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Do you have a policy of recording the cost of satisfying FOI queries, and if so, how is this calculated?

We do not hold a specific policy of recording the cost. Charging for information can be found on the Scottish Information Commissioner's website at the following link:
<https://www.foi.scot/briefings-and-guidance>.

Please also see the information published on our website at the following link:
<https://www.edinburgh.gov.uk/foi>

If you calculate the costs of FOIs to the organisation, what has been the total cost of satisfying FOI queries for each year between 2013-2023?

We do not hold this information. The cost of satisfying FOI queries is not recorded separately.

Please provide details of the subject of the enquiry and the reason for classification as vexatious for all such requests for each of the years between 2013-2023?

There is a specific exemption under FOISA for requests which are considered to be vexatious, and we hold the following:

05/11/2018 – Procurement of services

The effect of harassing the authority

07/11/2018 – Documents regarding the decision for a previous request

The effect of harassing the authority

In regard to the EIRS, there is no specific exception for vexatious requests and these are recorded as manifestly unreasonable. There are no EIRS which have been classified as vexatious.

Please note that in line with the Council's retention policy, requests for information under the Freedom of Information (Scotland) Act 2002 (FOISA) and the Environmental Information (Scotland) Regulations 2004 (the EIRS) is deleted after 3 years or after 6 years if the request is subject to a review. Therefore, information prior to June 2018 is not held.

What criteria or guidelines do you use when deciding if a request is 'vexatious' or not? Could you supply copies of any guidelines or policy documentation relating to this?

The guidance is set out by the Scottish Information Commissioner under the legislation set out in under FOISA and the EIRS. Details can be found at the following link:
<https://www.foi.scot/law-and-guidance>