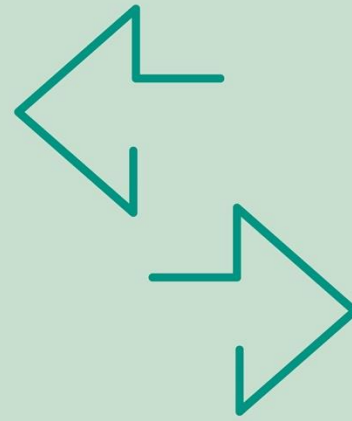


SPA Corporate FOI Annual Summary 2024 - 2025



SCOTTISH POLICE
AUTHORITY
ÙGH DARRAS POILIS NA H-ALBA



Background

- The Freedom of Information (Scotland) Act 2002 (FOISA) gives everyone the right to access information held by Scottish public authorities.
- Any member of the public can submit a request for information, this includes media, researchers and staff. FOISA requires authorities to respond to requests as promptly as possible and within 20 working days.
- The [Scottish Information Commissioner](#) (SIC) promotes and enforces Scotland's FOI law. [FOI statistics](#) are submitted by authorities to SIC on a quarterly basis.
- Information on [making an FOI request to the Authority](#) is available on our website. This includes a Freedom of Information Handling Procedure and Publication Scheme which are reviewed annually.
- All FOI responses are published to our [disclosure log](#).
- SPA Corporate also coordinate FOI requests received for Forensic Services. Liaison with Police Scotland is also required where information requested originated from Police Scotland, for example, reports for items taken in private at Committee meetings.
- Quarterly performance reporting is provided to the Extended Leadership Team.
- This summary refers to requests received from **April 2024 to March 2025**.





Summary 2024-25

123 requests received
(up from 120 in 2023-24)

- 2024-25 saw a slight increase in FOI requests received from 120 to 123.
- No requests for environmental information were received.
- Requests for Forensics Services information continued to increase in 2024-2025.

Eight requests for review
were received
(up from 2 received in 2023-24)

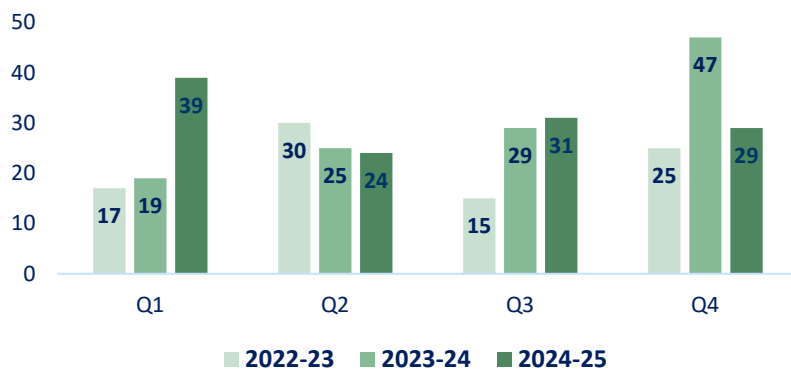
- Requesters who are unhappy with the Authority's response can ask the authority to review its response.
- The number of requests for review received increased to eight but remains relatively low.
- All reviews upheld the original decisions indicating that decisions are robust. Lessons learned are considered in each case.

98% compliance with 20-day
statutory timescale to respond
(down from 99% in 2023-24
and 2022-23)

- Compliance performance remains consistent at **98%**.
- Non-compliance related to **two** responses for Forensic Services information.
- Compliance compares well with an average of 88%* for all authorities in Scotland and an average of 80%* for Police, Justice and Fire authorities.

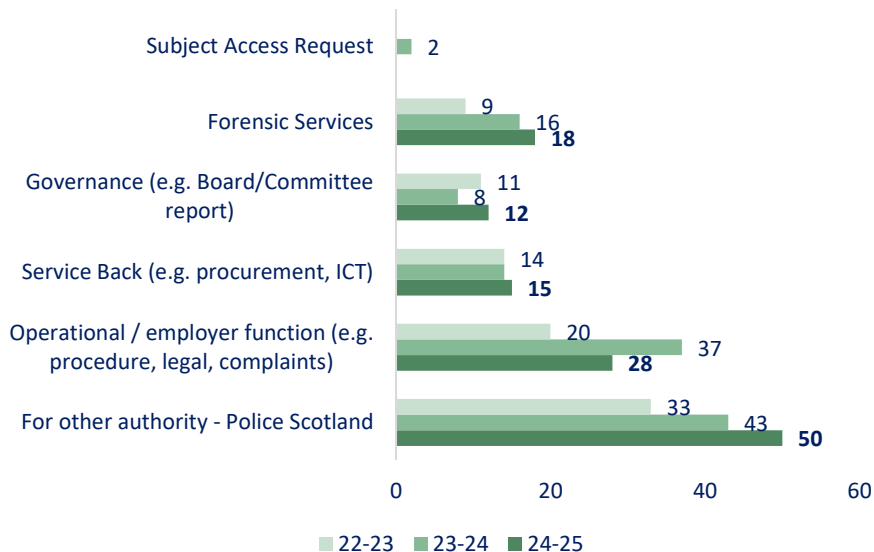
Requests received

Three-year trend data



- **123** requests were received, up from 120 in 2023-24 and 87 in 2022-23.
- This figure included **eight** requests for review, an increase from two received in both 2023-24 and 2022-23.
- Of 123 requests received, **73** were 'relevant' requests, compared to 77 in 2023-24 and 54 in 2022-23. 50 requests received were for another authority, usually Police Scotland, in relation to crime statistics, operational matters and procedure. All requests require a formal response under FOISA with advice and assistance provided where possible.

Requests received by **category**

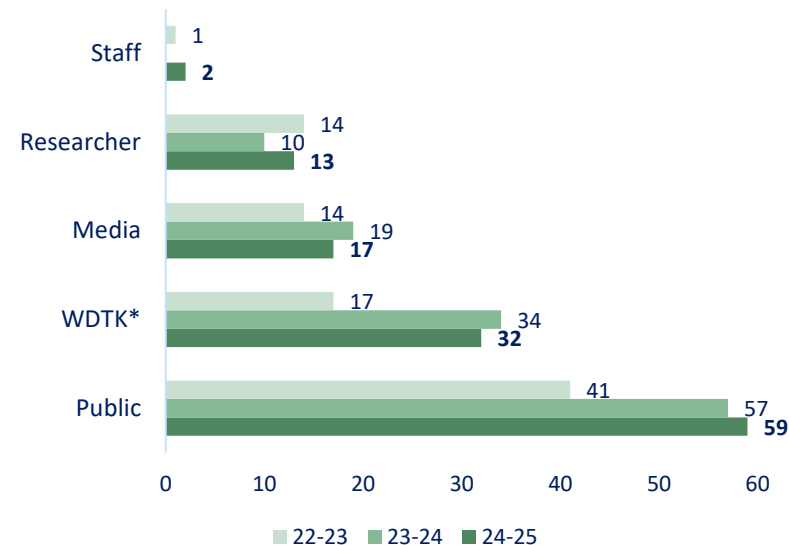


Requests for Forensic Services information continued to increase in 2024-2025 (n=18).

Requests for governance information and information under service back arrangements also increased.

* Requests for individual's own personal data submitted under FOISA in error.
 ** Service Back refers to where Police Scotland provides services to the Authority, in line with legislation. Where this applies, information may be held by Police Scotland rather than the Authority.

Requests received by **applicant type**

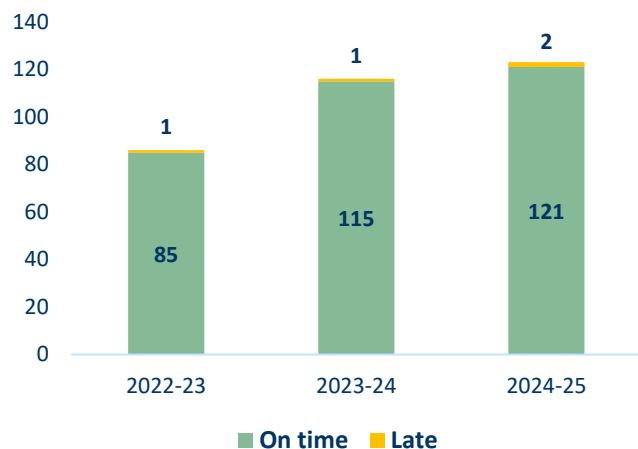


Applicant type is not always known. Most requests are received from the public, either directly or through the WDTK platform*.

* [What Do They Know](#) (WDTK) is an online platform which makes information available to all, reducing the need for multiple people to submit the same request, and acts as a permanent public archive of FOI requests and responses.

Responses issued

Overall



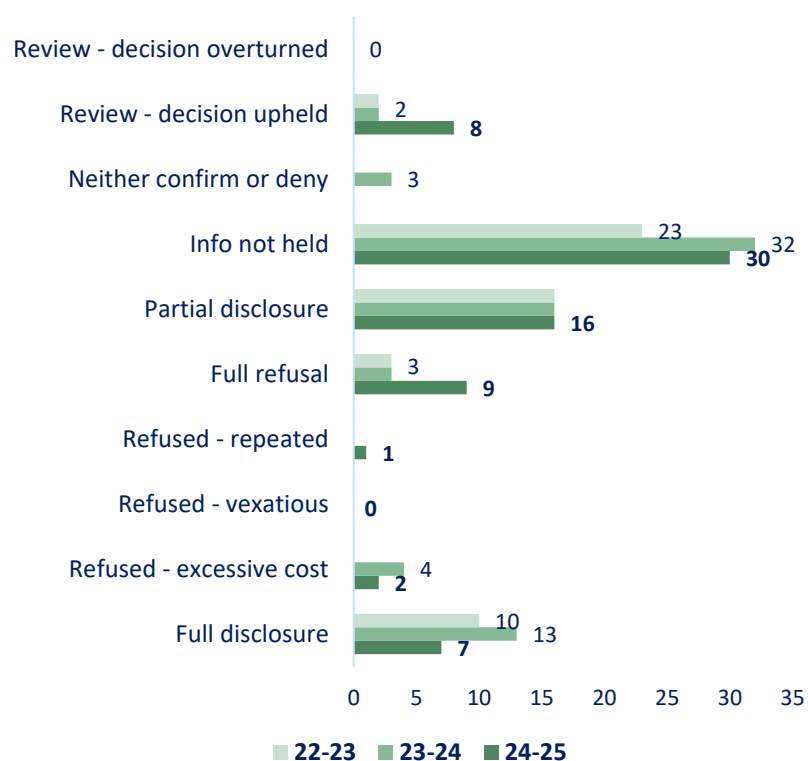
123 responses were issued in 2024-25.

No requests were closed or withdrawn.

Achieved **98%** compliance with the 20-day statutory timescale for response.

Two responses for Forensic Services information were delayed. One due to the need to retrieve archived hard copy records. Another was one day late due to a delay in the review and approval process.

Response type for 'relevant' requests



Figures exclude responses issued where no information was held as the request should have been directed to another authority, usually Police Scotland (n=50).

As in previous years, the most common type of response confirmed information was not held (**41%**, n=30). 43% of these responses concerned information under service back arrangements (n=13).

32% of responses provided all, or some of the information requested (n=23). No themes were identified but the Authority continues to be alert to opportunities to publish information proactively.

16% of responses refused to provide information (n=12).

These included:

- Four for forensic information in cases which have been subject to court proceedings.
- Three where information was already published, for example, Members pay and expenses. Technically classed as a refusal, requesters are advised the information is available and links provided under our duty to assist.
- Two where it would cost over £600, or take over 40 hours, to provide the information.
- One for an arbitration report regarding the 2024-25 pay claim for police officers.
- One where information was either already available or considered to be that of a third-party regarding allegations of police officer corruption.
- One where the request was substantially similar to previous recent requests by the same requester.

11% of responses were reviews of original decisions, all of which were upheld.