



FOI Ref: 2015/046

17<sup>th</sup> November 2015

## **REQUEST UNDER FREEDOM OF INFORMATION (SCOTLAND) ACT 2002**

Thank you for your request for information under the Freedom of Information (Scotland) Act 2002, received by email on 19<sup>th</sup> October 2015. Your specific requests and the relevant information held by the Park Authority are provided below.

**Supply what was contained in the tracker so I can get an absolutely clear picture of:**

- **who was consulted**
- **the issues that arose and**
- **actions taken following the meetings.**

Please find attached Appendix A containing the stakeholder tracker that has been used for the Your Park project, as referenced in the outstanding actions paper that was submitted to the September 2015 meeting of the Park Authority Audit Committee meeting. The four categories used in the column 'Stakeholder map position', namely 'Manage closely', 'Keep Informed', 'Monitor' and 'Keep Satisfied' are standard terminology used in stakeholder management work.

The purpose of the tracker was to assist the team working on the project to keep track of the organisations they met and had discussions with, up to the point of the Your Park proposals being submitted to Scottish Government. The tracker lists details of the organisations or individuals and their classification, e.g. landowner, community group etc. Columns were also set up to track communications with each of these. The stakeholder tracker has in effect functioned as a master meeting diary for the project team.

Some information has been redacted from the stakeholder tracker, specifically details of individuals and their contact details. This information is exempt from release under sections 38(1)(b) and 38(2) of the Freedom of Information (Scotland) Act 2002.

This exemption is an absolute exemption under the Freedom of Information (Scotland) Act 2002, which means we do not need to consider the public interest in the disclosure of this information, it is completely exempt from release.

The tracker was not used to record the issues that arose and actions taken following the informal meetings, this information was recorded in separate meeting notes, linked to the tracker.

The notes from meetings with members of the local community and businesses were sent to you in response to your earlier request, Ref FOI 2015/007. Meetings were also held with partner agencies and other organisations and individuals, the notes from these are attached in Appendix B.

### **LOCH LOMOND & THE TROSSACHS NATIONAL PARK AUTHORITY**

National Park Headquarters, Carrochan, Carrochan Road, Balloch, G83 8EG Long: 4°34'24"W Lat: 56°00'12"N  
t: 01389 722600 f: 01389 722633 e: [info@lochlomond-trossachs.org](mailto:info@lochlomond-trossachs.org) w: [lochlomond-trossachs.org](http://lochlomond-trossachs.org)

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Yours sincerely

Information Officer

info@lochlomond-trossachs.org

Appendices available on request

### Review Procedure

If you are dissatisfied with this decision, or the way in which the Authority has dealt with your request, you are entitled to require the Authority to review its decision. Please note that in order for a review to take place you are required to:

- Send your request for review in writing, setting out in full the reasons why you are requesting a review.
- Submit your review request within 40 working days of either the date on which you received a response from the Authority or the date by which you should have received a response under the terms of the Freedom of Information (Scotland) Act 2002, whichever is the later.
- address your review request to the Director of Corporate Services:

Jaki Carnegie  
Loch Lomond & The Trossachs National Park Authority  
National Park Headquarters  
Carrochan  
Carrochan Road  
Balloch  
G83 8EG  
E-mail: [info@lochlomond-trossachs.org](mailto:info@lochlomond-trossachs.org)

The review will be handled by staff who were not involved in the original decision. You will receive notice of the result of your review within 20 working days.

If you are not satisfied with the response to your request for review, you can contact the Scottish Information Commissioner, the independent body which oversees the Freedom of Information (Scotland) Act 2002, at:

Scottish Information Commissioner  
Kinburn Castle  
Doubledykes Road  
St Andrews  
Fife  
KY16 9DS  
Tel: 01334 464610

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