

From: [REDACTED] on behalf of [Freedom of Information](#)
To: [Ashleigh Gray](#)
Cc: [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [Director Propriety and Ethics](#); [REDACTED]
[REDACTED]; [Freedom of Information](#)
Subject: Appeal-Stage 1-Request for withheld information- 202400400846
Date: 19 April 2024 14:04:11
Attachments: [Schedule -\[REDACTED\] 202400547.xlsx](#)
[2024 04 16 Application \[REDACTED\]202400547 Redacted.pdf](#)
[2024 03 15 Review .pdf](#)

Dear Ashleigh,

The Office of the Scottish Information Commissioner (OSIC) have confirmed that they consider an appeal from [REDACTED] to be valid and will now begin their investigations.

You should now consider whether the appeal (particularly that next stage where your Directorate will be asked to provide a detailed justification for withholding the information) should be handled by the person who originally dealt with the request, or whether it is better for someone else to lead at this time. Please could you therefore confirm who will be leading on the appeal.

At this stage, we must forward any withheld information to OSIC. **We will not require an information notice for this case.** I enclose OSIC's schedule spreadsheet which will assist in the identification of each document containing relevant information and the exemptions/exceptions that have been applied. The appointed officer should include in the schedule information that may have already been released to the requester at earlier stages of this process (although previously released information does not require to be sent to OSIC). If some of the information in a document is out of scope of the request please ensure this is made clear in the schedule.

Please ensure the schedule has been completed and that the withheld documents have been numbered accordingly. If any documents have been partially released with redactions you must provide a copy of the clean original version, which clearly shows which exemptions/exceptions have been applied to which parts of the document (it can be helpful to use a different colour highlighting for each exemption to demonstrate this). Further guidance from OSIC on how to complete the schedule and provide the withheld information is attached. The schedule and withheld information can be forwarded to me electronically or a link passed to me with the copies saved in the eRDM case file at: [202400400846 - Objective ECM \(scotland.gov.uk\)](#).

The FOI Unit will forward on all this information to OSIC. We have been given until 3 May 2024 to respond. In order for me to review and confirm the information is as identified, please arrange for a response to be provided to me by 26 April 2024.

Please feel free to call if you would find it helpful to discuss any of the above.

Kind Regards,

[REDACTED]