular basis



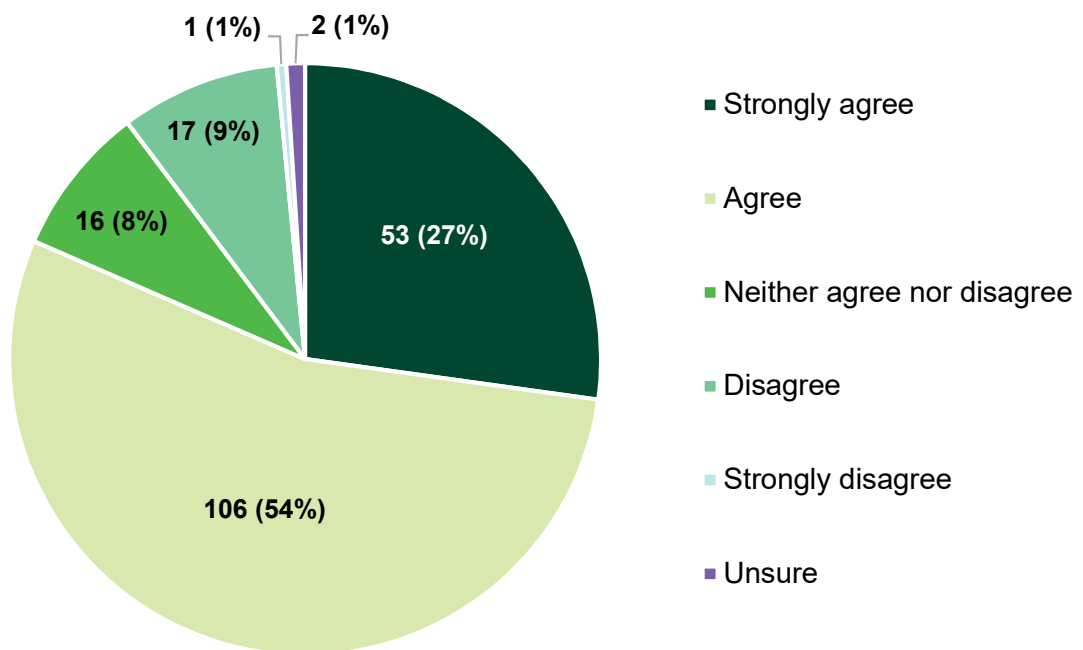
My organisation has adequate systems for the retention and disposal of records



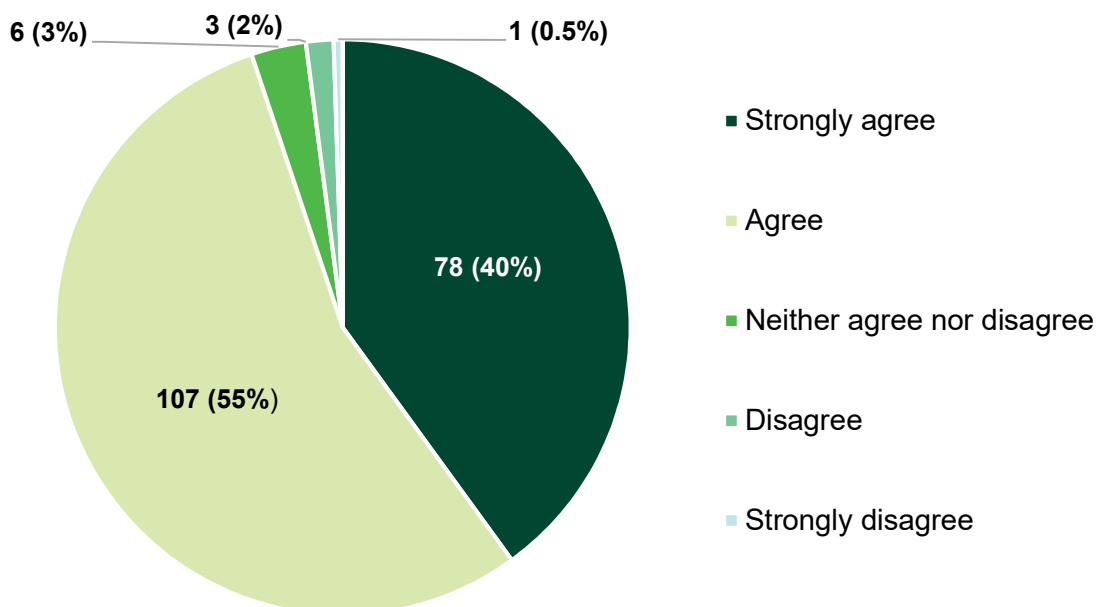
My organisation has adequate procedures for keeping records up to date



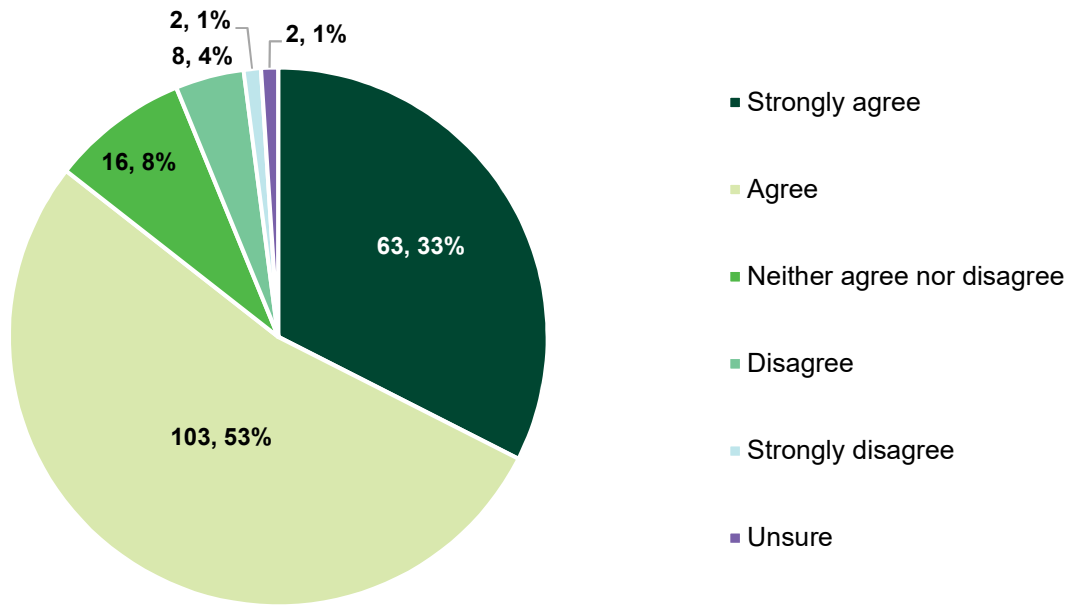
There are named individuals within departments/areas in my organisation with responsibilities relating to complying with FOI requests



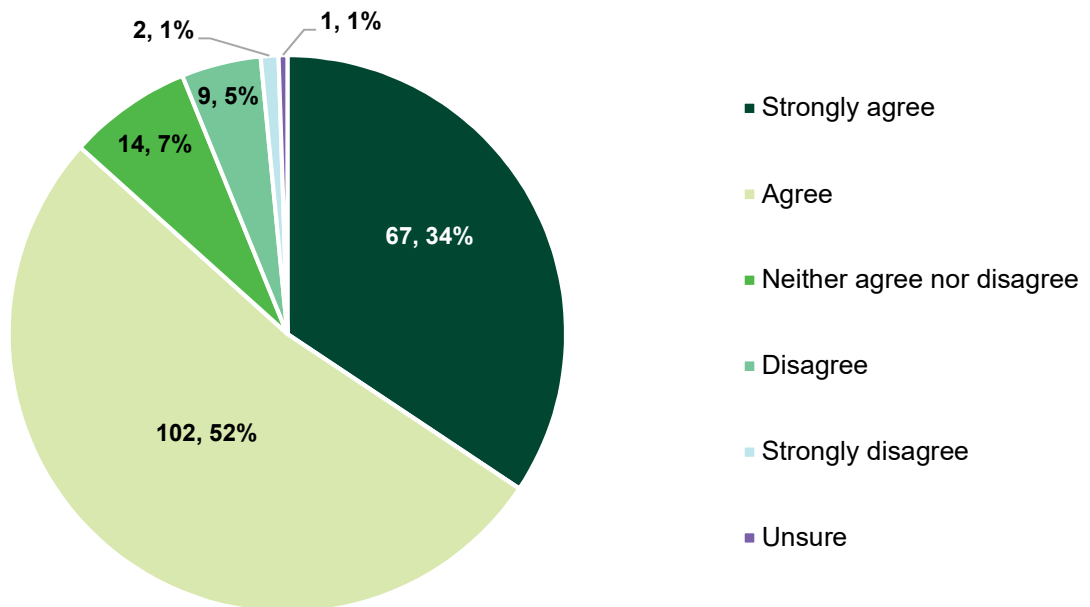
My organisation has adequate processes and procedures for managing requests, responses and reviews



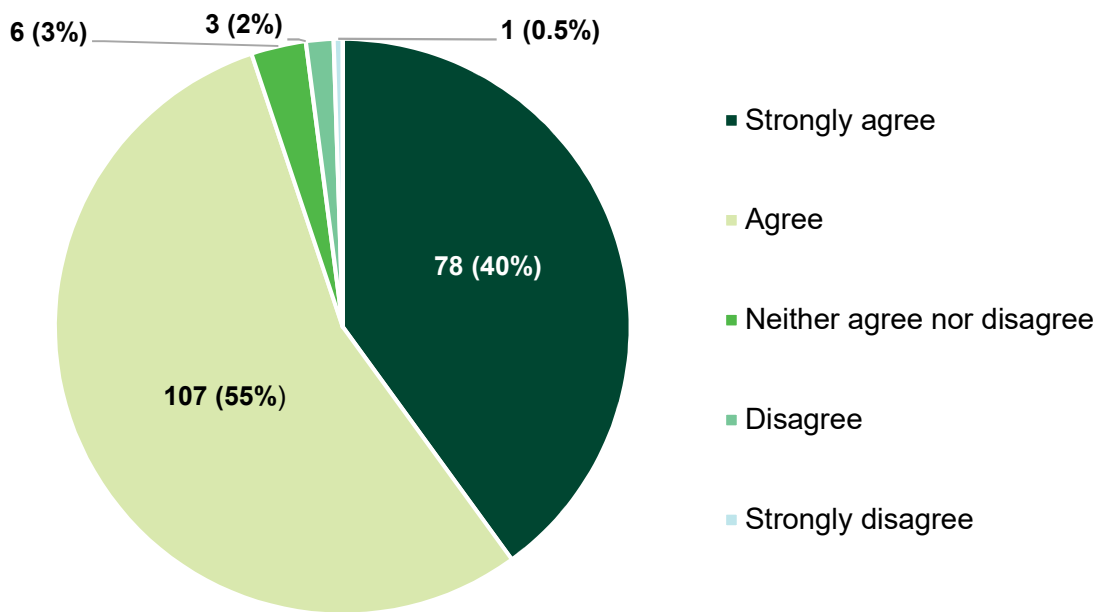
My organisation sets targets for ensuring timely responses to requests and requests for reviews



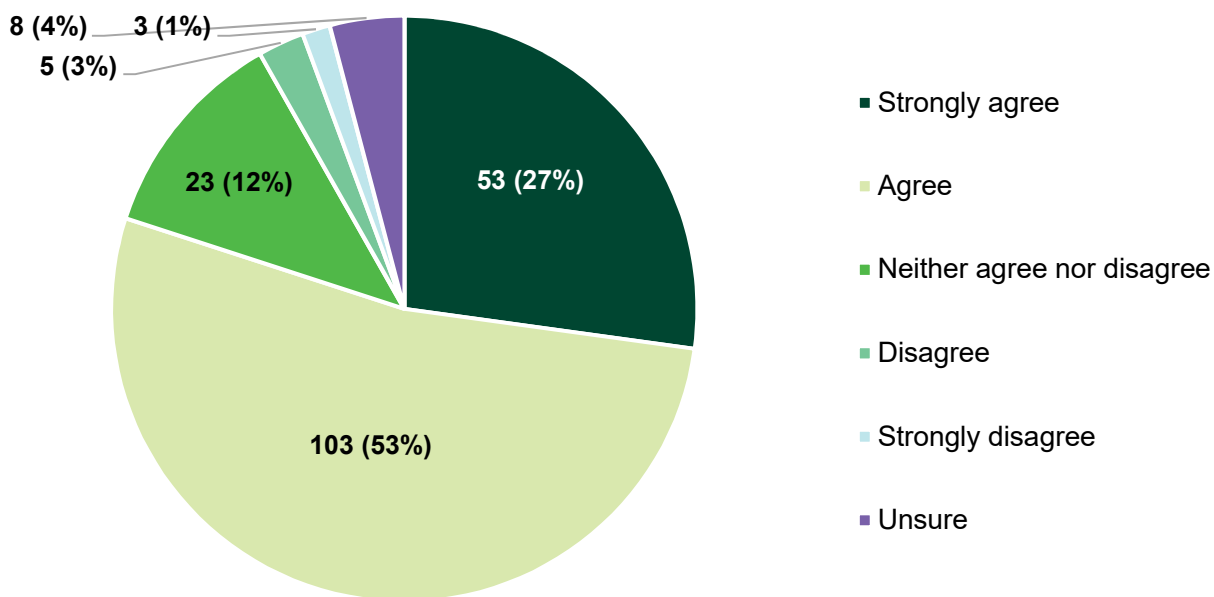
Performance against targets is routinely monitored and reported to senior management



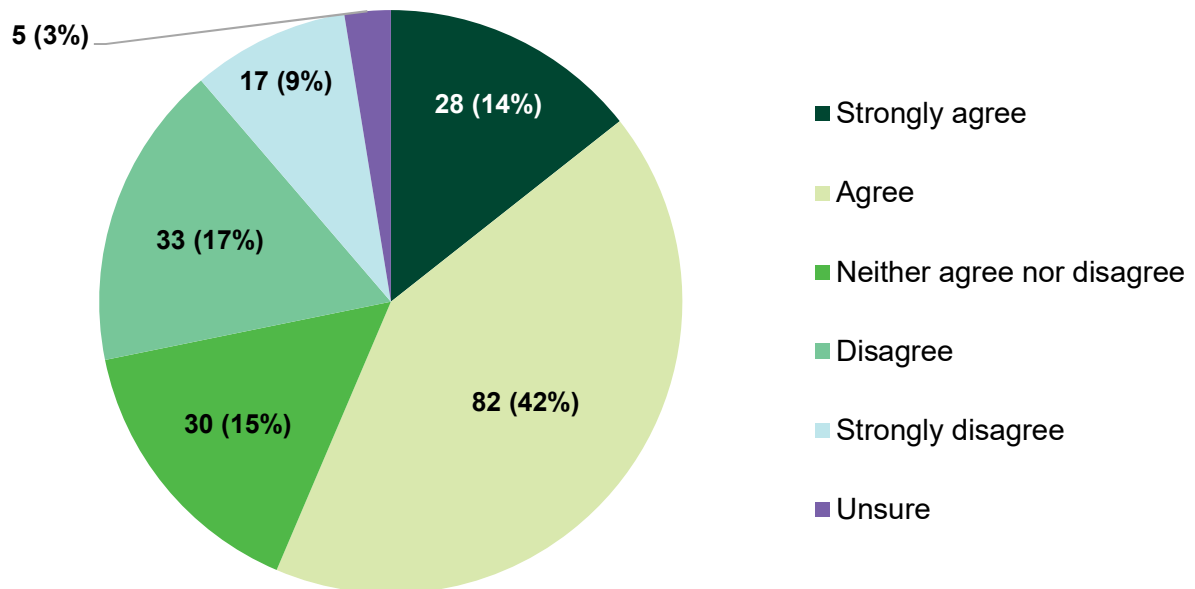
My organisation has adequate systems for recording requests, responses and reviews



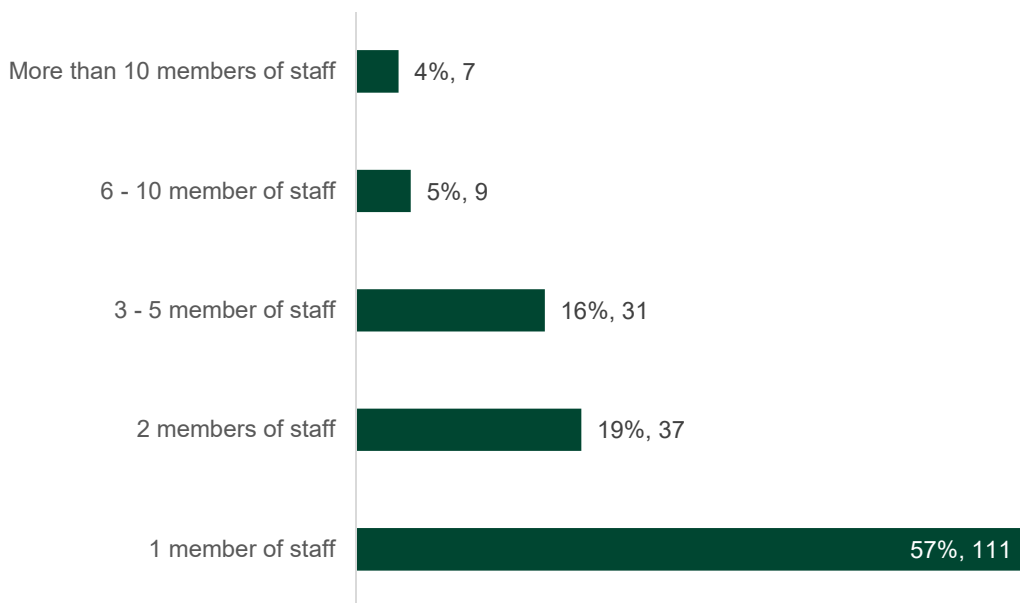
My advice in relation to FOI is valued within my organisation



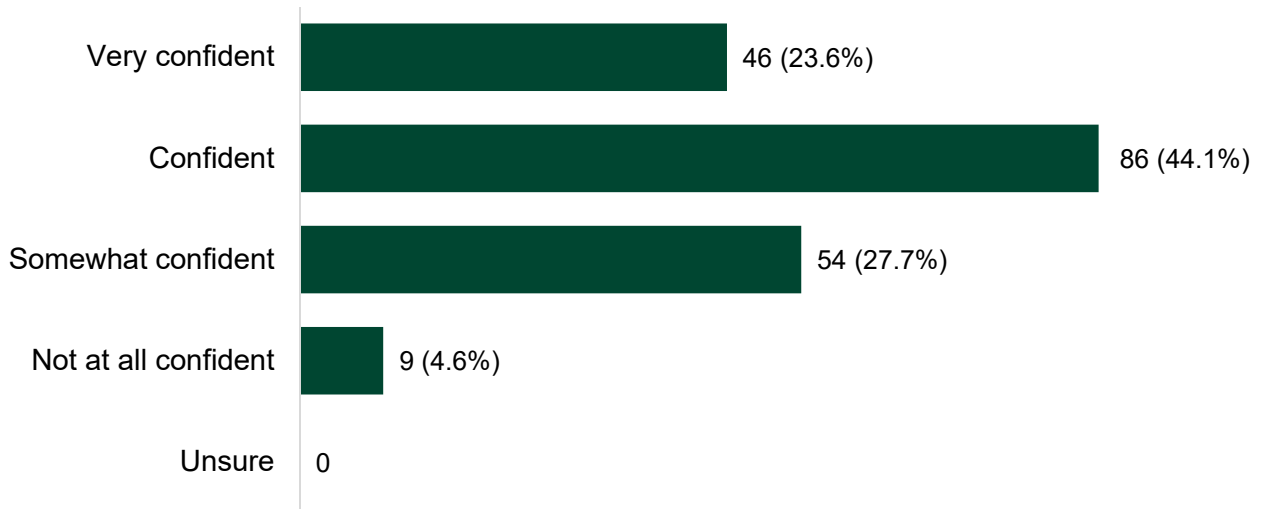
The FOI function is adequately resourced within my organisation



Q14a: How many members of staff in your organisation work on FOI duties as their main responsibility?

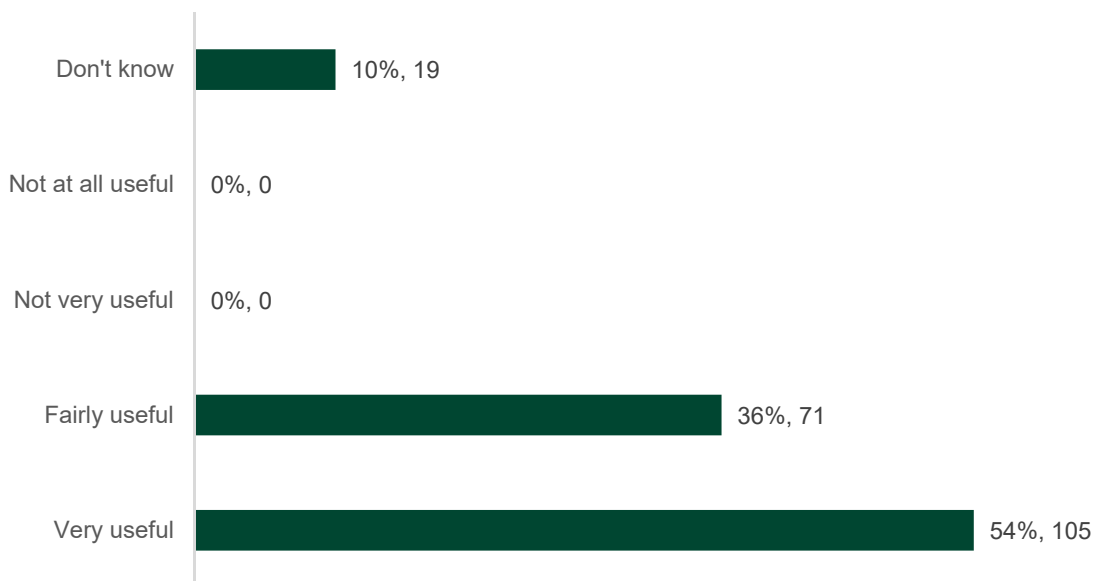


Q15: To what degree do you feel confident you have the skills and knowledge required to be an effective FOI practitioner?

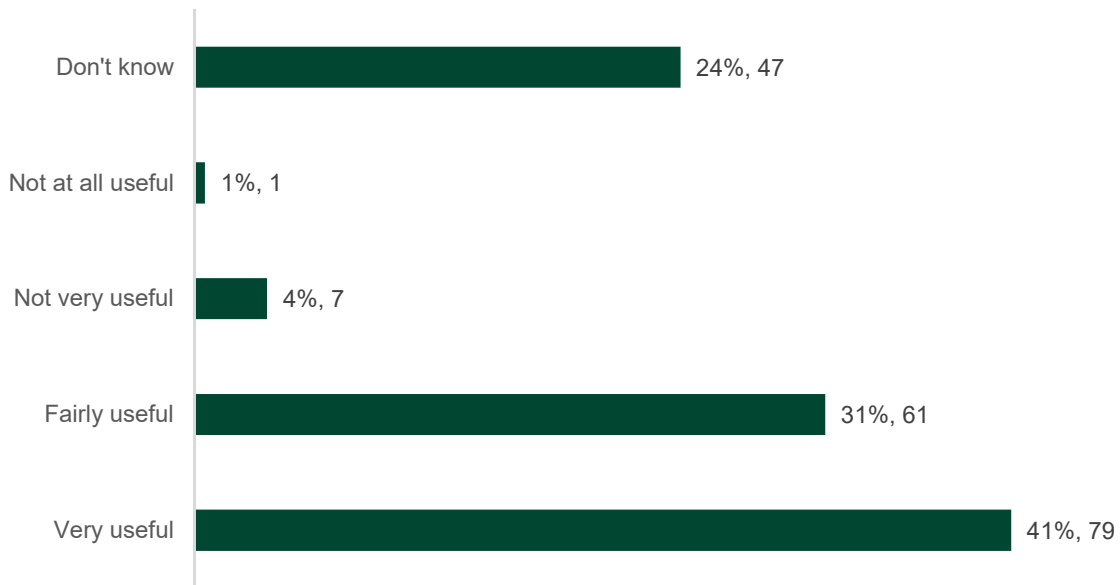


Q16: Now thinking specifically about external support, how would you rate each of the following elements of support provided by the Commissioner's office.

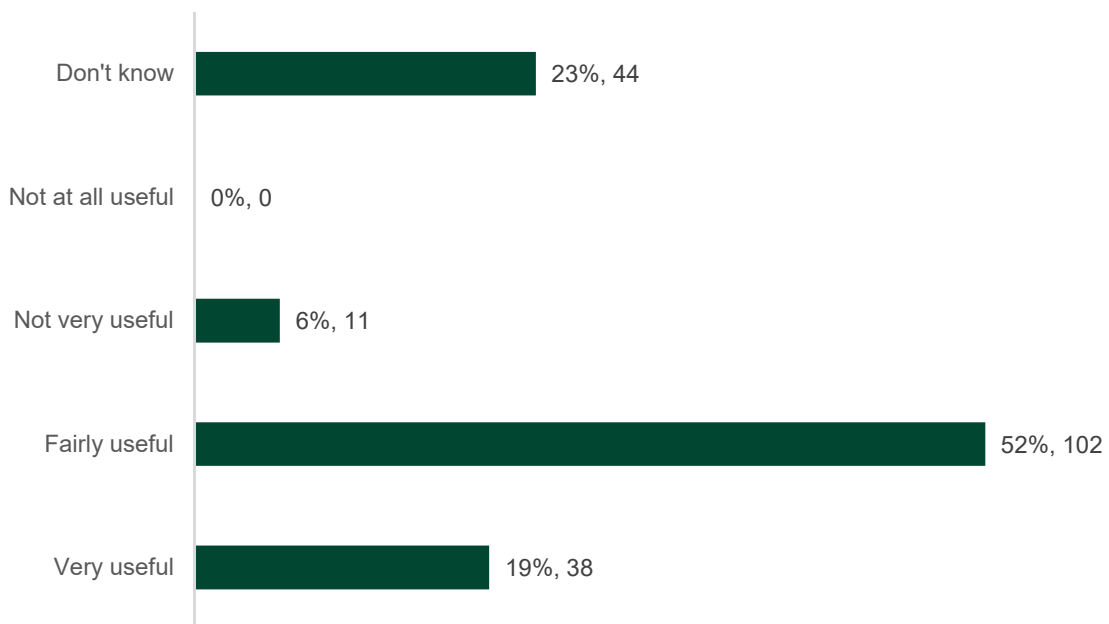
The Briefings/Guidance on FOI exemptions



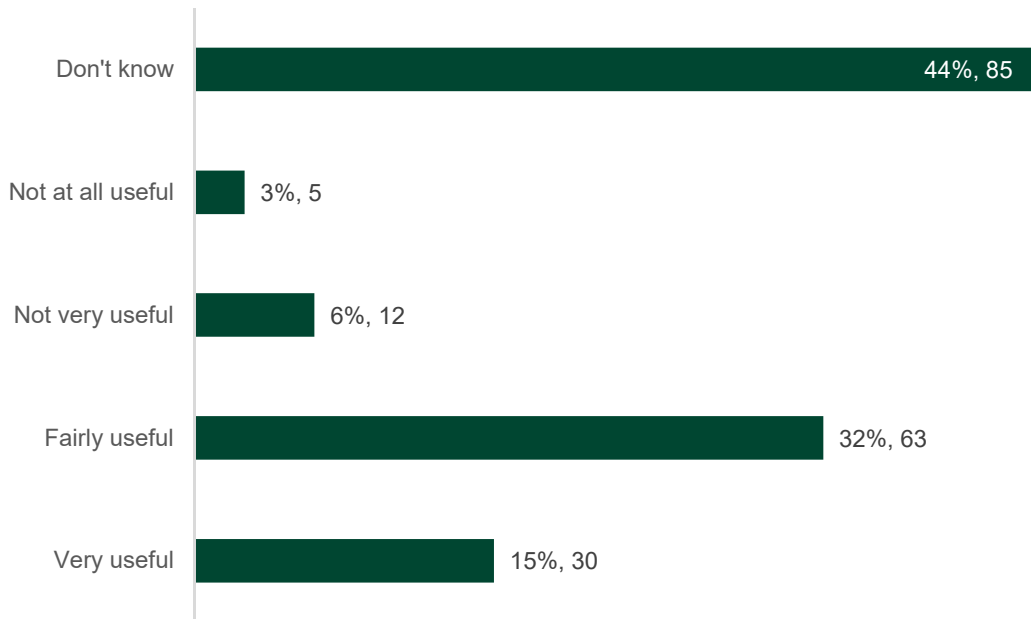
The Briefings/Guidance on EIR exceptions



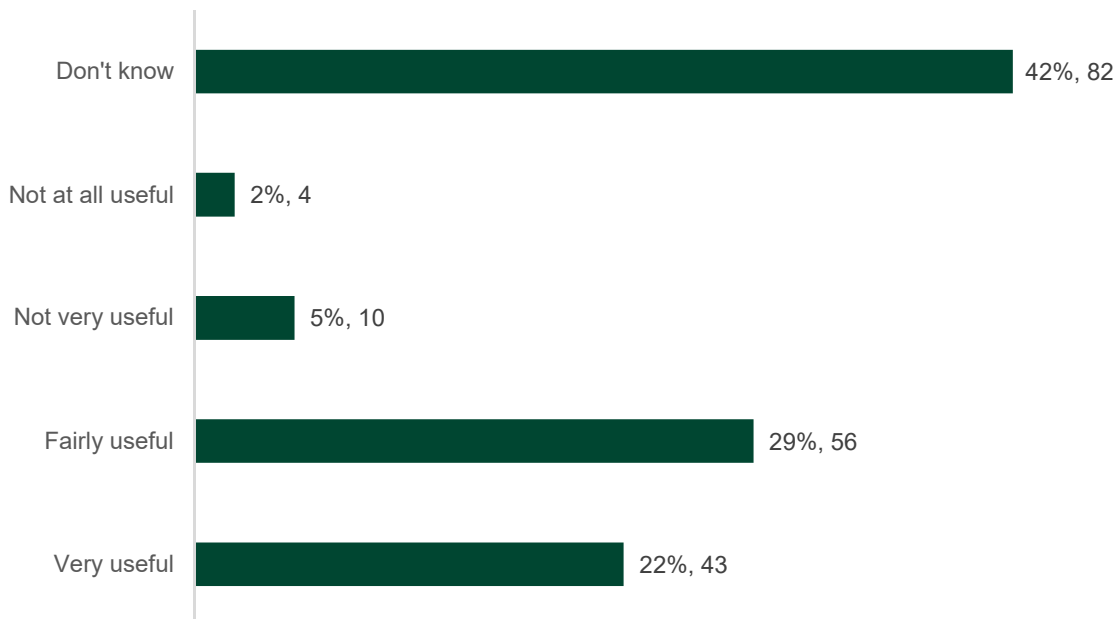
The Email Newsletter



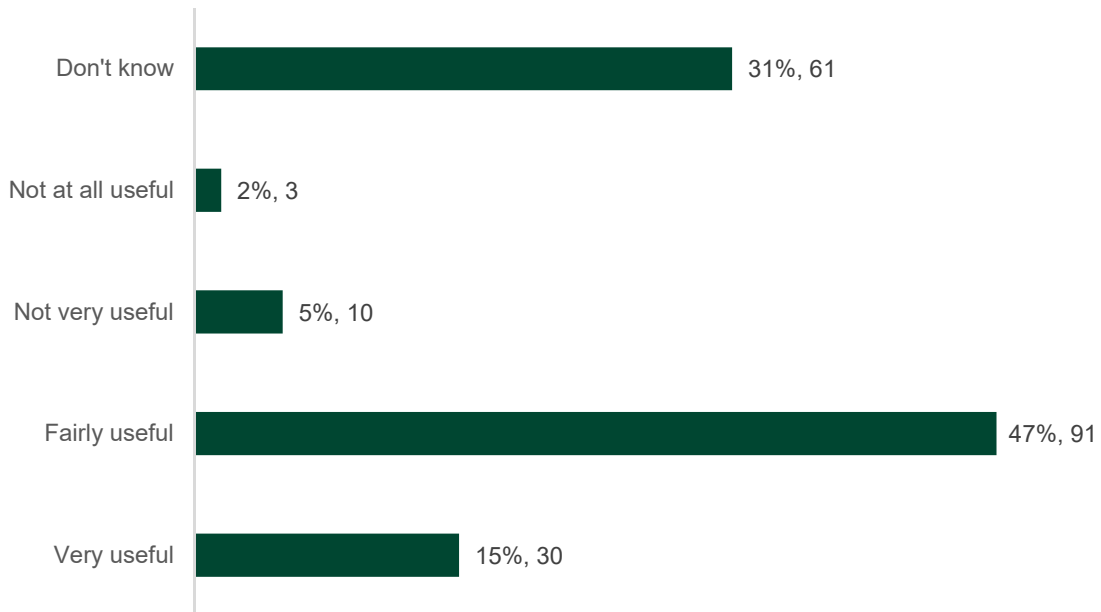
Input to the FOI Practitioners Conference



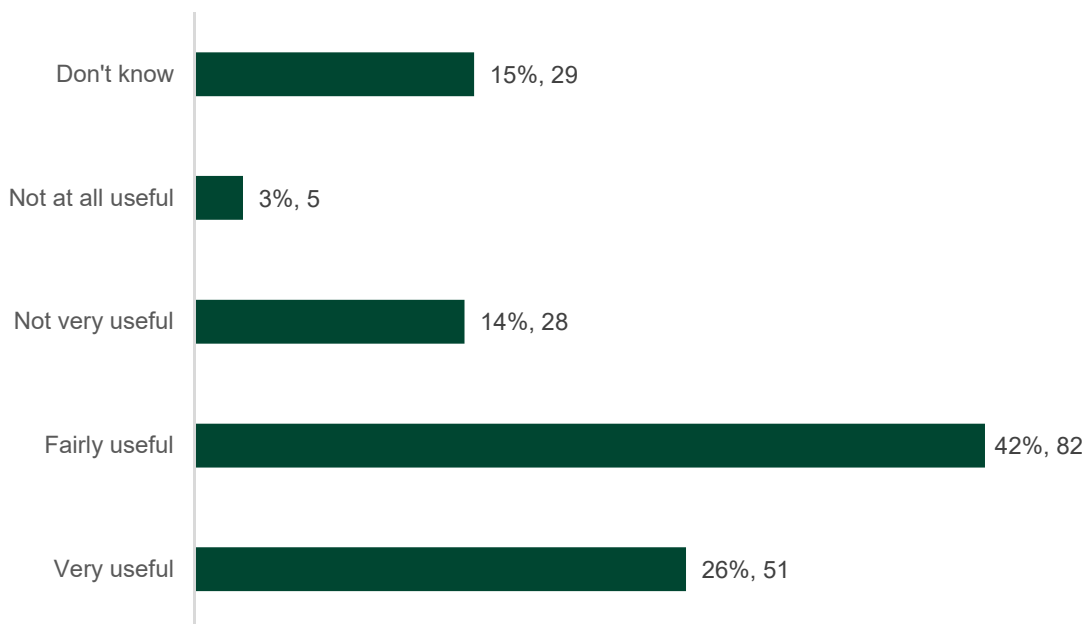
Input to the FOI Forum / Network Groups



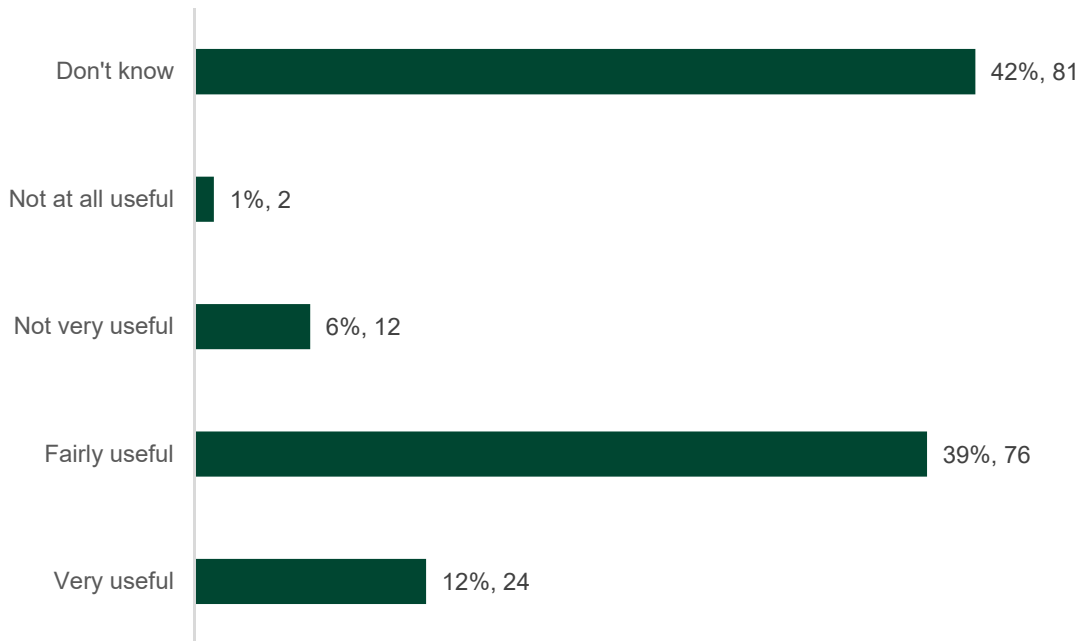
The Self-Assessment Toolkit



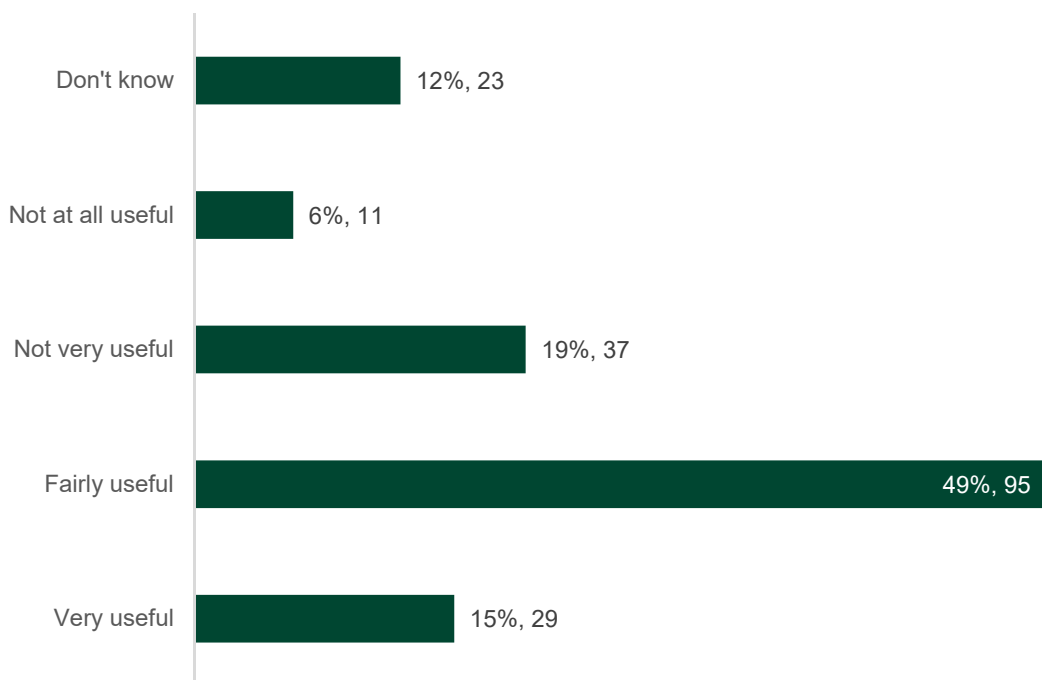
The Guide to the Model Publication Scheme



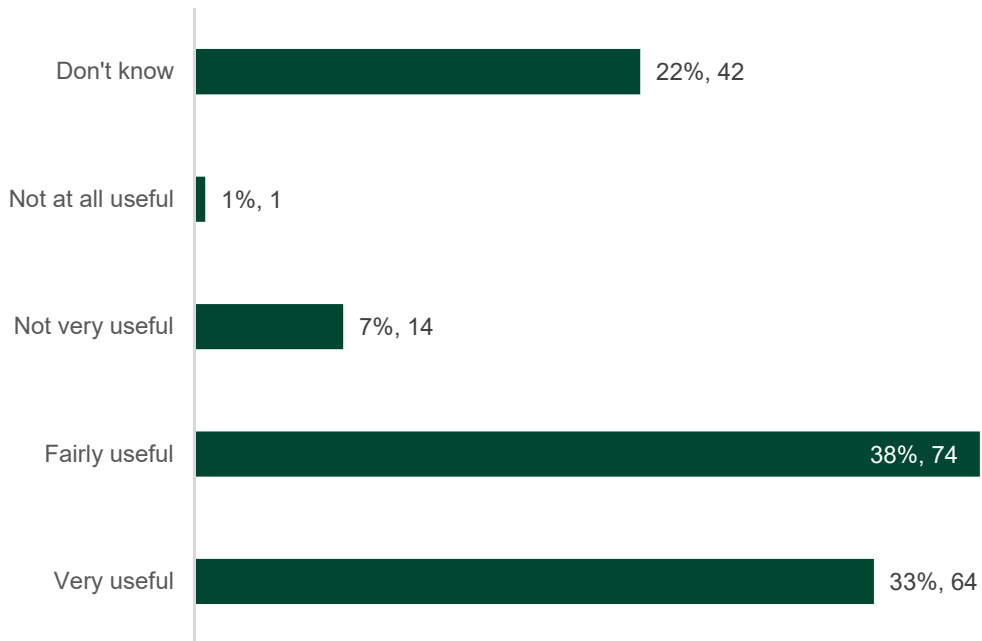
The Enquiries Service



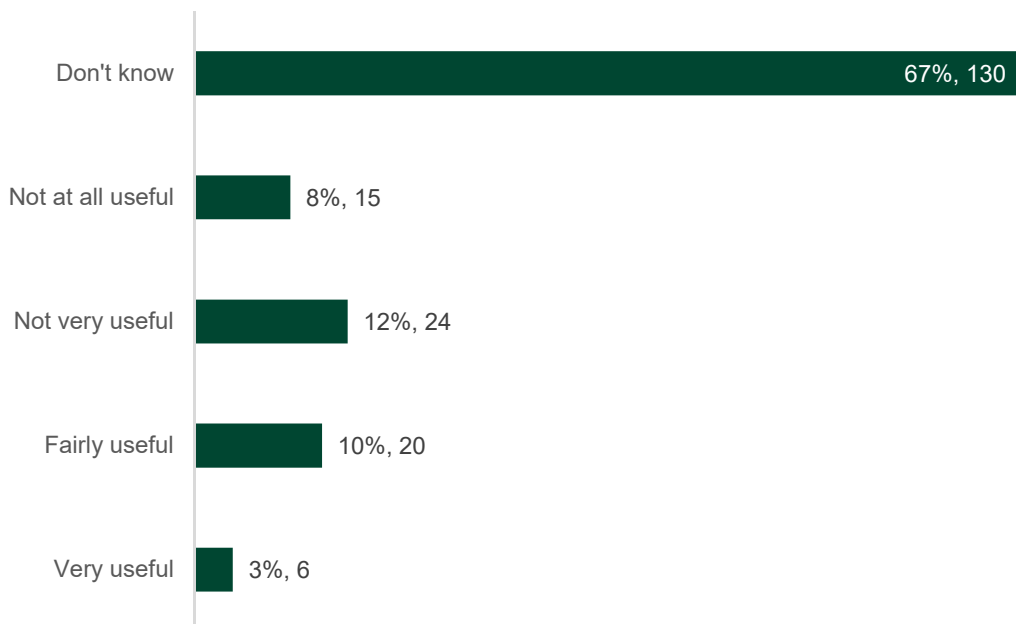
The Quarterly Statistics Portal



The Decisions database



Twitter



The Scottish Information Commissioner's Website

