



The Scottish Parliament  
Pàrlamaid na h-Alba

Information Management & Governance  
Team  
Edinburgh  
EH99 1SP

Tel: 0131-348-6913

[REDACTED]  
FOI Request no: 2019-620291

29 January 2019

Dear Requester

**REQUEST FOR INFORMATION 2019-620291**

We acknowledge your request for the following information:

“the minutes of the Scottish Parliamentary Pension Scheme meeting which took place some time in the week of December 10 to December 14. The meeting was attended by trustees, and perhaps others”.

Your request was received on 31 December 2019 and has been handled in accordance with the Freedom of Information (Scotland) Act 2002.

Please note that the pension trustees are not a Scottish public body for the purposes of FOI(S)A and the information you have requested is not held by the SPCB for the purposes of the Act (FOI(S)A, section 3(1), schedule 1 and s 3(2)). The SPCB provides secretariat services for the trustees and producing the minutes of meetings is part of that service. The minutes are held on behalf of the trustees and the SPCB requires the trustees' authority to release them.

I can confirm that the trustees have given their authority for the SPCB to release a copy of the minutes of the December meeting (copy attached) in answer to this FOI request. For information the trustees have also agreed to publish minutes of subsequent meetings on the Parliament's website.

Given that the SPCB does not hold the requested information for the purposed of FOI(S)A we have enclosed a notice confirming this in line with the technical requirements of FOI(S)A.

If you intend to use this response for news reporting purposes please contact Greg Black in the Scottish Parliament's Media Relations Office ([greg.black@parliament.scot](mailto:greg.black@parliament.scot)) so that the trustees have an opportunity to provide a reply in the form of a trustee spokesperson quote. The trustees may appoint a Scottish Parliament spokesperson to respond on their behalf.

In keeping with our FOI procedures, this information may also be posted on the Parliament's disclosure log (usually within 24 hours). For further details on the Parliament's Disclosure Log and the information released under FOI, visit:

<http://www.parliament.scot/help/17700.aspx>

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<http://www.parliament.scot/help/13591.aspx>

We would welcome feedback or comment on how we handled your request. Please feel free to contact the Head of Information Governance at The Scottish Parliament, Edinburgh, EH99 1SP or by e-mail at [foi.officer@parliament.scot](mailto:foi.officer@parliament.scot)

Please find below Annex A, which explains how we handle FOI requests and reviews.

Yours sincerely

Claire Turnbull  
Head of Information Governance

## REQUESTS MADE UNDER THE FREEDOM OF INFORMATION (SCOTLAND) ACT 2002

### How we handle FOI requests

Information on how we handle FOI requests is available on the Parliament's website at:

<http://www.parliament.scot/help/43163.aspx>

Alternatively, please contact the Public Information & Publication Team to request a copy.

<http://www.parliament.scot/visitandlearn/25072.aspx>

### Review

If you are dissatisfied with the way in which we have dealt with your request for information, you can ask us to review our decision and actions. You must do this in writing (or other permanent form) within 40 working days of the date of this letter, stating the reasons for your dissatisfaction, and we will respond within 20 working days of receipt. A request for a review should be made to the Head of Information Governance:

Post: Head of Information Governance  
The Scottish Parliament  
Edinburgh  
EH99 1SP

Telephone: 0131 348 6913 (Calls using the Text Relay service are welcome.)

E-mail: [foi.officer@parliament.scot](mailto:foi.officer@parliament.scot)

### Application to the Scottish Information Commissioner

If, on the outcome of any review, you are still dissatisfied, or if we are unable to resolve any other complaint, then you can contact the Scottish Information Commissioner:

Post: The Office of the Scottish Information Commissioner  
Kinburn Castle  
Doubledykes Road  
St Andrews  
Fife  
KY16 9DS

Email: [www.itspublicknowledge.info/Appeal](http://www.itspublicknowledge.info/Appeal)

Telephone: 01334 464610

Fax: 01334 464611

Website: [www.itspublicknowledge.info](http://www.itspublicknowledge.info)

A decision by the Scottish Information Commissioner may be appealed on a point of law to the Court of Session.

### **Copyright in relation to information provided**

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### **Feedback or comment**

We would welcome feedback or comment on how we handled your request. Please contact the Head of Information Governance.

### **Complaints**

If you are dissatisfied with the way in which we dealt with your enquiry, then you may wish to raise the matter with the Head of Information Governance.

### **How to contact us**

Post:           The Scottish Parliament  
                  Edinburgh  
                  EH99 1SP

Telephone: 0131 348 5000  
              0800 092 7500 (Public Enquiries)  
              0131 348 5395 (Gàidhlig)

We also welcome calls using the Text Relay service.

E-mail:        [sp.info@parliament.scot](mailto:sp.info@parliament.scot)