

Information Assurance and Governance
Office of the Principal

5 November 2019

Dear Louise,

Freedom of Information (Scotland) Act 2002
Our Ref: 407-19

I refer to your enquiry dated 10 October 2019 under the Freedom of Information (Scotland) Act 2002 ("the FOISA") asking to be supplied with the following information:

1. The number of your full-time employees who have (certification or have attended) mental health first aid training.

The University does not hold information in a reportable format centrally to provide the data requested in relation to current members of staff. This part of your enquiry cannot be answered by locating and retrieving data from the records that we hold. Data would have to be gathered from a variety of sources and matched-up with the core HR records to identify information pertaining to the University's current complement of staff. This information would have to be further interrogated and analysed to arrive at the figure requested. This exercise involves a level of intellectual input resulting in the creation of new information which is outwith the provisions of the FOISA.

Section 17 of the FOISA requires that a Scottish public authority confirms in writing where information requested of it is not held and notice is given to this effect.

Advice and Assistance

To assist you in your enquiry I can advise that the Centre for Academic, Professional and Organisational Development (CAPOD) is the University's central provider of learning and development services for staff. From the records maintained by CAPOD the following information could be provided to you as an alternative:

- a) The number of staff who undertook Scottish Mental Health First Aid 2-day course in academic years 2016/17, 2017/18 and 2018/19.
- b) The number of staff who have undertaken training run by CAPOD in conjunction with Student Services which takes elements from the Scottish Mental Health First Aid training and other mental health information, alongside organisational policies to inform staff in understanding and addressing mental health issues within the University community.

Information Assurance and Governance
01334 462776
foi@st-andrews.ac.uk

Figures can be provided for the last three complete academic years i.e. 2016/17, 2017/18 and 2018/19. If you are interested in receiving this alternative information let me know and I will arrange for a refined request for information to be processed for you.

2. The total number of students attending your university at the moment.

As of 2019/20 semester 1, the University has 9,226.5 Full Time Equivalent registered students.

Your right to seek a review of how your information request was managed

If you are not satisfied with the University's response and/or our reasoning set-out above, you have the right to request a review of our decision. The time lines in which this right is available are set out in section 20(5)(a) and (b) FOISA. In broad terms the right to seek a review must be exercised within 40 working days of receiving this response.

Any request for review should be put in writing or some other permanent form e.g. an e-mail and should be sent to the University of St Andrews, through the contact details provided below.

A request for a Review should:

- a) state your name and address;
- b) describe the nature of your original request; and
- c) explain the reasons why you are dissatisfied with our response.

Freedom of Information / Environmental Information
University of St Andrews
Butts Wynd (Building)
St Andrews
Fife
KY16 9AJ

Email foi@st-andrews.ac.uk
Telephone +44(0)1334 462776

If you remain dissatisfied with how your request for information has been dealt with following Review, you also have the right to apply to the Scottish Information Commissioner (SIC) for a decision. In the event of an appeal to the SIC, the Commissioner will generally only be able to investigate the matters raised in the request for review.

Details on how to make an appeal online to the SIC can be found on their website: <http://www.itspublicknowledge.info/YourRights/Unhappywiththeresponse/AppealingtoCommissioner.aspx>

Alternatively, you can contact the SIC by post, telephone or email at:

Scottish Information Commissioner
Kinburn Castle

Doubledykes Road
St Andrews
Fife KY16 9DS

Telephone: 01334 464610
E-mail: enquiries@itspublicknowledge.info
Website: www.itspublicknowledge.info

This concludes the University's response.

Yours sincerely

JUNE WEIR
Information Assurance and Governance Officer

Information Assurance and Governance
01334 462776
foi@st-andrews.ac.uk

The University of St Andrews is a charity registered in Scotland, No: SC013532