

Jamie Mann
request-784690-56125eac@whatdotheyknow.com

17 September 2021

Our Ref: 334

Dear Mr Mann

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

Thank you for your email/letter which was received by Borders College on [insert date], requesting information about:

Any public relations, communications, media consultancy or lobbying firms hired by your organisation in the last five years:

- The name of the firm (or individual/freelancer)
- The contract number
- The start and end date of each contract
- The amount of money paid to each firm (including VAT)
- The remit/purpose of the hire, and detail of what activities they undertook for your organisation

Borders College Response

The information you have requested is provided as an addendum to this letter.

Copyright

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 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:

Cont/...



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Borders College
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Bucleuch Road
HAWICK
TD9 0EH

<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.itspublicknowledge.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@itspublicknowledge.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

SUPPLIERMcGowan
Marketing

	Date	Invoice No	Amount	Our Invoice No	Description
CMCGO001	01/12/2017	EMM029	-100.00	PIB-0038249	Media management for RHET event
CMCGO001	15/12/2017	EMM032	-100.00	PIP-0038682	Media management for Peebles employability event
CMCGO001	25/01/2018	EMM038	-100.00	PIP-0038683	Media support and TV cover for nursing & midwifery day
CMCGO001	15/01/2018	EMM035	-245.00	PIB-0038748	Media management for first anniversary
CMCGO001	05/03/2018	EMM051	-350.00	PIP-0039200	Media management "A Taste of Borders" tourism event
CMCGO001	05/03/2018	EMM050	-500.00	PIP-0039233	Carrying out market research for community classes
CMCGO001	16/03/2018	EMM055	1,000.00	PIP-0039408	Event management for DYW Borders celebration event
CMCGO001	27/03/2018	EMM057	-100.00	PIP-0039461	Manage media coverage for event in Selkirk
CMCGO001	15/05/2018	EMM073	-500.00	PIP-0039944	Carrying out market research for community classes
CMCGO001	21/05/2018	EMM074	-300.00	PIP-0039985	Proof reading of website
CMCGO001	23/05/2018	EMM076	-100.00	PIP-0040013	Artwork and supply of website promotional cards
CMCGO001	30/05/2018	EMM077	-500.00	PIP-0040099	Event management for DYW Borders celebration event
CMCGO001	30/05/2018	EMM078	-50.00	PIP-0040101	Artwork and supply of header boards for celebration
CMCGO001	30/05/2018	EMM079	-350.00	PIP-0040102	Design and production of DYW Borders stall for celebration
CMCGO001	04/06/2018	EMM081	-30.00	PIP-0040222	Design and manufacture of floor plan for celebration
CMCGO001	31/07/2018	EMM088	-100.00	PIP-0040674	Media support and TV cover for nursing & midwifery day
CMCGO001	24/10/2018	EMM099	-100.00	PIP-0041977	Press Release - Business into education
CMCGO001	03/12/2018	EMM104	-200.00	PIP-0042168	Content writing for news stories for website
CMCGO001	10/01/2019	EMM110	-500.00	PIP-0042561	Develop a creative concept to effectively communicate
CMCGO001	17/01/2019	EMM111	-100.00	PIP-0042659	Press release for 2nd birthday
CMCGO001	22/01/2019	EMM112	-217.00	PIP-0042704	Marketing & Social media workshop at Kelso racecourse
CMCGO001	24/01/2019	EMM113	-500.00	PIP-0042714	Constructive Conversations training 15.01.19
CMCGO001	04/06/2019	EMM150	-500.00	PIP-0044565	Scope and develop bespoke marketing information system
CMCGO001	31/07/2019	EMM163	-150.00	PIP-0045135	Copywriting for prospectus and website
CMCGO001	10/10/2019	EMM186	-350.00	PIP-0045970	College brand strapline engagement workshop
CMCGO001	11/11/2019	EMM199	-500.00	PIP-0046634	Ideas and Innovation scoping report
CMCGO001	19/11/2019	EMM208	-100.00	PIP-0046648	Design of courses 2020 promotional concepts
CMCGO001	09/01/2020	EMM227	-375.00	PIP-0047160	SoSEP planning and launch work and meetings
CMCGO001	09/01/2020	EMM226	-30.00	PIP-0047300	Rural skills development event for SCDI planning
CMCGO001	09/01/2020	EMM225	-30.00	PIP-0047332	SCDI Visitor economy meeting 3rd Dec
CMCGO001	20/01/2020	EMM229	-98.64	PIP-0047234	3 x tickets to advancing eve - training
CMCGO001	29/01/2020	EMM232	32.88	PCB-0002819	Refund 1 x ticket to advancing eve - training

CMCGO001	06/02/2020	EMM237	-30.00	PIP-0047495	Ongoing marketing support
CMCGO001	06/02/2020	EMM238	-480.00	PIP-0047496	Ongoing support for SoSEP launch
CMCGO001	10/02/2020	EMM242	-60.00	PIP-0047539	STEM Hub photo shoot - Hawick
CMCGO001	13/02/2020	EMM243	-750.00	PIP-0047574	Event management support for SoSEP launch
CMCGO001	16/03/2020	EMM249	-1,000.00	PIP-0047955	Work to date on visitor economy event
CMCGO001	18/03/2020	EMM250	-2,950.00	PIP-0047942	Marketing toolkit based on feasibility study
CMCGO001	06/05/2020	EMM268	-2,125.00	PIB-0048407	Sustainability project 50%
CMCGO001	12/05/2020	EMM273	-875.00	PIP-0048452	Develop a communications toolkit 50% deposit
CMCGO001	24/08/2020	EMM304	-875.00	PIP-0049115	Develop a communications toolkit 50% balance
CMCGO001	27/10/2020	EMM325	-175.00	PIP-0049847	Create wall artwork for poster and wall graphics
CMCGO001	27/10/2020	EMM324	-800.00	PIP-0049848	Strategic ambition and stakeholder event management
CMCGO001	13/11/2020	EMM336	-2,125.00	PIP-0050065	Final payment for sustainability project
CMCGO001	04/03/2021	EMM36	-1,140.00	PIP-0051097	Providing professional services for the launch sustainability project
CMCGO001	08/06/2021	EMM80	-6,840.00	PIP-0051571	Professional services sustainability summit May21
CMCGO001	14/06/2021	EMM81	-2,400.00	PIP-0051617	Market Research project for DEBI course development