

John Cross
request-835xxxxxxxxx@xxxxxxxxxxxxxxxx.xxx

27 March 2009

Our Ref: FOI 2009/27 – F0052750

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 22 February 2009 timed 18:23 hours, requesting the following information.

Under the Freedom of Information Act (Scotland) I am requesting the release of the following information:

- 1. What was the initial budget for the implementation of the University's Finance System?**
- 2. Who approved the budget for the Finance System and when was it approved?**
- 3. What was the initial completion date for the implementation of the Finance System?**
- 4. Since the approval of the budget for the Finance System, please provide for each Financial Year:**
 - a. Payments to the supplier of the Finance System for the procurement of software.**
 - b. Payments to the supplier of the Finance System for the procurement of consultancy services.**
 - c. Payments to other external consultants recruited for the implementation of the Finance System.**
 - d. Costs of computers procured for the Finance System.**

- e. **Cost of University staff working on implementation of the Finance System.**
- f. **Salary cost of the department of Finance.**
5. **For the current Financial Year, please provide the following information for the period 1st August 2008 to 31st January 2009 :**
 - a. **Payments to the supplier of the Finance System for the procurement of software.**
 - b. **Payments to the supplier of the Finance System for the procurement of consultancy services.**
 - c. **Payments for other external consultants / temporary staff recruited for the implementation of the Finance System.**
 - d. **Cost of computers procured for the Finance System.**
 - e. **Cost of University staff working on implementation of the Finance System.**
 - f. **Salary cost of the department of Finance.**
6. **Please provide me with a copy of your cost savings analysis for the implementation of the Finance System.**
7. **What are the outstanding areas that the Finance System's implementation requires to address?**
8. **When will the implementation of the Finance System be completed and what is the anticipated future costs of this implementation?**

University's Response

1. What was the initial budget for the implementation of the University's Finance System?

Initial estimate of the implementation cost of Agresso System was approximately £315k.

2. Who approved the budget for the Finance System and when was it approved?

The expenditure for the new Agresso system was approved by the University Management Group mid April 2000.

3. What was the initial completion date for the implementation of the Finance System?

Initial completion date for the implementation of Agresso 5.4 was 1st August 2001.

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Main Building, University of Glasgow, Glasgow G12 8QQ

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4. Since the approval of the budget for the Finance System, please provide for each Financial Year:

a. Payments to the supplier of the Finance System for the procurement of software.

b. Payments to the supplier of the Finance System for the procurement of consultancy services.

For **4 a** and **b** The University of Glasgow does not hold the information that you have requested in any report 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.

It may be possible to retrieve the requested information by indentifying the services invoiced through an analysis of the Agresso supplier code. However, this would assume that all relevant payments were made through this account, which cannot be guaranteed. There are 108 payments made through the Agresso supplier account prior to this current year. Initially it would be necessary to identify which invoices make up each payment in the customer account, retrieval of the manual copy and identification of what the expense covers would then be required. The retrieved information would then be used to update a spreadsheet to sort it into the information requested. The time taken to carry out this exercise is detailed below.

Projected costs

The estimated costs likely to be incurred in answering your information request are as follows:

Item	Details	Cost (£)
Staff costs (£15 per hour)	27hrs @ £15 per hour	405.00
Minus initial £100 costs	- £100.00	-100.00
Total Projected Costs	£ 405.00	305.00
Chargeable amount	10% of costs	30.50

Total chargeable amount		30.50
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The fee requested has been calculated in accordance with the published Fee Regulations that accompany the Freedom of Information (Scotland) Act 2002. The Fee Regulations state that:

- The first £100 of costs will be waived.

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- Projected costs include the cost of staff time involved in locating, retrieving and providing the information; however the cost of staff time must not exceed £15 per hour per member of staff. Where staff costs are lower than £15 per hour, they must be charged at cost.
- For projected costs that exceed £100, the University may charge 10%, unless the costs reach the £600 prescribed cost limit.

Please advise whether you would like us to proceed on this basis.

Method of Payment

Please send a cheque made payable to the *University of Glasgow* to the Freedom of Information Office at the above address.

c. Payments to other external consultants recruited for the implementation of the Finance System.

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.

d. Costs of computers procured for the Finance System.

No PC's were purchased specifically for the use of Agresso.

e. Cost of University staff working on implementation of the Finance System.

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.

f. Salary cost of the department of Finance.

The University of Glasgow does not hold the information that you have requested in any report 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.

However, it may be possible to retrieve the information by interrogating the Human Resources system to identify salary by individual, and cross reference this to departmental employment information during this period. It would then be necessary to analyse the data to isolate any severance payments made during this period. Analysis of the Agresso system to isolate any payments to contract staff made during this period would also then be required. The time taken to carry out this exercise is detailed below:

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Projected costs

The estimated costs likely to be incurred in answering your information request are as follows:

Item	Details	Cost (£)
Staff costs (£15 per hour)	21hrs @ £15 per hour	315.00
Minus initial £100 costs	- £100.00	-100.00
Total Projected Costs	£ 315.00	215.00
Chargeable amount	10% of costs	21.50

Total chargeable amount		21.50
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Please see above (**question 4a & b**) for advice on Fee Regulations under Freedom of Information (Scotland) Act 2002. Please advise whether you would like us to proceed on this basis.

Method of Payment

As previously advised, please send a cheque made payable to the *University of Glasgow* to the Freedom of Information Office at the above address.

5. For the current Financial Year, please provide the following information for the period 1st August 2008 to 31st January 2009

a. Payments to the supplier of the Finance System for the procurement of software.

For the current year we have made approximately £37.7k's worth of payments to Agresso for software.

b. Payments to the supplier of the Finance System for the procurement of consultancy services.

For the current year we have made approximately £19.5k's worth of payments to Agresso for consultancy services

c. Payments for other external consultants / temporary staff recruited for the implementation of the Finance System.

Agresso was implemented in 2001, not during the current financial year.

d. Cost of computers procured for the Finance System.

No PC's were bought specifically for the use of Agresso.

e. Cost of University staff working on implementation of the Finance System.

Agresso was implemented in 2001, not during the current financial year.

f. Salary cost of the department of Finance.

The basic salary cost for the Finance office for the six months to 31 January 2009 was £1,126,589. Note we are able to give out this cost info for the current year as this

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information is easily gathered due to our ledger structure and coding in this current fiscal year not in existence previously.

6. Please provide me with a copy of your cost savings analysis for the implementation of the Finance System.

No cost savings analysis was prepared for the implementation of the system in 2001.

7. What are the outstanding areas that the Finance System's implementation requires to address?

Agresso was implemented into the University in 2001. We continue to further develop and upgrade Agresso on an ongoing basis. Currently plans are to roll out a new sales invoicing module, E procurement module, E expenses module, Budgeting module and a restructure of our general ledger.

8. When will the implementation of the Finance System be completed and what is the anticipated future costs of this implementation?

Agresso was implemented in 2001 and is upgraded and further enhanced/ developed on a continual basis. Future costs for enhancement/ developments as discussed in section 7 have not yet been collated.

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

We note your message of 25 March 2009, requesting a review of our actions due to the late response to this request. In light of the response (above), please advise whether you still wish us to carry out 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. Please refer to the Review Procedure (<http://www.gla.ac.uk/services/dpfoioffice/policiesandprocedures/foisa-complaintsandreview/>) for further information. All complaints regarding requests for information will be handled in accordance with this procedure.

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Yours sincerely,

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