

Freedom of Information Monitoring Report for 2024-2025

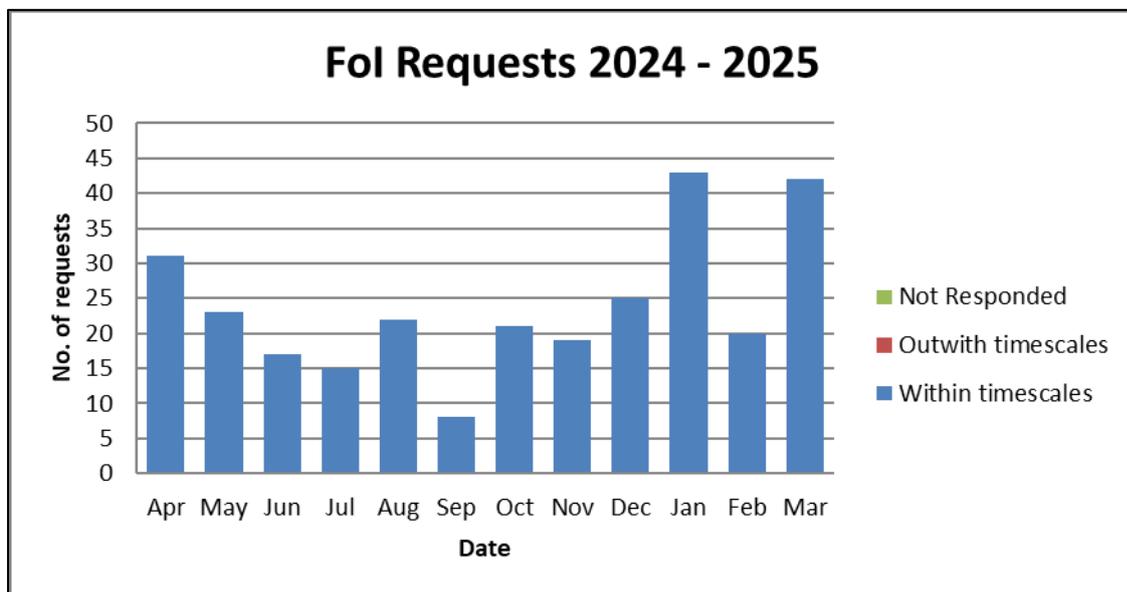
Summary

Requests for information received	310
Requests for information responded to	286
Requests closed due to lack of clarification	14
Requests withdrawn by applicant	10
Percentage of requests responded to within 20 working days	100%
Average response time (working days)	13
Number of reviews carried out	1
Number of cases appealed to the Scottish Information Commissioner	0
Decisions issued by the Scottish Information Commissioner	0

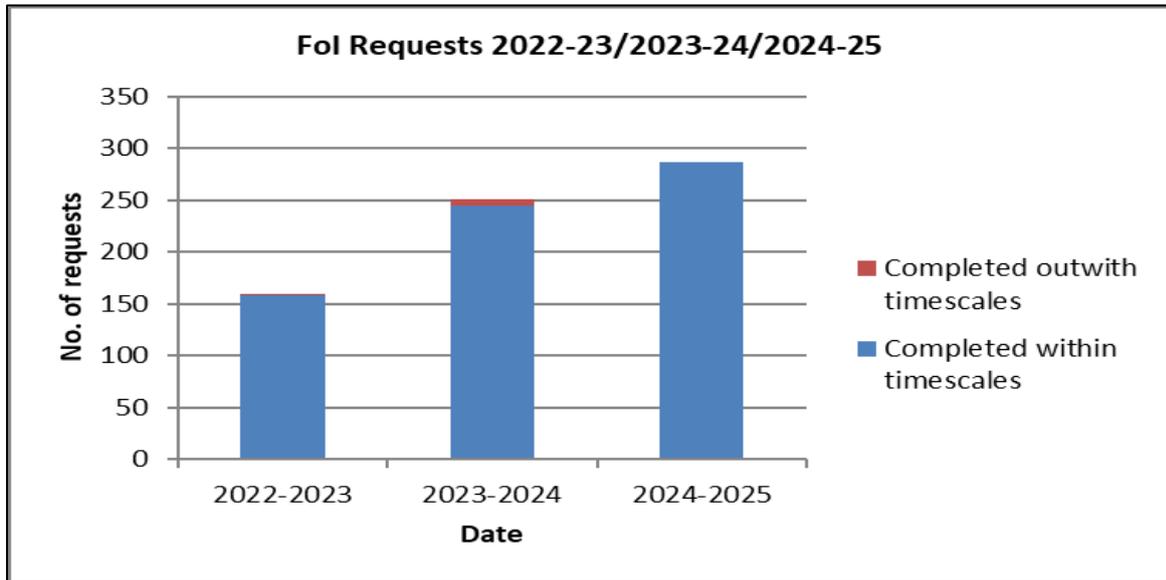
1. Details of requests

There were 310 requests for information under the Freedom of Information (Scotland) Act 2002 from 1 April 2024 until 31 March 2025. These were received from a variety of sources, and included information relating to patient activities, our policies and procedures, the number of staff employed and our payments to suppliers.

Graph 1 – FOI requests for 2024-2025



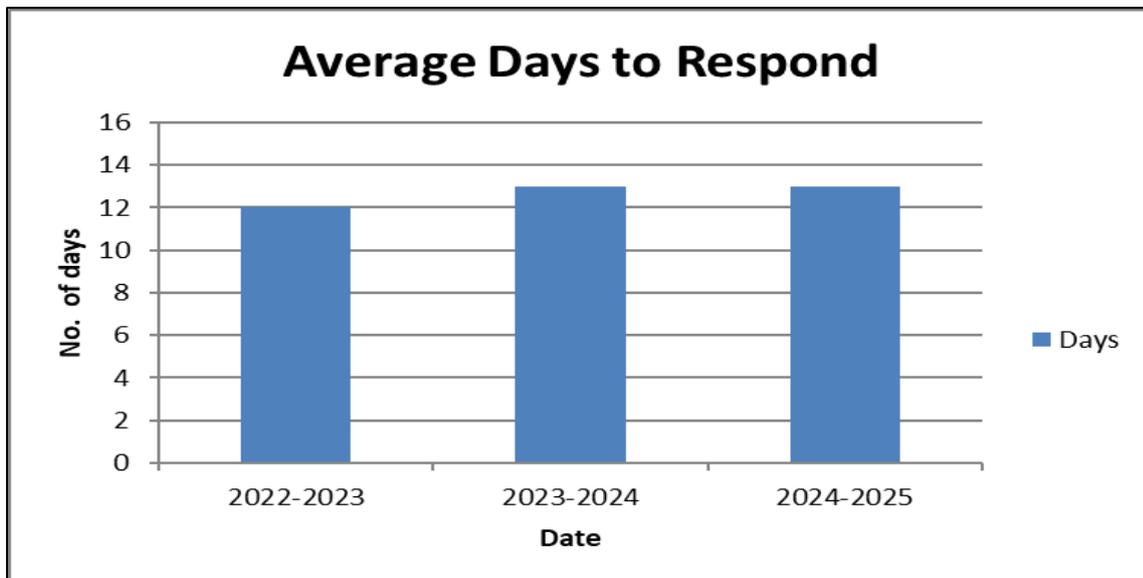
Graph 2 – Comparison of 2022-2023, 2023-2024 and 2024-2025



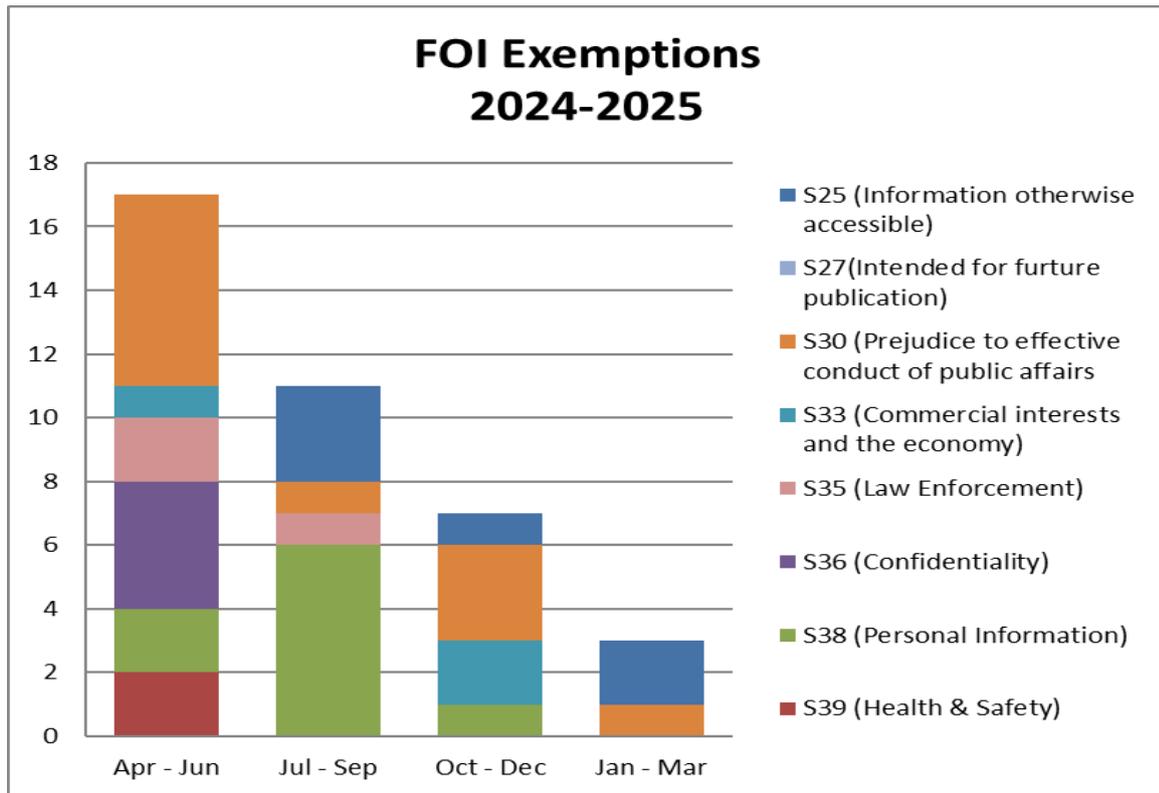
2. Performance

All 286 requests were responded to within the statutory 20 day timescale.

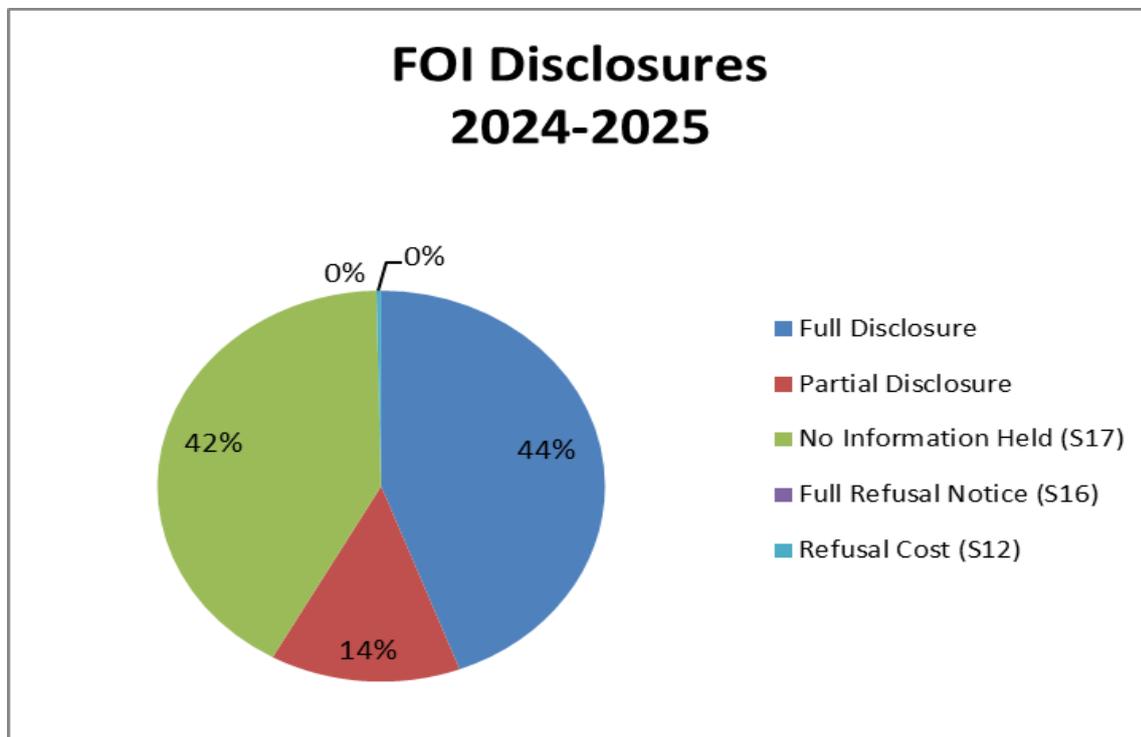
Graph 3 – Comparison of 2022-2023, 2023-2024 and 2024-2025



3. Summary of exemptions applied



4. Summary of types of disclosure



The State Hospital did not hold the requested information in 42% of cases. This is largely due to applicants being unfamiliar with the organisation and submitting requests relating to functions or services that the organisation does not provide.

Of the requests where information was held, the majority (76%) received all the information sought, while the remainder (24%) received partial information.

One request was refused due to exceeding the statutory cost limit.

5. Reviews / Appeals to the Scottish Information Commissioner

There was one request for review in which we upheld the original response.

There were no appeals to the Scottish Information Commissioner received this year.

6. Cost of dealing with requests

It is very difficult to make more than an estimate of the cost as the work involved varies greatly for each request. All requests must be recorded, processed, acknowledged and then referred to the relevant departmental to collate a response, which may involve many hours of work. We only estimate the cost of requests that are expected to take over 40 hours of work to complete.