



By e-mail: Mark McCaree <request-523776-633af069@whatdotheyknow.com>

Office of the University Secretary
4 West
University of Bath
Claverton Down
Bath
BA2 7AY

29 October 2018

Dear Mr McCaree

Request for information under the Freedom of Information Act (FOIA), 2000 – 2018/273

Your request was received on 3 October 2018, and is copied below for your reference, with our numbering added:

"Could you please provide me with the following information regarding the University's Careers Services and its business relationships with private ltd companies? For the academic years 2016/17 OR 2017/18:

- 1. What was the total expenditure budget of the University's Careers Services (excluding operational costs such as salaries)?*
- 2. How many private ltd companies did the University's Careers Service do business with?*
- 3. Approximately how much did the University's Careers Services spent on acquiring products and services from third-party private companies?*
- 4. How much did the University's Careers Services spend on careers literature (booklets, leaflets, handouts, etc.) provided by Graduate Prospects ltd?"*

I asked you to define the phrase "do business with" and explain what you regarded as operational and non-operational costs. On 4 October, you provided this clarification, and also confirmed that your preference was to receive data for 2017/18:

"I was referring to the number of private companies from whom the University's Careers Services purchased their products and services (for example, literature, computer software, etc). Regarding operation costs, I was referring to the total budget that had been assigned specifically for purchasing products and services only, not the total budget of the Careers Service (which includes staff salaries and other operational costs).

Section 1(1) usually entitles you to be told whether the requested information is held and have that provided to you unless it is judged to be exempt from disclosure. We are able to provide the following responses:

1. There was no dedicated budget for the non-operational costs to which you refer in 2017/18 for either the University's Careers Service or the careers function of the School of Management, therefore this information is not held.

2. Eighteen.
3. A total of £54,963.
4. Nil.

If you are dissatisfied with any aspect of how your request was handled you may ask the University to conduct an internal review. A request for an internal review must be submitted within 40 working days of receipt by you of this response. Requests received outside this period will only be considered at the University's discretion and where there is a valid reason to do so.

Applications for internal review should be addressed in writing to: The University Secretary, University of Bath, Claverton Down, Bath, BA2 7AY or e-mail M.G.W.Humphriss@bath.ac.uk.

If you remain dissatisfied you may appeal to the Information Commissioner's Office at Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. Further details of this process are available via the following link: <https://ico.org.uk/concerns/getting/> Please note that the Information Commissioner will only consider appeals once the internal review process has been completed.

Yours sincerely

A handwritten signature in black ink, appearing to read 'John Evans', with a long horizontal line extending to the right.

John Evans
Freedom of Information Officer