

Kirsteen M Fraser
request-735xxxxxxxxxxx@xxxxxxxxxxxxxxxxxxx.xxx

24 January 2012

Our Ref: FOI 2011/148 – F0146903

Dear Ms Fraser,

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

The University issued a response on 15 September 2011 timed 08:40 to your request detailed below, which was received by the University on 31 May 2011 timed 22:33 hours and subsequently clarified on 3 June and 7 June 2011.

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.

DATA PROTECTION AND FREEDOM OF INFORMATION OFFICE

Main Building, University of Glasgow, Glasgow G12 8QQ

Data Protection: Telephone: 0141-330-3111 E-Mail: xxx@xxx

Freedom of Information: Telephone: 0141-330-2523 E-Mail: foi@gla.ac.uk

The University of Glasgow, charity number SC004401

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.

Please be advised, whilst collating a response to a recent request, it has come to our attention that the information provided on 15 September 2011 in Appendix B in relation to Principal Anton Muscatelli's expenses was inaccurate, resulting in a higher spend than was incurred being issued. In error the following two items were duplicated on Appendix B:

Development and Alumni Office

Date	Business purpose	Amount
23/04/10-26/04/10	Oman Alumni Event and meetings - flight	£2,913.30
06/05/10-09/05/10	Cairo - Honorary Degree Ceremony - flights	£394.00

Please find attached the corrected information in revised Appendix B attached.

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