

Memo

To: Ann Hastings, Human Resources

From: Clare Sinclair, Data Protection and Freedom of Information Office

Cc:

Date: 29 February 2012

Subject: FREEDOM OF INFORMATION REQUEST (FOI 2012/63-F0199039)

The following request was received by the FOI team on 29 February 2012 timed 22:13 hours and we would appreciate your assistance in providing a response. Please advise if you are aware of any member of staff (other than those listed above) who may have relevant information relating to the request below.

Should you envisage that a response to any individual question contained within this information request will take over 1 day's work i.e. 7 hours, please contact us before taking this request forward, as a fees notice may be applicable.

Due to the volume of requests received, please ensure the above FOI Reference number is quoted in your reply (i.e. FOI 2012/63 – F0199039).

Do not assume that the applicant has an intimate knowledge of your subject area. Please therefore ensure that the information that you provide is as clear and unambiguous as possible, with explanations for any acronyms provided.

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- “1. When was David Newall appointed to his current post?
2. What was his initial salary?
3. What is his current salary?
4. For each annual pay raise or bonus that he has been awarded since his appointment I wish to know:
- When was the pay raise / bonus approved?
- Who approved the pay raise / bonus?
- What was the amount?
- Was the payment a pay raise or a bonus?
- What was the justification for the pay raise / bonus?”
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If you have any concerns or issues about the information that is being requested it is essential that you contact xxx@xxx.xx.xx or call us on ext 3111 **immediately** so that all implications can be addressed.

The University is required to collate all relevant information to process this Freedom of Information request. This note is a formal request that you search your structured databases, catalogues, registration systems, customer service desk systems, email folders and other filing systems, to determine whether any information relating to the above is held and, if so, to supply the Data Protection and Freedom of Information Office with a copy of that information.

The Freedom of Information (Scotland) Act 2002 sets a time limit for the University to complete the processing of a Freedom of Information Request. A reply to the Data Protection and Freedom of Information Office (xxx@xxx.xx.x) by 7 March 2012 is therefore requested.

Please ensure that this request is dealt with in the strictest confidence.