



Information Compliance
Information Technology

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Mr Dave Chaplin

Correspondence via e-mail to: request-538405-2f55b2ce@whatdotheyknow.com

15th January 2019

Dear Mr Chaplin,

Freedom of Information Act Request 2018/296

Thank you for your email dated 11th December 2018 requesting information about City, University of London, made in accordance with the Freedom of Information Act 2000. For ease of reference, your questions are reproduced below in bold followed by our responses.

We understand you planned for this and developed a set of internal guidelines to be used when on boarding flexible workers, or contractors.

Please can you:

1. Send us a copy of your internal guidelines used for this,

Please find attached an excerpt from City's Budget Manual and a separate process chart.

2. Send us any policies you use surrounding this.

Not applicable.

3. Send us any documents you use to explain your policies to agencies who supply workers.

Not applicable.

4. Send us your internal guidance explaining how you assess the status for each contractor.

Please find attached budget manual and internal process chart as above.

If you are dissatisfied with the way your request for information has been managed, please contact the Director of Information Technology at:

By Post

Director of Information Technology
City, University of London

Northampton Square
London EC1V 0HB

By Telephone 0207 040 4000
By Email foi@city.ac.uk

Please do so in writing, describe the original request, explain your grounds for dissatisfaction and include an address for correspondence.

If after contacting City, University of London you are still dissatisfied with the outcome, you have a right of appeal to the Information Commissioner:

By Post Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

By Telephone 01625 545700
Website www.ico.org.uk/

Yours sincerely,

Saidu Sesay
Information Compliance Officer