



HEADQUARTERS
Calton House
5 Redheughs Rigg
EDINBURGH
EH12 9HW

Mr Jeremy Davidson
request-487435-f3087631@whatdotheyknow.com

Our Ref FOI HQ 18088

21 August 2018

Dear Mr Davidson

I refer to my letter dated 25 July 2018 asking you to clarify your request under the Freedom of Information (Scotland) Act 2002 (FOISA) for:

Thank you for your reply, if do due diligence was undertaken can you advise if there was a business case or another form of report undertaken to substantiate the business need for thrsr Payments? Can you supply such under FOISA?

In particular, I asked you to clarify the unclear wording and subject matter being referred to and noted for reference that the inclusion of full text rather than a potential link to a web page would improve the clarity of your request.

Under section 1(3) of FOISA, if we ask you to clarify your request so that we can identify and locate the information you are looking for, then we are not obliged to provide that information until you have given us the clarification we require. As you have not responded to my request for clarification, I am unable to proceed further with your request.

However, if you wish to submit a new request which more clearly describes the information you are looking for, we would be able to consider your request and respond in accordance with FOISA. If you need any further advice and assistance to clarify your request, please contact me.

If you are unhappy with this response to your request, you may ask us to carry out an internal review, by writing to The Chief Executive, Calton House, 5 Redheughs Rigg, Edinburgh, EH12 9HW. Your request should explain why you wish a review to be carried out, and should be made within 40 working days of receipt of this letter, and we will reply within 20 working days of receipt. If you are not satisfied with the result of the review, you then have the right to make a formal complaint to the Scottish Information Commissioner.

Yours Sincerely

Lisa Stanners
HR Business Improvement Lead