

Kirsteen M Fraser
request-735xxxxxxxxxxx@xxxxxxxxxxxxxxxxxxx.xxx

15 September 2011

Our Ref: FOI 2011/148 – F0146903

Dear Ms Fraser,

Re: Freedom of Information (Scotland) Act 2002 – Request for Information

Thank you for your email which was received by the University on 31 May 2011 timed 22:33 hours and subsequent clarification received 3 June and 7 June 2011, requesting the following information:

I would like the full expenses and remuneration of the following positions, (and their equivalent positions prior to the University of Glasgow's recent restructuring) for the past five years.

**Principal
All Vice-Principals
All Heads of Colleges
Chancellor
Secretary of Court
Director of Corporate Communications
Director of Human Resources
Director of Finance**

These expense reports should include and not be limited to:

Details of equipment bought to support them in their duties; this can include mobile phones (including mobile phone contracts), desktops, laptops, tablet computers (iPads or similar), printers and office equipment.

Expense of any modifications to, or services funded at their homes, to assist them in their duties: this includes purchase and installation of computers, extra phone-lines, broadband subscription, telephone line rental, etc.

Newspaper, magazine or journal subscriptions.

Television subscriptions.

Membership fees of any organisations.

Travel expenses, both within the UK and overseas.

Subsistence, meal allowance and associated costs, within the UK and overseas.

Entertainment, including but not limited to, food & drink, accommodation, tickets for entertainment or events, entry fees, payments made to third party entertainment organisers and business gifts

I would also like the details of any recruitment costs incurred when hiring any of the as listed Senior Management group members.

Clarification provided:

1. 'Recruitment costs' as in - costs of advertising said position, screening of applicants, candidate management and offer negotiation, administration and interview logistics, and other relevant costs in recruiting someone to the SMG of the University of Glasgow.

2. Any recruitment costs involved in recruiting all staff who are currently members of SMG, irrespective of when they were recruited and what post they were initially recruited for, e.g. a member of staff may have started in the University several years before they took up a position on the SMG.

University's Response

The University wishes to apologise again for the delay in responding to your request.

Full expenses for the past five years for:

**Principal
All Vice-Principals
All Heads of Colleges
Chancellor
Secretary of Court
Director of Corporate Communications
Director of Human Resources
Director of Finance**

These expense reports should include and not be limited to:

Details of equipment bought to support them in their duties; this can include mobile phones (including mobile phone contracts), desktops, laptops, tablet computers (iPads or similar), printers and office equipment.

Expense of any modifications to, or services funded at their homes, to assist them in their duties: this includes purchase and installation of computers, extra phone-lines, broadband subscription, telephone line rental, etc.

Newspaper, magazine or journal subscriptions.

Television subscriptions.

Membership fees of any organisations.

Travel expenses, both within the UK and overseas.

Subsistence, meal allowance and associated costs, within the UK and overseas.

Entertainment, including but not limited to, food & drink, accommodation, tickets for entertainment or events, entry fees, payments made to third party entertainment organisers and business gifts

Please find attached in **Appendix A** the Senior Management Group (SMG) expenses for financial years 2007/08 and 2008/09 which was issued in response to a previous request received by the University for the following information:

'Information on expenses claimed on University money related to the Principal and senior level managers [clarified as current members of SMG, for financial years 2007/08 and 2008/09].

Please find attached in **Appendices B to O** the SMG expenses for financial year 2009/10 which were issued in response to a previous request received by the University for the following information:

- '1. Travel costs incurred by the University, both local, domestic and international, broken down per member of the group for the financial year 09/10.*
- 2. Additional costs or expenses claimed, broken down per member of the group for the financial year 09/10'*

The former Principal, Sir Muir Russell's expenses for the financial years 2006/07 and 2007/08 can be found in **Appendices P to Q** attached which were issued in response to a previous request received for the following information:

'How much, expressed as a monetary value, did the Vice Chancellor claim in expenses for the past 4 financial years. Please break this information down into areas such as travel and hospitality.'

The University of Glasgow does not hold the information that you have requested regarding details of equipment bought to support members of the SMG in their duties and is not aware of any other public authority that could respond to your request. Section 17 of FOISA states

that where public authorities receive requests for information that they do not hold, they must issue a notice advising that they do not hold the requested information.

The University has estimated that the cost of responding to the remainder of your request in relation to expenses will exceed the fee limit as set out in the Freedom of Information (Fees for Required Disclosure) (Scotland) Regulations 2004. As a result, we are not obliged to provide a response. The fee limit set down by the Regulations is £600, and in this instance this equates to staff time capped at a rate of £15 per hour. It is estimated that in order to reproduce the information requested would exceed the prescribed cost limit of £600.

Please be advised that a modified request will be given due consideration. Any modification of your request will be treated as a new request for the purposes of the Freedom of Information (Scotland) Act 2002.

Remuneration of the aforementioned posts for the past five years.

The Principal's salary for the financial years 2006/07 – 2009/10 is published in the University's financial statements which are accessible from the following location
<http://www.gla.ac.uk/services/finance/financialstatements/>

Though the University of Glasgow does hold the information that you have requested, the information is exempt under section 25 of the Freedom of Information (Scotland) Act 2002, as it is otherwise accessible.

The Principal's salary for the financial year 2010/11 has not changed from that of 2009/10 and remains £250,000.

The post of Chancellor does not receive any remuneration.

Please find attached in **Appendix R** details of the remuneration of the other positions requested. Prior to restructuring, there were posts of Deans of Faculties as well as a number of separate Vice-Principals. Post-restructuring there is no direct equivalent to these posts as the Heads of College are now also Vice-Principals, which gives the post-holder a much wider remit.

Recruitment costs involved in recruiting all staff who are currently members of SMG

Principal
All Vice-Principals
All Heads of Colleges
Chancellor
Secretary of Court
Director of Corporate Communications
Director of Human Resources
Director of Finance

Principal:

Consultancy Fee	£60,000.00
Advertising/Brochure production	£22,150.00
Hire of interview room and subsistence for 8 people	£438.35

Vice-Principals:

Please be advised no external costs were incurred. However, the University of Glasgow does not hold the information that you have requested in relation to the recruitment costs for those Vice Principals' who were members of staff at the University prior to 1 August 2004 (such information is only retained for the current financial year plus 6 years before being destroyed). The University is not aware of any other public authority that could respond to your request. Section 17 of FOISA states that where public authorities receive requests for information that they do not hold, they must issue a notice advising that they do not hold the requested information.

For those remaining Vice-Principals' who were recruited after 1 August 2004, the University has estimated that the cost of responding to your request will exceed the fee limit as set out in the Freedom of Information (Fees for Required Disclosure) (Scotland) Regulations 2004. As a result, we are not obliged to provide a response. The fee limit set down by the Regulations is £600, and in this instance this equates to staff time capped at a rate of £10.90 per hour. It is estimated that in order to provide the information requested would exceed the prescribed cost limit of £600.

Please be advised that a modified request will be given due consideration. Any modification of your request will be treated as a new request for the purposes of the Freedom of Information (Scotland) Act 2002.

Heads of College:

1 st retainer – Management Consultancy Services	£25,200.00
2 nd retainer – Management Consultancy Services	£22,500.00
3 rd retainer – Management Consultancy Services	£25,200.00
Expenses Recharge	£6,543.41
Advertising	£225.00
Advertising	£4,130.30

Chancellor:

The Chancellor is the titular head of the University and is elected to the post for life by the General Council (all graduates and established academic staff). Accordingly, the University of Glasgow does not hold the information that you have requested and is not aware of any other public authority that could respond to your request. Section 17 of FOISA states that where public authorities receive requests for information that they do not hold, they must issue a notice advising that they do not hold the requested information.

For further information on the election of post of Chancellor please see **Appendix S** attached and the following URL's :

<http://www.gla.ac.uk/about/facts/whoswho/chancellor/>

http://www.gla.ac.uk/news/archiveofnews/2006/january/headline_28808_en.html

<http://www.universitystory.gla.ac.uk/officer/?id=5>

http://www.gla.ac.uk/media/media_61834_en.pdf

Secretary of Court

The University of Glasgow does not hold the information that you have requested in relation to the University's Secretary of Court recruitment costs, as these costs were incurred prior to 1 August 2004, and is not aware of any other public authority that could respond to your request. Section 17 of FOISA states that where public authorities receive requests for information that they do not hold, they must issue a notice advising that they do not hold the requested information.

Director of Corporate Communications

The above post was recruited by open advert. The University has calculated that the estimated costs likely to be incurred in answering this element of your information request for the University's Director of Corporate Communications recruitment costs are as follows:

Item	Details	Cost (£)
Staff costs (£10.90 per hour)	Location, retrieval and reviewing of invoices within date range (36.26 hours work)	395.23
Minus initial £100 costs		- 100.00
Total Projected Costs		295.23
Chargeable amount	10% of costs	29.52
Total chargeable amount		£29.52

In accordance with section 9 of the Freedom of Information (Scotland) Act 2002, and in order to proceed with your request for information, the University of Glasgow hereby issues a notice in writing requesting a fee of £29.52 in accordance with regulation 4 of the Freedom of Information (Fees for Required Disclosure) (Scotland) Regulations 2004 (the Fees Regulations). The fee has been calculated in accordance with the published Fee Regulations which state that:

- The first £100 of costs will be waived;
- Projected costs include the cost of staff time involved in locating, retrieving and providing the information; however the cost of staff time must not exceed £15 per hour per member of staff. Where staff costs are lower than £15 per hour, they must be charged at cost;
- For projected costs that exceed £100, the University may charge 10%, unless the costs exceed the £600 prescribed cost limit;

- The University does not have to fulfil any request that will exceed £600 in costs.

This fee must be paid within three months of receipt of this notice – if the University does not receive payment within three months, your request will be treated as withdrawn. On receipt of the payment, the University of Glasgow will respond to your information request within the statutory time limit. Please send a cheque made payable to the University of Glasgow to the Freedom of Information Administrator at the above address.

Director of Human Resources:

Consultancy Fee	£18,000.00
Consultants' Expenses	£930.00

Director of Finance:

Consultancy Fee + expenses	£30,250.00
Advertising/Brochure production	£15,085.00

Please note the above figures do not include VAT.

The supply of documents under the terms of the Freedom of Information (Scotland) Act 2002 does not give the applicant or whoever receives the information any right to re-use it in such a way that might infringe the Copyright, Designs and Patents Act 1988 (for example, by making multiple copies, publishing or otherwise distributing the information to other individuals and the public). The Freedom of Information (Scotland) Act 2002 (Consequential Modifications) Order 2004 ensured that Section 50 of the Copyright, Designs and Patents Act 1988 ("CDPA") applies to the Freedom of Information (Scotland) Act 2002 ("FOISA").

Breach of copyright law is an actionable offence and the University expressly reserves its rights and remedies available to it pursuant to the CDPA and common law. Further information on copyright is available at the following website:

<http://www.ipo.gov.uk/copy.htm>

Your right to seek a review

Should you be dissatisfied with the way in which the University has dealt with your request, you have the right to require us to review our actions and decisions. If you wish to request a review, please contact the University Secretary, University Court Office, Gilbert Scott Building, University of Glasgow, Glasgow, Scotland G12 8QQ or e-mail: xxx@xxx.xx.xx within 40 working days. Your request must be in a recordable format (letter, email, audio tape, etc). You will receive a full response to your request for review within 20 working days of its receipt.

If you are dissatisfied with the way in which we have handled your request for review you may ask the Scottish Information Commissioner to review our decision. You must submit your complaint in writing to the Commissioner within 6 months of receiving the response to review letter. The Commissioner may be contacted as follows:

The Scottish Information Commissioner
Kinburn Castle
Doubledykes Road
St Andrews
Fife
KY16 9DS
Telephone: 01334 464610
Fax: 01334 464611
Website www.itspublicknowledge.info
E-mail: enquiries@itspublicknowledge.info

An appeal, on a point of law, to the Court of Session may be made against a decision by the Commissioner.

For further information on the review procedure please refer to
(<http://www.gla.ac.uk/services/dpfoioffice/policiesandprocedures/foisa-complaintsandreview/>)
All complaints regarding requests for information will be handled in accordance with this procedure.

Yours sincerely,

Data Protection and Freedom of Information Office