

# 250925 (199) FOI CEO Workdays

**From:** [Freedom of Information](#)  
**To:** [REDACTED]  
**Cc:** [Freedom of Information](#)  
**Subject:** FOI on Days Worked by Chief Executive  
**Date:** 25 September 2025 16:35:03  
**Attachments:** [REDACTED]

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Dear [REDACTED]

Thank you for your Freedom of Information request of 17 August 2025. We are responding to you under the Freedom of Information (Scotland) Act 2002 [FOISA].

## FOI REQUEST (3 September 2025)

1. In 2024-25, how many days did the chief executive of this public body work? If you do not have a chief executive, please provide data for the equivalent role, which would be the top-ranking corporate officer at this public body e.g. Managing director, president etc
2. In 2024-25, how many days of annual leave did this individual take?
3. In 2024-25, how many days did this individual work from home, and how many days did they go into the office?

## RESPONSE

1. The Chief Executive of South of Scotland Enterprise (SOSE) is contracted to work full time, Monday to Friday, 35 hours which is the same standard hours for SOSE full time staff. This equates to 260 working days per year.

During the period 2024-25 SOSE took part in the Scottish Government pilot to explore the potential benefits of a four-day working week for staff, while the business remained a five day week. Full time staff worked 32 hours across four days rather than 35 hours across five days. SOSE's Chief executive took part in the pilot. Staff contracts and annual leave entitlements were not changed during the pilot. During the pilot there were 208 working days per year.

As the Accountable Officer and Chief Executive of SOSE they will normally work more than the standard hours in their role. We do not hold a record of the days our Chief Executive has worked and therefore apply Section 17 of FOISA to inform you that SOSE do not hold the specific information you have requested relating to hours actually worked.

2. SOSE's Chief Executive is entitled to 43 days annual leave which is the same entitlement as all full time SOSE staff. SOSE's Chief Executive took 30 days annual leave in 2024-25.
3. SOSE have a hybrid model of working where all staff, including the Chief Executive, combine working from home and the workplace. For many of SOSE's staff, including the Chief Executive, this also involves visits or meetings with stakeholders, clients

and communities which varies from week to week depending on the business needs.

We do not record the days any SOSE staff, including the Chief Executive, work from home and therefore apply Section 17 of the Freedom of Information Scotland Act 2002 to advise you that we do not hold the information you have requested.

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

[www.foi.scot](http://www.foi.scot)

or for online appeals:

[www.foi.scot/appeal](http://www.foi.scot/appeal)

Regards,

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