

MB/JN

02 December 2016



Aaron Watters  
([request-369828-54f113cf@whatdotheyknow.com](mailto:request-369828-54f113cf@whatdotheyknow.com))

Dear Mr Watters

**REQUEST FOR INFORMATION UNDER THE FREEDOM OF INFORMATION  
(SCOTLAND) ACT 2002**

We refer to your email of 8 November 2016 in which you requested that Ayrshire College provide you with the following information:

- 1 The date that UNISON formally withdrew first aid & fire warden cover as part of their recent industrial action campaign?
- 2 What measures your college implemented to cover any first aid or fire emergency cover to ensure your college is compliant with health & safety legislation.
- 3 Please advise whether you outsourced the services of a third party to provide this cover?
- 4 Please advise if your college provided emergency first aid & fire warden training to members of your staff that did not/are not participating in the withdrawal of first aid and fire warden training?
- 5 Please advise the cost to your college for securing first aid and fire warden training - please break this down and advise any third party consultancy fee's and/or the equivalent cost for providing in house training.
- 6 Please advise how many members of staff received emergency first aid & fire warden training to cover for this industrial action measure?
- 7 Please also provide the full cost of the time allocated to each individual who participated in any form of training, giving. total equivalent salary cost?
- 8 Please advise how many first aid incidents have occurred since UNISON withdrew this cover?
- 9 Please advise if there was any first aid incident where no qualified first aider was available to attend.
- 10 Please advise how many fire alarm incidents have occurred since UNISON withdrew this cover - additionally please advise how many fire wardens were on hand at each incident per campus, and per incident?
- 11 Please advise the total cash equivalent cost of time loss for any fire alarm incidents?
- 12 Please advise if there was a qualified fire Marshall to greet the Fire Service on each occasion?

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Ayr Campus  
Dam Park  
Ayr, KA8 0EU  
T 01292 265184  
E [enquiries@ayrshire.ac.uk](mailto:enquiries@ayrshire.ac.uk)

Kilmarnock Campus  
Hill Street  
Kilmarnock, KA13 3HY  
T 01563 523501  
E [enquiries@ayrshire.ac.uk](mailto:enquiries@ayrshire.ac.uk)

Kilwinning Campus  
Lauchlan Way  
Kilwinning, KA13 6DE  
T 01294 559000  
E [enquiries@ayrshire.ac.uk](mailto:enquiries@ayrshire.ac.uk)



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The College has treated your request as an application for information under the Freedom of Information (Scotland) Act 2002 ("FOISA").

In accordance with section 9 of FOISA and the Freedom of Information (Fees for Required Disclosure) (Scotland) Regulations 2004 ("Fees Regulations"), where the College reasonably estimates that the projected costs of locating, retrieving and providing the requested information exceed £100, the College is entitled to charge 10% of those costs up to £600. The College cannot charge for the first £100 or less and if the total costs exceed £600 the College does not have to comply with the request.

In this instance the projected costs exceed £100. This is because the request would require members of staff go through a large number of files to locate and retrieve the information falling within the scope of your request.

The Fees Regulations limit the hourly rate for staff time to a maximum of £15 per hour for the time taken in this work.

The College estimates that it will take 10 hours in total for members of staff to locate and retrieve the requested information and therefore the associated projected costs are as follows:

<b>Actual cost of staff time</b>	10 hours at £15 per hour	£150
<b>Less first £100</b>		£(100)
<b>Net cost</b>		<b>£50</b>

The College will progress your request for information upon receipt of payment of **£5** (£50 x 10%). Payment must be made to the College within three months of the date of this letter, by way of cheque payable to **Ayrshire College**, sent to the Finance department at:

Finance Department  
Ayrshire College  
18-20 Hill Street  
Kilmarnock  
KA1 3HY

## **YOUR RIGHT TO REQUEST A REVIEW OF OUR DECISION**

You have a right under FOISA to request an internal review of our decision in response to your information request. If you wish to exercise this right, you must write to us to request a review within forty working days of receipt of this decision. Your request for a review must be in writing and you must specify your name and address for correspondence. You must also specify your reasons for requesting a review.

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Should you wish to request an internal review, please address your request to:

Eleanor O'nions  
Executive Assistant and Office Manager  
Ayrshire College  
Kilmarnock Campus  
Ayrshire College  
18-20 Hill Street  
Kilmarnock  
KA1 3HY

Email: [eleanor.onions@ayrshire.ac.uk](mailto:eleanor.onions@ayrshire.ac.uk)

### **YOUR RIGHT TO APPLY TO THE SCOTTISH INFORMATION COMMISSIONER**

If you are dissatisfied with the College's response to your internal review, you have a right under FOISA to appeal to the Scottish Information Commissioner. If you wish to do so, you must apply to the Commissioner within six months following the date of receipt of the review notice. The Commissioner's contact details are:

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

Email: [enquiries@itspublicknowledge.info](mailto:enquiries@itspublicknowledge.info)  
Tel: 01334 464610

Yours sincerely



**Michael Breen**  
**Vice Principal**  
**Finance and College Systems**