

FOI/011-21
16 June 2021

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Freedom of Information (Scotland) Act 2002

Your Request

Thank you for your request for information under the Act which we received on 19 May 2021.
You requested the following data:

- 1. Does the organisation have a strategy, policy or procedure or process for requesting or authorising CPD? If so, can you please provide copies.*
- 2. Within the last 3 full academic years please state how many hours of CPD have been completed (a) in total; (b) by Academic Staff; (c) by Support Staff; (d) by Trade Union Representatives?*
- 3. Please provide information on the cost of CPD, broken down in the same categories in Q2.*
- 4. Please state the total amounts of the allocated budget for CPD in each of the last 3 academic years.*

Our Response

Our response is collated below:

- 1. Does the organisation have a strategy, policy or procedure or process for requesting or authorising CPD? If so, can you please provide copies.*

Please find attached our CPD Strategy, Policy and Procedures document.

In relation to requesting or authorising CPD the process is the during the annual budget setting processes, departments submit requests that they are aware of for their departments for the coming year. All of these requests for CPD are considered by the Senior Management Team (SMT) in terms of costs and also any time that may be required to attend the training/programme of study. These are notionally approved/not approved, and then formal requests will be submitted by the individual to their line manager for consideration and where there is a significant time or any cost implication then these come to the Head of HR & Organisational Development to review in line with the provisional approvals from the SMT. Where necessary these items are then taken back to the SMT for the SMT to make the final decision. This is not a formally documented process.

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2. *within the last 3 full academic years please state how many hours of CPD have been completed (a) in total; (b) by Academic Staff; (c) by Support Staff; (d) by Trade Union Representatives?*

Year	Total hours of CPD completed	Total hours of CPD completed for Academic staff	Total hours of CPD completed for Support Staff	Total hours of CPD completed for Trade Union representatives
Academic Year 2017-2018	14903	9370	5355	178
Academic Year 2018-2019	10845	7268	3405	171
Academic Year 2019-2020	24792	11510	13053	229

3. *Please provide information on the cost of CPD, broken down in the same categories in Q2.*

Year	Total cost of CPD completed	Total cost of CPD completed for Academic staff	Total cost of CPD completed for Support Staff	Total cost of CPD completed for Trade Union representatives
Academic Year 2017-2018	£237,859	£151,906	£82,736	£3,217
Academic Year 2018-2019	£189,575	£133,793	£53,626	£2,156
Academic Year 2019-2020	£351,959	£192,630	£157,471	£1,858

4. *Please state the total amounts of the allocated budget for CPD in each of the last 3 academic years.*

Academic Year 2017-2018: £60,000
Academic Year 2018-2019: £60,000
Academic Year 2019-2020: £100,000

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Your Right to Seek Review of our Decision

If you are not satisfied with our response or our reasoning set-out above, you have forty working days from 17 June 2021 to request a review of our decision.

Any request should be put in writing and should be sent to myself, Ian McCartney, Clerk to the Board of Management, at the address detailed on this letter.

Your request should:

a describe the nature of your original request; and

b explain the reasons why you are not satisfied with our response

If you remain dissatisfied with how your request for information has been dealt with you also have the right to apply to the Scottish Information Commissioner for a decision as to whether we have handled your request properly.

Information relating to your right to seek review is available from the Scottish Information Commissioner's web page at:

<http://www.itspublicknowledge.info/YourRights/UnhappyWithResponse.aspx>

or by contacting the Scottish Information Commissioner's Office at the following address:

Scottish Information Commissioner
Kinburn Castle Doubledykes Road
St Andrews, Fife
KY16 9DS

Telephone: 01334 464610
Fax: 01334 464611
e-mail: enquiries@itspublicknowledge.info
Website: <http://www.itspublicknowledge.info>

Contact Us

Finally, should you wish to discuss the contents of this letter, please contact me directly in the first instance.

Yours sincerely,

Ian McCartney
Clerk to the Board of Management
Foi.perth@uhi.ac.uk