

# 240523 (130) FOI Four Day Working Week

**From:** [Freedom of Information](#)  
**To:** [REDACTED]  
**Cc:** [Freedom of Information](#)  
**Subject:** Freedom of Information Request  
**Date:** 23 May 2024 14:14:39  
**Attachments:** [REDACTED]

---

Dear [REDACTED]

Thank you for your freedom of information request of 3 May 2024. We are responding to you under the Freedom of Information (Scotland) Act 2002.

FOI REQUEST (3 May 2024)

1. Full disclosure of the staff survey and comments for 2022 and 2023
2. Following the introduction of the 4-day working week, what percentage of staff are available and work on Fridays.

FOI RESPONSE

1. SOSE undertakes an anonymous staff engagement survey each year which allows staff the opportunity to score on a range of questions and make comments if they wish. This is completed by staff on the basis that scores or comments are given on an anonymised and confidential basis. We consider if this information was to be made public it would undermine the confidence that staff have in expressing their views in these valuable surveys and could diminish the input to future surveys. This would substantially prejudice the conduct of public affairs both to staff relationships and trust and would adversely affect the ability of SOSE to conduct future surveys.

We therefore consider the information and comments in the SOSE staff engagement surveys to be exempt under section 30(c) of the Freedom of Information (Scotland) Act 2002 which states disclosing the information would prejudice substantially, or be likely to prejudice substantially, the effective conduct of public affairs. We are required to undertake a public interest test when applying section 30(c). SOSE recognises there is a public interest in being open, transparent and accountable. However, it is believed, in this case there is a greater public interest in allowing SOSE to carry out its affairs effectively, which includes being able to obtain honest opinions and comments from staff in an anonymous and confidential manner.

2. SOSE is an organisation that is focussed on delivering outcomes and outputs, and SOSE offices continue to be open, and staff continue to work Monday to Friday to support, advise and guide businesses, social enterprises and community groups across the South of Scotland. SOSE from its inception has adopted a flexible approach to its staffing model with staff already working to flexible working patterns prior to the pilot, and the commencement of the pilot has not changed this position.

Information on South of Scotland Enterprise's four day working week pilot is available on the our website -

<https://www.southofscotlandenterprise.com/news/sose-begins-new-way-of-working-pilot>

You have the right to request a review of the way in which this request has been processed. Should you wish to exercise this right, you will need to contact us within 40 working days of receipt of this email.

If you remain dissatisfied on completion of the review, you have the right to appeal to the Office of the Scottish Information Commissioner and thereafter to the Court of Session on a point of law only:

Scottish Information Commissioner  
Kinburn Castle  
Doubledykes Road  
St Andrews  
Fife  
KY16 9DS

Telephone: 01334 464610

<http://www.itspublicknowledge.info>

or for online appeals:

[www.itspublicknowledge.info/Appeal](http://www.itspublicknowledge.info/Appeal)

Regards,  
SOSE Corporate Relations  
FOI@sose.scot



[www.southofscotlandenterprise.com](http://www.southofscotlandenterprise.com)