

20 August 2019

John Gallacher

Request-591422-cf682f95@whatdotheyknow.com

Dear John

**Your Information Request**  
**Freedom of Information (Scotland) Act 2002 ("FOISA")**

I refer to the email of 22 July 2019 in which you requested:

- 1) How many staff do you have who are not on permanent contracts (please break down by support staff, lecturers, and staff earning over £70k)?
- 2) Please provide a breakdown of how many of these staff have now been employed for over one year (again broken down by support staff, lecturers and staff earning over £70k).
- 3) Please provide a breakdown of how many of these staff have now been employed for over two years (again broken down by support staff, lecturers and staff earning over £70k).
- 4) How many support staff (from question 1) are on time limited contracts due to project based funding, or sickness or maternity cover?
- 5) How many (Support) staff (from question 3) have been transferred to permanent (contracts) since the 19th of October 2018?
- 6) Please give reasons (and breakdown of numbers by reason) why support staff not affected by question 4 and employed for over 2 years have not yet been made permanent?
- 7) Please give reasons (and breakdown of numbers by reason) why support staff not affected by question 4 and employed for over 1 year have not yet been made permanent?
- 8) Have you supplied a list, of Support Staff not affected by question 4 to the local Trade Union Stewards?
- 9) In relation to questions 7 & 8 was this discussed at a formal meeting with support staff Trade Unions (e.g. JNC)?
- 10) If so please supply the minute of meetings since October 2018 relating to (see also STS Circular 05/18)?
- 11) How many staff on temporary (change temporary to "not on permanent") contracts have had contracts ended since October 2018 (please break down by support staff, lecturers and staff earning over £70k).
- 12) If you have staff affected by your answers to questions 6 & 7 can you detail your plan to address in relation to circular STS 05/18?

**Clydebank Campus**

College Square, Queens' Quay  
Clydebank, G81 1BF

**Greenock Campus**

Finnart Street  
Greenock, PA16 8HF

**Paisley Campus**

Renfrew Road  
Paisley, PA3 4DR

I have treated your request as a request for information under section 1 of FOISA. An application for information under section 1 of FOISA requires that a public authority releases all information held, subject to any applicable exemptions. Under FOISA, public authorities have twenty working days following the date of receipt of the request to respond to an applicant. The deadline for receipt of the response to your request is therefore 20 August 2019.

I can confirm that the information you requested is held by the College. After considering your request I have decided that no exemptions apply and I am disclosing in full the information requested. Please find enclosed copies of the information requested.

#### **Right to request a review under FOISA**

You have a right under FOISA to request a review of this decision. 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 state your name and an address for correspondence. You must also specify your reasons for requesting a review. Should you wish to request a review, please address your request to David Gunn, West College Scotland, Paisley Campus, Renfrew Road, Paisley PA3 4DR, david.gunn@wcs.ac.uk

Your review will be undertaken by staff not involved in the original decision making process.

#### **Right to apply to the Scottish Information Commissioner under FOISA**

If you are dissatisfied with the outcome of a review, you have a right under section 47 of FOISA to apply to the Scottish Information Commissioner for a decision. 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

The Commissioner also has an online appeal portal which can be accessed at this link:  
<http://www.itspublicknowledge.info/YourRights/Unhappywiththeresponse/AppealingtoCommissioner.aspx>

## **Complaints**

Should you have any complaints about the College's procedure in respect of handling your request, please contact: Liz Connolly, Principal and Chief Executive, West College Scotland, Paisley Campus, Renfrew Road, Paisley, PA3 4DR.

Yours sincerely

**David Gunn**  
**Director Organisational Development and HR**

**West College Scotland**  
**Freedom of Information Response – August 2019**

- 1) How many staff do you have who are not on permanent contracts (please break down by support staff, lecturers, and staff earning over £70k)?

|                  |            |
|------------------|------------|
| <i>Support</i>   | <i>107</i> |
| <i>Teaching</i>  | <i>106</i> |
| <i>Over £70K</i> | <i>1</i>   |
| <i>Total</i>     | <i>214</i> |

- 2) Please provide a breakdown of how many of these staff have now been employed for over one year (again broken down by support staff, lecturers and staff earning over £70k).

|                  |            |
|------------------|------------|
| <i>Support</i>   | <i>63</i>  |
| <i>Teaching</i>  | <i>63</i>  |
| <i>Over £70K</i> | <i>1</i>   |
| <i>Total</i>     | <i>127</i> |

- 3) Please provide a breakdown of how many of these staff have now been employed for over two years (again broken down by support staff, lecturers and staff earning over £70k).

|                  |           |
|------------------|-----------|
| <i>Support</i>   | <i>39</i> |
| <i>Teaching</i>  | <i>20</i> |
| <i>Over £70K</i> | <i>1</i>  |
| <i>Total</i>     | <i>60</i> |

- 4) How many support staff (from question 1) are on time limited contracts due to project based funding, or sickness or maternity cover?

*11 members of Support Staff*

- 5) How many (Support) staff (from question 3) have been transferred to permanent (contracts) since the 19th of October 2018?

*Nil*

6) Please give reasons (and breakdown of numbers by reason) why support staff not affected by question 4 and employed for over 2 years have not yet been made permanent?

|  |    |
|--|----|
| Invigilators/Markers/Scribes who work irregular and infrequent hours | 37 |
|--|----|

7) Please give reasons (and breakdown of numbers by reason) why support staff not affected by question 4 and employed for over 1 year have not yet been made permanent?

|  |    |
|--|----|
| Invigilators/Markers/Scribes who work irregular and infrequent hours | 58 |
| Annual Student Placement   | 1  |
| Temporary increase in demand   | 1  |
| Total  | 60 |

8) Have you supplied a list, of Support Staff not affected by question 4 to the local Trade Union Stewards?

*No*

9) In relation to questions 7 & 8 was this discussed at a formal meeting with support staff Trade Unions (e.g. JNC)?

*No*

10) If so please supply the minute of meetings since October 2018 relating to (see also STS Circular 05/18)?

*N/A*

11) How many staff on temporary (change temporary to “not on permanent”) contracts have had contracts ended since October 2018 (please break down by support staff, lecturers and staff earning over £70k.

|                  |           |
|------------------|-----------|
| <i>Support</i>   | <i>25</i> |
| <i>Teaching</i>  | <i>14</i> |
| <i>Over £70K</i> | <i>0</i>  |
| <i>Total</i>     | <i>39</i> |

12) If you have staff affected by your answers to questions 6 & 7 can you detail your plan to address in relation to circular STS 05/18?

*Requirements of circular STS 05/18 are being addressed on an ongoing basis.*