



# Scotland Office

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[REDACTED]  
1 Melville Crescent  
Edinburgh EH3 7HW

Telephone: 0131-244 [REDACTED]  
Fax: 0131-244 [REDACTED]

Website: [www.scotlandoffice.gsi.gov.uk](http://www.scotlandoffice.gsi.gov.uk)

Our ref: FOI DB342

15<sup>th</sup> November 2011

Dear [REDACTED]

## FREEDOM OF INFORMATION REQUEST

Thank you for your email sent to the Scotland Office on 14<sup>th</sup> November 2011 which we received on the same day.

You asked for the following information under the Freedom of Information Act 2000:

*"Please could you provide a list of all disciplinary records of staff in your department between 11 May 2010 and present. For each disciplinary action that has been taken against a staff member, please state:*

- (1) The date [month and year is acceptable, rather than the exact date];*
- (2) The job title/ position of the staff member who action was taken against [this need not be specific enough to be able to identify any individuals, but should be sufficient to provide a rough description of the type of job - e.g. senior civil servant, junior researcher, etc.];*
- (3) The reason why disciplinary action was taken [detail preferred, but categorised summaries acceptable - e.g. 'confidentiality', 'criminal offence', etc.];*
- (4) What action was taken against each individual - e.g. written warning, dismissed, no action taken, etc.*

*Under section 11.1.a of the Freedom of Information Act I would like to request that this information is provided in a spreadsheet format, e.g. Excel."*

I am writing to confirm that the Scotland Office has now completed its search for information and can state that since 11<sup>th</sup> May 2010, no disciplinary action has been taken against any member of staff.

I hope you find this helpful.

If you are dissatisfied with the decision made in relation to your request you may ask for an internal review. A request for an internal review should be addressed to:

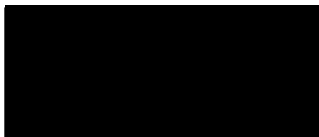
FOI Officer  
1 Melville Crescent  
EDINBURGH  
EH3 7HW

If you are not content with the outcome of the internal review you have the right to apply directly to the Information Commissioner for a decision. The contact details are:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
CHESHIRE  
SK9 5AF

If you have any queries about this letter please contact me.

Yours sincerely

A large black rectangular redaction box covering the signature area.A black rectangular redaction box covering contact information, likely a phone number.