



Sean Cray

Response by email
Ref no: FOI1506302

17 July 2015

Dear Mr Matthews

Freedom of Information Act 2000 - Information Request 150220

Thank you for your request received by email, for details relating to sessional staff system requirements. This request is being handled under the Freedom of Information Act 2000. I can confirm that Bilborough sixth Form College holds some but not all of the information requested.

You requested:

- Are bookings/contracts for sessional staff made by paper system or an online system
- Do you use paper timesheets or electronic timesheets for sessional staff
- What IT systems do you use to manage your hourly paid sessional staff
- What is the cost for your IT system that manages your sessional staff
- Can the cost be broken down by software costs and maintenance/licence cost

Bookings for sessional staff are made on an ad hoc basis by phone as and when required

Paper timesheets

Capita UNIT-e

It is not possible to attribute a cost to this as the system used is part of a much larger system that manages a vast range of business support functions across the college.

No it is not possible to attribute a cost and therefore it is not possible to break down a cost.

This concludes my response to your request.

If you are unhappy with the service you have received in relation to your request and wish to make a complaint, or request a review of the decision, you should write to the Principal at Bilborough College, College Way, Nottingham, NG8 4DQ or e-mail principal@bilborough.ac.uk, you will find a copy of the College's complaints procedure on the website at the following address: <http://www.bilborough.ac.uk> a printed version can be provided on request, and on provision of a postal address. If you are dissatisfied with my response then please indicate clearly why this is the case. Please remember to quote the reference number above in any future communications.

If you are not content with the outcome of your complaint, you may apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have already exhausted the complaints procedure provided by Bilborough College. However, I am

also obliged to advise you under Section 16 (Duty to provide Advice and Assistance) that requests involving known pseudonyms are cannot be the subject of a valid complaint to the Information Commissioner under Section 50 of the FOIA.

The Information Commissioner may be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Telephone: 01625 545 700
www.informationcommissioner.gov.uk

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Helen Dennis', written in a cursive style.

Helen Dennis
Director of Marketing & Information

(Data Protection & Freedom of Information Officer – Bilborough Sixth Form College