

Mr S Cross
[request-25xxxxxxxxxxxx@xxxxxxxxxxxxxxxx.xxx]

28 January 2010

Our Ref: FOI 2010/01 – F0082137

Dear Mr Cross,

Re: Freedom of Information (Scotland) Act 2002 – Request for Information

Thank you for your email which was received by the University on 30 December 2009 timed 02:33 hours, requesting the following information:

Would it be possible to discover, broken down by service, the aggregate total numbers of days that senior managers (at Grade 7 and above) within University Services have spent 'working from home' without taking annual leave in the last year? And to what extent this facility is officially extended, as part of the Terms and Conditions of Employment, to staff on higher grades?

University's Response

Would it be possible to discover, broken down by service, the aggregate total numbers of days that senior managers (at Grade 7 and above) within University Services have spent 'working from home' without taking annual leave in the last year?

Please find detailed in the table below, aggregate figures for those departments whose local arrangements stipulate that 'working from home' is recorded.

Where a member of staff has 'worked from home', their annual leave entitlement is not affected as they are deemed to be working.

Department	Aggregated days worked from home – Grade 7 and above
Learning and Teaching Centre	171
Purchasing Office	1
Vice Principal's Office (Research & Enterprise)	62
Research and Enterprise	8
Safety and Environmental Protection Services	5.5
Computing Service	7

And to what extent this facility is officially extended, as part of the Terms and Conditions of Employment, to staff on higher grades?

There is currently no official policy on staff working from home. Consequently, the University of Glasgow does not hold the information that you have requested and is not aware of any other public authority that could respond to your request. Section 17 of FOISA states that where public authorities receive requests for information that they do not hold, they must issue a notice advising that they do not hold the requested information.

The supply of documents under the terms of the Freedom of Information (Scotland) Act 2002 does not give the applicant or whoever receives the information any right to re-use it in such a way that might infringe the Copyright, Designs and Patents Act 1988 (for example, by making multiple copies, publishing or otherwise distributing the information to other individuals and the public). The Freedom of Information (Scotland) Act 2002 (Consequential Modifications) Order 2004 ensured that Section 50 of the Copyright, Designs and Patents Act 1988 ("CDPA") applies to the Freedom of Information (Scotland) Act 2002 ("FOISA").

Breach of copyright law is an actionable offence and the University expressly reserves its rights and remedies available to it pursuant to the CDPA and common law. Further information on copyright is available at the following website:

<http://www.ipo.gov.uk/copy.htm>

Your right to seek a review

Should you be dissatisfied with the way in which the University has dealt with your request, you have the right to require us to review our actions and decisions. If you wish to request a review, please contact the University Secretary, University Court Office, Gilbert Scott Building, University of Glasgow, Glasgow, Scotland G12 8QQ or e-mail: xxx@xxx.xx.xw within 40 working days. Your request must be in a recordable format (letter, email, audio tape, etc). You will receive a full response to your request for review within 20 working days of its receipt.

If you are dissatisfied with the way in which we have handled your request for review you may ask the Scottish Information Commissioner to review our decision. You must submit your complaint in writing to the Commissioner within 6 months of receiving the response to review letter. The Commissioner may be contacted as follows:

The Scottish Information Commissioner
Kinburn Castle
Doubledykes Road
St Andrews
Fife
KY16 9DS
Telephone: 01334 464610
Fax: 01334 464611
Website www.itspublicknowledge.info

E-mail: enquiries@itspublicknowledge.info

An appeal, on a point of law, to the Court of Session may be made against a decision by the Commissioner.

For further information on the review procedure please refer to (<http://www.gla.ac.uk/services/dpfoioffice/policiesandprocedures/foisa-complaintsandreview/>)
All complaints regarding requests for information will be handled in accordance with this procedure.

Yours sincerely,

Data Protection and Freedom of Information Office