



Our Ref: FOI 18/055

5th April 2018

J Davies

Request-467724-54dc91a1@whatdotheyknow.com

Dear J Davies,

Re: Freedom of Information Act 2000 (FOIA)

Thank you for your Freedom of Information request received on 27th February 2018.

You requested the following information.

- 1) ***The number of individuals employed by the university who are allowed to work from home or off-site.***
- 2) ***The number of these individuals who are women and the number who are men.***
- 3) ***The number of these individuals who are academic staff and the number of these individuals who are professional staff.***
- 4) ***The number of these individuals who are disabled.***
- 5) ***The number of these individuals who are part-time.***
- 6) ***The average number of days these individuals work away from University premises per week.***
- 7) ***The number of individuals who work away from University premises on average for more than 50% of their time.***
- 8) ***The number of individuals who have had a request to work away from University premises denied.***
- 9) ***The reasons given for refusing a request to work away from University premises.***
- 10) ***The process by which individuals working away from university premises is agreed.***

The University does not hold a central record of information relating to working at home or away from University premises. The type of information requested, if held at all, would be held by individual line managers across the institution. Given the number of line managers and staff at the University it would not be possible to provide a response under Section 12 of the FOIA.

Section 12 makes provision for the University to refuse requests for information where the cost of dealing with them would exceed the appropriate limit, which is currently set at £450 for universities. This represents the estimated cost of one person spending over 18 hours in determining whether the department holds the information, locating, retrieving and extracting the information.

The 'Occasional Working from Home Guidelines' are attached for information.

The University considers it has fully complied with your request, but if you wish to seek an internal review, you should do so in writing to Professor Robin Leatherbarrow, Pro-Vice-Chancellor (Scholarship, Research and Knowledge Transfer), Liverpool John Moores University, Egerton Court, 2 Rodney Street, Liverpool, L1 2UA or by email at R.J.L Leatherbarrow@ljmu.ac.uk A full copy of the University's Freedom of Information Appeals Procedure is attached.

Once having appealed, if you are still not satisfied with our response, you have the right to apply to the Information Commissioner for a decision whether, in any specified respect, your request for information has not been dealt with in accordance with the requirements of Part I of the Freedom of Information Act 2000. The Information Commissioner's address is: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Details on how to complain can be found on the Information Commissioner's website: www.ico.org.uk

If you require any further assistance please do not hesitate to contact me.

Yours sincerely

Carol Swaisland

Carol Swaisland
Executive Assistant (Governance & Records Management)

Att.