



**Scottish
Ambulance
Service**
Taking Care to the Patient



Chair David Garbutt QPM
Chief Executive Pauline Howie OBE

Our ref: FOI/1066/17

Dr Robert Coull

16 November 2017

Dear Dr Coull,

FREEDOM OF INFORMATION REQUEST

Thank you for your email of 15 November 2017 requesting information under the Freedom of Information (Scotland) Act 2002 which has now been processed.

Detail

You asked for the following information:-

Please could you provide me with up to date minutes of the BASICS Scotland SAS National Group Meetings from 2017.

Response

BASICS are the responsibility authority for taking minutes of meetings between BASICS and the Scottish Ambulance Service. As such, we are unable to provide any minute of meetings between the Scottish Ambulance Service and BASICS.

Review Procedure

If you are dissatisfied with the way in which I have dealt with your request, you are entitled to require a review of this decision. Should you decide to request a review you must:

Apply for a review of our decision in writing within 40 working days of the date of this notice and include:

- An address for further correspondence
- A description of the original request and
- The reason(s) why you are dissatisfied with our decision.

You should address your request for a review of decision to:

Mark Hannan
Head of Corporate Affairs and Engagement

Scottish Ambulance Service
National Headquarters,
Gyle Square,
1 South Gyle Crescent,
Edinburgh, EH12 9EB
0131 314 0000
E-mail: mark.hannan3@nhs.net

The requests for a review would be passed to another manager who was not involved in the original decision to assess the application.

Following the review you would receive notice of the result as soon as possible but in any case within 20 working days of us receiving it. Our response would explain the decision of the reviewer as well as details of how to appeal to the Office of the Scottish Information Commissioner if you remain dissatisfied with the review decision reached by us.

If you wish to appeal to the Scottish Information Commissioner you may do so at the details below:

Office of the Scottish Information Commissioner
Kinburn Castle
Doubledykes Road
St Andrews
KY16 9DS
Telephone: 01334 464610
e-mail: enquiries@itspublicknowledge.info

You can also make your appeal online via the Commissioner's website at www.itspublicknowledge.info/Appeal. This link gives you help in real time explaining exactly what is needed so the Commissioner can investigate your case quickly.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'M. A. Bargon', with a stylized flourish at the end.

Mark Bargon
Corporate Affairs and Engagement