



The Secretary  
Self Directed Support Network South Lanarkshire

Email: [secretary@sdsnet.org.uk](mailto:secretary@sdsnet.org.uk)

Mobile: 07503 246 288

Date: 17.02.2020

Information Compliance Officer  
Financial and Corporate Recourses  
Council Offices  
Floor 11  
Almada Street  
Hamilton  
ML3 0AA

Dear Sir / Madam

Request under the Freedom of Information Act

I am writing to make an open government request for all the information to which I am entitled under the Freedom of Information (Scotland) Act 2002.

Reference Social Work Resources Committee, 28 November 2018 – Prioritisation Framework, para 3.3

- Since November 2018 how many clients currently have been assessed at low or moderate.
- Since November 2018 how many clients have been re-assessed from substantial / critical to low / moderate.
- Provide copies of the council's policy documentation & process documentation used to monitor clients who are assessed at low / moderate.

Please send the secretary:

How and when will the Council deliver this recommendation?

The legislation states you have 20 working days to reply.

I would be grateful if you could confirm in writing that you have received this request.

Yours faithfully

Secretary – Self Directed Support Network South Lanarkshire

**Val de Souza**  
Director, Health and Social Care

Kevin McGoldrick  
[secretary@sdsnet.org.uk](mailto:secretary@sdsnet.org.uk)

**Our ref:** MK/JM/FOI  
**Your ref:**  
**If calling ask for:** Martin Kane  
**Phone:** 01698 453727  
**Date:** 16 March 2020

Dear Mr McGoldrick

**Freedom of Information (Scotland) Act 2002 (FOISA)  
Request for Information**

I refer to your information request(s) received by the Council on 17 February 2020 in which you ask for the following information:

Reference Social Work Resources Committee, 28 November 2019 – Prioritisation Framework, para 3.3

1. Since November 2018 how many clients currently have been assessed at low or moderate;
2. Since November 2018 how many clients have been re-assessed from substantial / critical to low / moderate; and
3. Provide copies of the Council Policy documentation and process documentation used to monitor clients who are assessed at low / moderate.

**Information not provided**

***Excessive Cost Refusal in terms of section 12 of FOISA***

In respect of question 1, 2 and 3 of your request, the Council will not deal with your request in relation to information that it holds because, if it did so, it would incur excessive costs. These costs relate to locating, retrieving and providing the requested information to you.

***How the costs are calculated***

As it would cost the Council over £600 to deal with your request, it does not have to give the information to you. I have explained how the Council have calculated the costs in the attached Cost Refusal Note.

**Request for Review**

The Council has a Review Panel to deal with complaints from people who are not happy about the way that it has handled their request. Staff not involved in the original decision will handle any

Council Offices, Almada Street, Hamilton ML3 0AA  
Phone: 01698 454362 Fax: 01698 453784  
Text Phone: 01698 454273 Email: [martin.kane@southlanarkshire.gsx.gov.uk](mailto:martin.kane@southlanarkshire.gsx.gov.uk)  
[www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk)

review.

If you want to complain, you can ask the Review Panel to look at the way that we have dealt with your request. It will consider whether we have complied with the requirements of FOISA. Please note that if you wish to complain, you must do so by **16 May 2020**. You must explain why you are not happy when requesting a review.

Please note that the Review Panel cannot look at any decisions taken by the Council or actions of the Council or any of its employees or a service provided by it that are not connected to the handling for request for information.

You should send your request for a review to:

Mr. W. Dunn  
Information Compliance Manager  
Finance and Corporate Resources  
Floor 11  
Council Offices  
Almada Street  
Hamilton  
ML3 0AA

Alternatively, you can request a review at [foi.reviews@southlanarkshire.gov.uk](mailto:foi.reviews@southlanarkshire.gov.uk).

### **Appeal to the Scottish Information Commissioner**

If you are not happy with the outcome of the review, you can appeal to the Scottish Information Commissioner. The Commissioner will decide whether the Council has dealt with your request properly. Please see the Commissioner's website at [www.itspublicknowledge.info](http://www.itspublicknowledge.info) for further details.

Yours sincerely



**Martin Kane**  
**Service Development Manager**

Requests for Information - FOISA  
Fees Notice

Request Reference Number:

Kevin McGoldrick

Staff costs	Staff type (eg Post Title / Spinal Point)	Task required	Time (hours)	Rate £	Total £
	1 Information Officer	Accessing 1885 records individually to retrieve the information for question(s) 1, 3 and 4 of your request.	314	15	4710.00
	2		0.00		
	3		0.00		
	4		0.00		
	5		0.00		
<b>Staff cost total</b>					<b>£4,710.00 A</b>
<b>Non-staff costs</b>	<b>Detail</b>		<b>Cost</b>		
	1				
	2				
	3				
<b>Non-staff cost total</b>					<b>£0.00 B</b>
<b>Total Estimated Cost (A + B)</b>					<b>£4,710.00</b>