

John Gallacher

request-671640-323bcd4b@whatdotheyknow.com

24 June 2020

Our Ref: 319

Dear Mr Gallacher,

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

Thank you for your email/letter which was received by Borders College on 19 June 2020, requesting information about:

1. Under Freedom of Information Scotland, I wish to receive the following information within 20 working days:
2. Since lockdown until 19 June 2020, can you please provide details of the number of staff who have accessed the college buildings or otherwise travelled on college business? Can you please break this down into dates, roles, FTE numbers, duration in hours/minutes, reason for attendance and also indicate whether this was on a voluntary basis or for reasons connected with their substantive roles?
3. Please advise whether there was prior consultation with Trade Unions before staff entered the building or travelled on college business? If not, please indicate your reasons.
4. Were Trade Unions involved in the drafting/agreement of risk assessments prior to staff accessing the buildings and did staff have sight of these prior to entry?
5. Did any staff members have to travel more than five miles in order to attend work under these circumstances? If so, how many?
6. Did any staff have to use public transport to attend work under these circumstances? If so, how many?
7. Was the decision to have staff attend work equality impact assessed? If not, why not?

Borders College Response

The information you have requested is shown overleaf.



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Borders College
Newtown St Boswells Campus
NEWTOWN ST BOSWELLS
TD6 0PL

Borders College
Hawick Campus
Buccleuch Road
HAWICK
TD9 0EH

1. All of the detailed information requested is not readily available therefore I must advise that in terms of Section 17 of the Freedom of Information (Scotland) Act 2002 some of the information sought is not held.
2. Staff entered the Galashiels campus for the following reasons:
 - FM staff providing a service at HWU request to open the building to allow them access to the Textile workshops to produce face masks for the NHS
 - FM staff collecting Beds for NHS Louisa Jordan and PPE for Eildon Housing
 - FM staff collecting furniture & IT to deliver out to staff in need due to working at home, staff collecting equipment were not granted access
 - FM staff delivering on a voluntary basis prescriptions
 - FM staff checking on building security and providing some external maintenance, grass cutting ect to maintaining property, meter readings, all access to equipment was from externally accessed storage facilities
 - FM staff opening on weekly basis for IT to change back up tapes as an essential service to maintain remote working
 - We have also had staff accessing the Newtown campus on a daily basis to feed animals.

All of the above was completed with the minimal of staff 2 or 3 maximum on site at any one time and maintaining social distancing measures.
3. Union reps were aware of the above activities and raised no concerns.
- 4.
5. Staff would have travelled more than 5 miles to deliver prescriptions and furniture/IT equipment to outlying areas.
6. Public transport was not used.
7. No equality impact assessment was compiled. The majority of the staff accessing the site were FM staff, and had to be FM staff.

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Breach of copyright law is an actionable offence and the College 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

If you are dissatisfied with the way in which the College has dealt with your request, you have the right to require us to review our actions and decisions. To request a review, please contact the Vice Principal (Finance and Corporate Services), Borders College, Scottish Borders Campus, Nether Road, Galashiels, TD1 3HE or e-mail:

foi@borderscollege.ac.uk within 40 working days. The review will be conducted by another member of the Executive Team. Please provide your name, contact address/email and your reason for requesting a review. Your request must be in a recordable format (letter, email, audio tape, etc). You will receive a full response within 20 working days of its receipt.

If you are dissatisfied with how we have handled your request for review you may ask the Scottish Information Commissioner to review our decision. You must submit your complaint to the Commissioner within six months of receiving the response to review letter. The Commissioner's Office may be contacted as follows:

Online Appeal Service:

Website: www.itspubliknowledge.info/Appeal

By post:

The Scottish Information Commissioner

Kinburn Castle

Doubledykes Road

St Andrews

Fife

KY16 9DS

Telephone: 01334 464610

Fax: 01334 464611

E-mail: enquiries@itspubliknowledge.info

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

Further information

For further information on our Freedom of Information procedures please refer to

http://www.borderscollege.ac.uk/downloads/freedom_of_information_procedureoctober2018.pdf

All complaints regarding requests for information will be handled in accordance with this procedure.

Yours sincerely



Mrs Hazel Robertson

Vice Principal Finance and Corporate Resources