

Val de Souza
Director, Health and Social Care

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

Dear Mr [REDACTED]

**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:

Resource Allocation Group Function:

1. what is their remit
2. are client budget reviews discussed
3. what is discussed at meetings
4. how often do they meet
5. who sits on RAG
6. are notes/minutes produced at meetings to record what was discussed and action
7. if notes/minutes not produced to record what was discussed, why not
8. if notes/minutes produced who holds them
9. if notes/minutes produced how can members of the public access them

Information provided

1. The Resource Allocation Group (RAG) takes place weekly to discuss individuals who require a service.
2. No.
3. The meeting identifies best use of resources in localities to meet needs and services required.
4. Weekly.
5. The RAG is made up of representatives from home care, social work and health colleagues.
6. No.
7. There is no requirement to produce a minute as it's a business need/process to look at individual needs of service users.
8. Not applicable.
9. Not applicable.

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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 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.

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 for further details.

Yours sincerely



Martin Kane
Service Development Manager