

No.	Date request was received	From whom	Nature of information requested (exempt or not exempt)	20 working days: date by which information must be made available	Date of response	Method of response
295	24/01/2019		First Aid Training			
294	30/11/2018		Amount spent on different services	11/01/2019	19/12/2018	Email
293	16/11/2018		Courses for Under 16's	14/12/2018	20/11/2018	Email
292	26/10/2018		Information re graduation	23/11/2018	12/11/2018	Email
291	10/10/2018		Senior salaries	07/11/2018	10/10/2018	Email
290	05/10/2018		Staff breaks	02/11/2018	10/10/2018	Email
289	04/10/2018		Fossil fuel investments	02/11/2018	10/10/2018	Email
288	11/09/2018		Male/female staff statistics	09/10/2018	01/10/2018	Letter
287	10/09/2018		Dyslexia statistics	08/10/2018	05/10/2018	Email
286	07/09/2018		Childcare numbers	05/10/2018	03/10/2018	Email
285	15/08/2018		Stress related absences	12/09/2018	22/08/2018	Email
284	20/07/2018		Assaults at work	17/08/2018	25/07/2018	Email
283	07/06/2018		Good practice in various areas	05/07/2018	14/06/2018	Email
282	06/06/2018		Physical disability information	04/07/2018	26/06/2018	Email
281	01/06/2018		ICT salaries	29/06/2018	13/06/2018	Email
280	09/05/2018		Free sanitary provision	06/06/2018	15/05/2018	Email
279	03/05/2018		Stress Management	31/05/2018	08/05/2018	Email
278	19/04/2018		Info regarding client	17/05/2018	14/05/2018	Email
277	16/04/2018		Info re ICT support team	14/05/2018	19/04/2018	Email
276	04/04/2018		Early Years & Education Courses	02/05/2018	11/04/2018	Email
275	05/04/2018		Mandatory courses	03/05/2018	11/04/2018	Email
274	05/04/2018		External managers	03/05/2018	06/04/2018	Email
273	21/03/2018		Remuneration package for Principal	20/04/2018	29/03/2018	Email
273b	21/03/2018		Expenditure on entertaining at events	20/04/2018	19/04/2018	Email
273c	21/03/2018		Spending on travel by Principal	20/04/2018	19/04/2018	Email
273d	21/03/2018		Expenditure on accommodation by Principal	20/04/2018	19/04/2018	Email
273e	21/03/2018		Principal's spending on CPD	20/04/2018	19/04/2018	Email
272	15/03/2018		Sexual misconduct and/or harassment	12/04/2018	29/03/2018	Email
271	14/02/2018		Top 5 ICT suppliers	14/03/2018	23/02/2018	Email
270	12/02/2018		Homeless students	12/03/2018	08/03/2018	Email
269	09/02/2018		Modern Apprentices	09/03/2018	13/02/2018	Email
268	07/02/2018		Paternity leave	07/03/2018	13/02/2018	Email

267	07/02/2018		Details of Counselling service	07/03/2018	13/02/2018	Email
266	06/02/2018		Details of contracts held	06/03/2018	22/02/2018	Email
265	01/02/2018		Staff grades and salary conservation	01/03/2018	13/02/2018	Email
264	31/01/2018		Gender equality at Scottish FE institutions	28/02/2018	22/02/2018	Email
263	17/01/2018		Safeguarding Policy and Procedure	14/02/2018	01/02/2018	Email
262b	11/01/2018		Zero contract hours	08/02/2018	26/01/2018	Letter
262	<p>In answer to your enquiry, I can advise that Borders College have not knowingly enrolled any students in the knowledge that they were on the Sex Offenders Register in any of those years.</p> <p>Dear Borders College,</p> <p>How many students have you enrolled in your college in the following academic years, in the knowledge that they were listed on the Sex Offenders Register at that time?</p> <p>2015-16 2016-17 2017-18 (to date)</p> <p>How many of these students were subject to a MAPPA plan or similar conditions? How many of these students failed to adhere to the conditions applied? How many of these students attained the qualification they were seeking?</p>					
262b	Request re zero contract hours for academic staff – response attached					
263	<p>Does your college have a named safeguarding officer? YES</p> <p>REMAINING QUESTIONS ARE COVERED WITHIN THE COLLEGE'S SAFEGUARDING CHILDREN AND ADULTS AT RISK OF HARM POLICY AND PROCEDURES WHICH IS PUBLISHED ON OUR WEBSITE: -</p> <p>http://www.borderscollege.ac.uk/downloads/safeguarding_children_and_adults_at_risk_of_harm_policyjuly2017.pdf</p> <p>If your college was considering enrolling a student who was listed on the sex offenders register, how would you deal with such a situation? What is your risk assessment procedure in such a situation? What types of mitigation would you consider as a result of any risk assessment procedure? How do you record these processes, and what are your retention periods for the data?</p>					
264	<p>Dear Ally,</p> <p>Please see our responses below: -</p> <p>1. 9 men, 8 women 2. man 3. 5 men, 10 women 4. man</p>					

5. This is contained in the Gender Action Plan available here: http://www.borderscollege.ac.uk/downloads/gender_action_planfebruary2018.pdf
6. The median pay for women is £25044 and for men is £3350

Dear Borders College,

This is a Freedom of Information Request.

In November 2015 The First Minister made a commitment to work towards gender balance on all public boards in Scotland.
Please could you supply me with the following information?

1. At November 12 2015, how many men and and how many women were on the board of your organisation?
2. At November 12 2015, was the Chairperson (or person with an equivalent role) a man or a woman?
3. How many men and how many women are now on the board of your organisation?
4. Is the current Chairperson (or person with an equivalent role) a man or a woman?
5. Does the board have a formal strategy or policy commitment to achieving gender balance?

If so please supply a copy of the document where the policy is laid out. Please also confirm the date that this policy was adopted.

6. What is the current median annual FTE pay for men and and the current median annual FTE pay for women in the organisation?

Please do not send the requested information in pdf format files. I would prefer to receive the requested information by email in a machine readable format such as MS Excel.

I look forward to hearing from you in due course.

265

Dear Mr Gallagher

Please see below the response to your Freedom of Information request,

Kind regards

Dear Borders College,

Per the Freedom of Information (Scotland) Act 2002 please supply me with the following information in electronic format:

1) Please advise over the period (1 July 2014 to 31 January 2018) how many support staff have been placed on lower salary grades due to restructure, job evaluation or any other reason. For clarity, I would be grateful if you could supply figures broken down separately year on year for the following time periods (1 July 2014 to 31 July 2015, 1 August 15 to 31 July 2016 and 1 August 2016 to 31 January 2018)

None

2) Please advise over the period (1 July 2014 to 31 January 2018) how many lecturing staff have been placed on lower salary grades due to restructure, job evaluation or any other reason. For clarity, I would be grateful if you could supply figures broken down separately year on year for the following time periods (1 July 2014 to 31 July 2015, 1 August 15 to 31 July 2016 and 1 August 2016 to 31 January 2018)

	<p>None</p> <p>3) Please advise over the period (1 July 2014 to 31 January 2018) how many senior management staff earning over £70,000 have been placed on lower salary grades due to restructure, job evaluation or any other reason. For clarity, I would be grateful if you could supply figures broken down separately year on year for the following time periods (1 July 2014 to 31 July 2015, 1 August 15 to 31 July 2016 and 1 August 2016 to 31 January 2018)</p> <p>None</p> <p>4) For each of the three areas above please advise how many staff were you able to assist to retain their old grade or above through re-training or remodelling of roles.</p> <p>N/A</p> <p>5) For each of the three areas above please advise how many staff left the organisation.</p> <p>N/A</p> <p>6) For each of the three areas above please advise how many of these staff were subsequently successful in applying for roles at grades the same as or higher than the grade they lost.</p> <p>N/A</p> <p>7) For each of the three areas how much money has the College saved as a result of the downgrading. For clarity, I would be grateful if you could supply figures broken down separately year on year for the following time periods (1 July 2014 to 31 July 2015, 1 August 15 to 31 July 2016 and 1 August 2016 to 31 January 2018)</p> <p>N/A</p> <p>8) Please advise and attach as a copy any specific policy or procedure the College has to assist staff placed in this position exit detriment and regain their old grade.</p> <p>None</p> <p>9) How many staff covered in questions 1, 2 and 3 were subsequently downgraded again for any reason?</p> <p>N/A</p> <p>10) How many staff had salaries being conserved as at 31 July 2014.</p> <p>1 support staff member on life time conservation</p> <p>Please acknowledge receipt of this information request and I shall look forward to receiving your full disclosure within 20 working days.</p>
266	<p>Dear Sacha,</p> <p>In response to your request, I can advise as follows: -</p> <p>1, 2, 3. This information is already publicly available on our contracts register: http://www.apuc-scot.ac.uk/#!/institution?inst=40 although it may assist you to know that the only one of the named contractors we have a contract with is Capita and the contract is for software licensing.</p> <p>4, 5, 6. We do not hold this information.</p> <p>I trust this meets with your requirements</p> <hr/> <p>FREEDOM OF INFORMATION REQUEST</p> <p>This is a freedom of information request under the Freedom of Information (Scotland) Act 2002. The information I require is as follows:</p> <p>What contracts does your organisation currently hold with any of the following companies: a) Carillion, b) Interserve, c) Galliford Try, d) Balfour Beatty, e) Kier Group, f) Serco, g) G4S, h) Capita and i) Mitie.</p>

When the contracts that your organisation holds a) commenced and b) are scheduled to end with the companies identified in question 1 above.
What is a) the individual and b) the total value of the contracts that your organisation holds with the companies identified in question 1 above.
What is the total number of jobs associated with the contracts that your organisation holds with the companies identified in question 1 above.
Details of any work which is subcontracted from the main contract that your organisation holds with the companies identified in question 1 above.
What are the working terms and conditions required for the employees on the contracts that your organisation holds with the companies identified in question 1 above.

Please treat each question (1-6) as a separate request and I would be grateful if you would break down the answers by individual company.

I understand it is my right to receive the information within 20 working days. I look forward to hearing from you.

267 **With reference to your recent enquiry please find responses below for Borders College**

I'd like to request the following information, under the Freedom of Information Act.

(1) Whether your institution has a dedicated counselling service available to students;

Our institution does not provide a dedicated Mental Health Counselling service. Student Services department has dedicated welfare and wellbeing advisors who provide ongoing help, support and information to students on a number of issues affecting them. All front-line student services staff are currently trained or undergoing Scotland's Mental Health First Aid training and provide a signposting and guidance service to students to access appropriate local community partner agencies.

(2) The number of students (i) seeking and (ii) accessing counselling services, broken down by academic year for the five academic years up to and including 2016-17;

This is not applicable as we do not offer a College counselling service.

(3) The shortest waiting time, longest waiting time, and average waiting time for those seeking access to counselling services broken down by academic year for the five academic years up to and including 2016-17;

This is not applicable as we do not offer a College counselling service.

(4) The number of (i) full time counsellors, and (ii) part time counsellors with a recognised counselling qualification, employed by the institution, broken down by academic year for the five academic years up to and including 2016-17;

No full or part-time counsellors

12-13 – 1 fte Welfare Advisor

13-14 – 1 fte Welfare Advisor

14-15 – 1 fte Welfare Advisor

15-16 – 2 fte Welfare Advisors (incorporating named person for corporate parenting)

16-17 – 2 fte Welfare Advisors (incorporating named person for corporate parenting)

(5) How many students left their course in academic year 2016/17 prior to completion

Full-time = 300 withdrawn

(6) If your institution gathers such data, the number of students citing (i) mental health or welfare issues and (ii) financial reasons as a reason for leaving their course in academic year 2016/17

	<p>i) = 30 ii) = 11</p> <p>Please don't hesitate to get in touch with any questions.</p>
268	<p>Dear</p> <p>I can confirm that staff at Borders College are currently entitled to statutory paternity pay.</p> <p>Dear Borders College FOI enquiries,</p> <p>Under the Freedom of Information Act, what paternity leave is offered to employees at Borders College</p> <p>Thanks in advance,</p>
269	<p>Dear</p> <p>Please find detailed below the response to your Freedom of Information Request.</p> <p>Dear Borders College,</p> <p>Under the Freedom of information Scotland 2002 Act please supply the following information:</p> <ol style="list-style-type: none"> 1. Can you please provide the number of Modern Apprentices directly employed by your College One 2. Can you please provide the hourly rate paid to your apprentices and detail any additional annual wage increase they received during that time? £5.60 - age related increases 3. Please advise the F.T.E figure 1.00 4. If you are not currently paying each apprentice the living wage, can you advise the total cost to the college (including all pension, NI and employer contributions) of paying each apprentice in your employment the current living wage of £8.75 an hour? £6765 per annum currently (8.75 - 5.60 x 35 + 18%) <p>For the avoidance of doubt, the information requested refers to any Modern Apprentice employed directly by your College under the Skills Development Scotland Modern Apprenticeship Programme.</p> <p>Please acknowledge receipt of this information request and I shall look forward to receiving your full disclosure within 20 working days.</p>
270	<p>Good morning,</p> <p>I'd like to request the following information, under the Freedom of Information Act:-</p> <p>(1) Your institution's policy for supporting students who present themselves as homeless during term time</p>

Our policy for students who present as homeless is to refer on to the homeless dept. at Scottish Borders Council. The student is then allocated a homeless officer who will put them in to temporary accommodation. They will also support the student in registering with local housing authorities and in bidding for their own tenancy. On 3 over the past few years we have been able to offer homeless students a room in halls.

(2) Whether your institution collects data on the number of students seeking emergency accommodation or reporting homelessness. If yes, (a) the number of students seeking emergency accommodation, broken down by academic year for the five academic years up to and including 2016-17, and (b) further broken down by (i) international and (ii) home students

**We only have detail for the last 3 years, they are as follows:-
2015/16 4 students, 2016/17 4 students all home students.**

(3) For any cases of reported homelessness, or applications for emergency accommodation, the reasons cited by the student

**Reasons cited are mainly irretrievable breakdown of relationship with parent(s) or partner.
A couple of students had failed to pay rent and were evicted, Landlord selling rented property were also given.**

(4) The (a) number of applications for discretionary funds that cited homeless, (b) the number of successful applications, and (c) the amount awarded overall

There were no discretionary claims citing homelessness.

Please don't hesitate to get in touch with any questions.
With many thanks,

271 [Please find attached response to your Freedom of Information request.](#)

Organisation Name	Borders College
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Rank	SupplierName	PercentageTotalICT	Value	Comments
1	NVT	24%	£0.00	
2	Capita	18%	£0.00	
3	BT	12%	£0.00	
4	MTI Solutions	12%	£0.00	

	5	Circle IT Solutions	9%	£0.00
	<p>I am writing to you to request information (under Freedom of Information).</p> <p>Please could you provide me with the names top five suppliers of ICT in your organisation by spend in 2016/17; and, if possible, EITHER percentage of total ICT spend with this supplier OR the value of spend with each supplier.</p> <p>If you are able to provide this information in the attached template this would be much appreciated. Alternatively, please include in the body of your reply to this email in a structured format – for example:</p> <ol style="list-style-type: none"> 1. Supplier A, x% OR £x 2. Supplier B, x% OR £x 3. Supplier C, x% OR £x 4. Supplier D, x% OR £x 5. Supplier D, x% OR £x <p>If you have any questions regarding the request, please see FAQs below, or reply to this email.</p>			
272	<p>In response to your request, I can advise that Borders College has had no such cases in any of the categories you mention.</p> <p>I trust this meets with your requirements.</p> <p>Under Freedom of Information legislation, I would like to request information you hold about the number of cases of sexual misconduct and/or harassment in the last three years.</p> <p>I would like to know the number of allegations of inappropriate sexual misconduct and/or harassment made by (i) students against staff (ii) students against students (iii) staff against students (iv) staff against staff.</p> <p>In each case I would like to know the nature of the allegations and if (i) there was an investigation (ii) if the matter was referred to police (iii) if the alleged perpetrator faced disciplinary proceedings and (iv) what these proceedings were and the outcome (iv) were they dismissed for gross misconduct (in the case of staff) or were they expelled (in the case of students).</p>			
273	<p>As agreed in our correspondence, I can advise that the information required for years 2015-16 and 2016-17 are as follows: -</p> <p>(a) basic salary 2015/16 - £104150, 2016/17 - £87206 (there were 2 months when the post was vacant)</p> <p>(b) any performance-bonus related payments, specifying the reason for the bonus 2015/16 - NIL, 2016/17 - NIL</p> <p>(c) any other form of additional payments, specifying the reason for the payments 2015/16 - NIL, 2016/17 - NIL</p> <p>(d) the value of pension contributions 2015/16 - £17,914 2016/17 - £15,139</p>			

273b As agreed in our correspondence, I can advise that the information required for years 2015-16 and 2016-17 are as follows: -

Events Entertainment Expenditure					
2015/16 - 2016/17					
Date	Full Cost of Event	Venue	Description	Spend on Food	Spend on Alcohol
25/09/2015	£ 5,202. 25	Springwood Park, Kelso	Graduation Ceremony	£ 787 .51	£ 27 4.96
30/09/2016	£ 4,230. 78	Springwood Park, Kelso	Graduation Ceremony	£ 197 .50	£ -
N/A	All cost under £1000	Various	Various Events	£ 117 .46	£ -
	<u>£ 9,433</u> .03			<u>£ 1,102</u> .47	<u>£ 27</u> 4.96

I trust this meets with your requirements.

273c As agreed in our correspondence, I can advise that the information required for years 2015-16 and 2016-17 are as follows: -

Travel Expenditure					
2015/16 - 2016/17					
Date	Starting Place	Destination	Cost	Mode of Transport	Reason
N/A	N/A	N/A	£ 588.50	Train travel	Various train journeys for principal - no journeys were over £100.00
2015/16	N/A	N/A	£2,099.44	Mileage/train travel/taxis	No journey was over £100
2016/17	N/A	N/A	£1,602.28	Mileage/train travel/taxis	No journey was over £100
			<u>£ 4,290.22</u>		

I trust this meets with your requirements.

273d As agreed in our correspondence, I can advise that the information required for years 2015-16 and 2016-17 are as follows: -

Hotel/Accommodation Expenditure					
2015/16 - 2016/17					
Date	Location	Name of Hotel	Cost of Accommodation	Cost of Extras	Reason

02/12/2015	Cumbernauld	The Westerwood Hotel & Golf Resort	£ 97.0	N/A	Principal attending Colleges Scotland Leading & Learning Residential 02/12/15 and meeting on 03/12/15
01/12/2016	Glasgow	Hotel Indigo Glasgow	£ 101.0	N/A	Principal attending meeting in Stirling on 01/12/16 & Glasgow on 02/12/16
26/05/2016	Dundee	Apex City Quay Hotel & Spa	£ 94.5	N/A	Principal attending meeting in Glasgow on 19/05/16 & Dundee on 20/05/16
15/07/2016	Glasgow	Radisson Blu Hotel	£ 110.00	N/A	Principal attending SQA Higher Education Awards on 15/07/16
			£ 402.5		

I trust this meets your requirements.

273e As agreed in our correspondence, I can advise that the information required for years 2015-16 and 2016-17 are as follows: -

CPD Expenditure						
2015/16 - 2016/17						
Date	Duration	Location	Cost	Provider	Attendees	Description
25/08/2016	4 hours	Borders College	£ 900.00	Who Cares? Scotland	All Staff	Corporate Parenting Training, cost is for all staff
			£ 900.00			

Note that this is the only CPD for which the College incurred cost and a record is held by the College. Additional CPD may have been undertaken but held as a personal record of the individual concerned.

I trust this meets your requirements.

274 Further to your Freedom of Information request dated 5 April 2018 I can confirm the following:

1. The College has not hired external managers to investigate potential disciplinary matters.
2. Not applicable

Please do not hesitate to contact me if you require any further information.

Dear Sir/Madam

Freedom of Information Request

I write seeking the following information under the Freedom of Information (Scotland) Act (2002):

1. Has the college ever hired external managers to investigate potential disciplinary matters?

2. If the college has hired external managers what was the financial cost of this and when did it take place?

275 In response to this request, I can advise that Borders College has not run any courses of this type.

I write seeking the following information under the Freedom of Information (Scotland) Act (2002):

1. Has the college ever ran mandatory courses which result in benefit sanctions for non-attendance?

2. If the college has ran these courses how many students participated and what was the academic year?

276 Early Years and Educations Courses 2017-18

Row Labels	Available Places	So Far		Sum of No Successful	
		Sum of	No of Students	Enrolled	
HNC Childhood Practice – FT	38		32		0
HNC Childhood Practice- PT1	15		8		0
HNC Social Services/Childhood Practice - PT2	8		8		0
NC Childcare and Development – FT	21		20		0
PDA in Education Support Assistance - YR 2	9		9		0
Skills for Work: Early Education and Childcare Nat 4 - Schools Link1	16			17	0
Skills for Work: Early Education and Childcare Nat 4 - Schools Link2	0			17	0
Skills for Work: Early Education and Childcare Nat 4 - Schools Link2 – Hwk 18				14	0
SVQ2 Social Services Children and Young People			2		1
SVQ3 Social Services Children and Young People			110		29
SVQ4 Social Services Children and Young People			28		8
(blank)					
Grand Total	125		265		38

Most not at end date yet therefore no success information available for them
 SVQ2,3and 4 Social Services Children and Young People all supply and demand no targets set.

Dear Borders College,

Under the Freedom of information Scotland 2002 Act please supply the following information:

1. How many Early Years and Education places (by course) were available AY 17/18
2. Enrolment headcount (by course) for Early Years and Education AY 17/18
3. Headcount of students that successfully completed an Early Years and Education course (by course) for AY 17/18
4. How many Early Years and Education places (by course) are available for AY 18/19

For the avoidance of doubt, the information requested refers to any courses which fall under the heading of Early Years and Education.

Please acknowledge receipt of this information request and I shall look forward to receiving your full disclosure within 20 working days.

277	<p>Please find the requested information as follows: -</p> <ol style="list-style-type: none"> 1. What is the composition of the college's ICT Support team? Please include the number of staff, with their respective job titles (ie. 5 ICT Technicians, etc) <p>Head of Information Services and Learning Technology – 1.0 FTE, Server Support Analyst – 1.0 FTE, Server Support Technician – 1.0 FTE, Network Engineer - 2.0 FTE, ICT User Services Team Leader - 1.0 FTE, ICT User Services Technician – 1.0 FTE, Technology Specialist – 1.0 FTE, Media Technician – 1.0 FTE, Assistive Technologies Assistant – 0.5 FTE</p> <ol style="list-style-type: none"> 2. How many users does the college's ICT team support? 2500 3. How many workstations (any operating system platform) are in the college's ICT estate? 700 4. How many servers (any operating system platform) are in the college's ICT estate? 15 5. Can you provide the job descriptions of each role within the ICT team? Please see attached. <p>I trust this meets with your requirements.</p>
278	<p>I have today completed compilation of a pack for you which I will mail to your Frederick Street address. The nature of many of the documents means that only hard copies are available.</p> <p>To confirm what is in the pack, per your letter: -</p> <ol style="list-style-type: none"> 1) I'm sorry but we do not have email correspondence available. Your client's account was closed and deleted following his leaving the College. Written correspondence is included in the GTCS pack. 2) Included in the original GTCS pack. 3) I have added these to the pack. 4) I have added these to the pack. 5) I attach the 15-16 schedule. 6) I have added these to the pack. 7) I have added these to the pack. 8) I have added these to the pack. 9) No minutes were taken of these meetings. 10) Education Scotland does not provide feedback on individual lesson observations. 11) – 15) These are all included in the GTCS pack. <p>I trust this will meet your requirements.</p> <p>Please find attached a photograph of a signed mandate provided by my client. Can you please let me know if this is sufficient to action the request. I am awaiting delivery of the principal mandate and will send this on to you once received for completeness.</p>
279	<p>Please see below the responses from Borders College.</p> <ol style="list-style-type: none"> 1. 2014 - 2015 1 lecturer 2015 - 2016 1 support staff and 2 lecturers

2016 - 2017 2 support staff and 3 lecturers

2. 2014 - 2015 1 lecturer
2015 - 2016 1 lecturer
2016 - 2017 2 lecturers

3. 2014 - 2015 lecturer - 120 days
2015 - 2016 support staff - 24 days lecturers - 41
2016 - 2017 support staff - 14 days lecturers - 105

4. 2014 - 2015 lecturer - 120 days
2015 - 2016 lecturer - 39 days
2016 - 2017 lecturer - 103 days

5. Staff would be referred to Occupational Health for support and assessment with any recommended interventions implemented by the College. We do not hold records on the number of stress risk assessments carried out as these are done by the OH service.

6. None

7. Available on the College web site http://www.borderscollege.ac.uk/downloads/stress_at_work_policy_and_proceduremay2017.pdf

8. Responses from the HSE Stress at Work Survey are considered by a working group of the Health and Safety committee. No formal minute of this group is kept.

Under Freedom of Information Scotland, I wish to receive the following information within 20 working days:

1. Please advise over the period (1 April 2014 to 31 March 2017), the number of staff who listed stress as one of the reasons for sickness. For clarity, I would be grateful if you could supply figures broken down separately year on year for the following time periods (1 April 2014 to 31 March 2015, 1 April 2015 to 31 March 2016 and 1 April 2016 to 31 March 2017).

2. Of these staff identified above, how many were subsequently discovered to be related to work? For clarity, I would be grateful if you could supply figures broken down separately year on year for the following time periods (1 April 2014 to 31 March 2015, 1 April 2015 to 31 March 2016 and 1 April 2016 to 31 March 2017).

3. How many days were lost as a result of any kind of stress? For clarity, I would be grateful if you could supply figures broken down separately year on year for the following time periods (1 April 2014 to 31 March 2015, 1 April 2015 to 31 March 2016 and 1 April 2016 to 31 March 2017).

4. How many days were lost as a result of workplace stress? For clarity, I would be grateful if you could supply figures broken down separately year on year for the following time periods (1 April 2014 to 31 March 2015, 1 April 2015 to 31 March 2016 and 1 April 2016 to 31 March 2017).

5. How many individual stress risk assessments have been carried out by the College? For clarity, I would be grateful if you could supply figures broken down separately year on year for the following time periods (1 April 2014 to 31 March 2015, 1 April 2015 to 31 March 2016 and 1 April 2016 to 31 March 2017).

6. How many occupational group risk assessments have been carried out by the College? For clarity, I would be grateful if you could supply figures broken down separately year on year for the following time periods (1 April 2014 to 31 March 2015, 1 April 2015 to 31 March 2016 and 1 April 2016 to 31 March 2017).

7. Do you have a specific stress Policy and/or procedure? If so, please attach.

8. Do you have a specific stress workgroup? If so, please attach minutes/action points for last year.

For each point, could you please provide the information broken down into numbers for support staff/lecturers and staff earning over £70,000 PA for each of the time periods listed above?

280 **Please see response on behalf of Borders College to each of your questions below:-**

I would like to request the following information under the Freedom of Information (Scotland) Act 2002:

1) Does the college provide free sanitary products to:
a. Students - **Yes**
Currently Borders College provides emergency provision via our Welfare Student Services. We are introducing free sanitary products in line with the new government guidance and this will be rolled out in preparation for the next academic session.

b. Staff - **No**

2) If yes to question 1, how is the cost of this provision met? For example is it through donations/honesty box model or is it funded by the college. If the cost is met by the college are you able to provide details of how much this costs on a monthly/annual basis?
Currently emergency supply costs are met through our College hardship discretionary funds. Current cost is minimal. In line with new initiative, we understand funding will be made available to the College from central funds as specified in recent guidance.

3) If yes to question 1, who takes responsibility for the provision of these products – the students association or the college itself.
Currently our Welfare Student Services take responsibility, going forward we envisage that this will be continued by the student services team in conjunction with College procurement.

4) If yes to question 1, where can the products be accessed
Products will be accessed via the Students' Association and the Welfare team within the Student Advice Centre

5) If yes to question 1, does the college have a written policy regarding the provision of sanitary products?
No

281 **I cannot disclose the exact salary details for each team member as, even with this would constitute personal data under data protection legislation.**

I can, however, provide information in bandings of £5,000 by post title, as follows: -

Posts Title	Salary Band
Head of ISLT	£45,000-£49,999

	<table border="1"> <tr> <td>Network Engineer</td> <td>£30,000-£34,999</td> </tr> <tr> <td>ICT Support Team Leader</td> <td>£35,000-£39,999</td> </tr> <tr> <td>Media Technician</td> <td>£25,000-£29,999</td> </tr> <tr> <td>Server Support Technician</td> <td>£25,000-£29,999</td> </tr> <tr> <td>Technology Specialist</td> <td>£30,000-£34,999</td> </tr> <tr> <td>ICT Support Technician</td> <td>£25,000-£29,999</td> </tr> <tr> <td>Network Analyst</td> <td>£30,000-£34,999</td> </tr> </table> <p>I trust this meets with your requirements.</p> <p>Hello,</p> <p>I'd like to make a FOI request. Please provide the salary details for each member of the college's ICT Support team.</p>	Network Engineer	£30,000-£34,999	ICT Support Team Leader	£35,000-£39,999	Media Technician	£25,000-£29,999	Server Support Technician	£25,000-£29,999	Technology Specialist	£30,000-£34,999	ICT Support Technician	£25,000-£29,999	Network Analyst	£30,000-£34,999
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282	<p>Please see the responses to your enquiry below: -</p> <ol style="list-style-type: none"> 15.8% (a) 24.65% (b) 22.34% (c) 20.18% (d) 19.01% (a) 100% (b) 100% (with the exception of some plant rooms, storage and toilets) (c) 100% (with the exception of some plant rooms, storage and toilets) 2014/15 NIL 2015/16 £2,000 2016/17 £10,060 2017/18 NIL <p>I trust this meets your requirements.</p> <p>Regards,</p> <p>FREEDOM OF INFORMATION REQUEST</p> <p>This is a freedom of information request under the Freedom of Information (Scotland) Act 2002. The information I require is as follows:</p> <ol style="list-style-type: none"> 1) What percentage of students currently enrolled at your university/college currently have a disclosed physical disability. 2) What percentage of applicants applying to your university/college in a) 2014 b) 2015 c) 2016 d) 2017 had a disclosed physical disability. 3) For the academic year 2017/18, what percentage of your university/college owned building had wheelchair accessibility for a) the main entrance b) throughout the building c) both. 4) How much was spent on physical disability accessibility on your university/college campus for the educational years 2014/15, 2015/16, 2016/17 and 2017/18. 														

	<p>Please send all replies to bailliejackiefoi@parliament.scot I understand it is my right to receive the information within 20 working days. I look forward to hearing from you.</p>
<p>283</p>	<p>Please see below responses to your questions.</p> <p>I trust this meets your requirement.</p> <p><u>Dear Sir/Madam</u></p> <p><u>Please can you advise me the following information for referencing good practice on motions I'll be speaking on at the above event later this month?</u> <u>Disclosure of Protected Characteristics</u></p> <ol style="list-style-type: none"> 1. <i>Can you please advise what positive action measures you have put in place, if any, for Modern Apprentices from disability, ethnic minority and LGBT groups?</i> The age limit for MA's with a disability is higher, instead of 24 this is increased to 29. 2. <i>Please can you provide me with the percentage of Modern Apprentices who have provided information by protected characteristic on Equality Monitoring Forms at the recruitment stage?</i> 100% of applicants provided information on protected characteristics at the recruitment stage, including information on caring responsibilities and cared for status. 3. <i>Could you please advise any steps you are taking to encourage disclosure of protected characteristics at the recruitment stage?</i> Due to disclosure rate no further action is necessary <p><u>Mental Health Support</u></p> <ol style="list-style-type: none"> 1. <i>Can you please advise what mental health support your organisation currently has in place for staff when required e.g. provision of therapies, employee assistance programmes etc?</i> Staff have access to trained mental health first aiders within the work place and we engage the services of the NHS Occupational Health Service who provide first line support and access to a specialist counsellor. <p><u>Employment Initiatives</u></p> <ol style="list-style-type: none"> 1. <i>Can you please advise what employment initiatives your organisation offers, if any, e.g. school employability workshops to young people in gaining employment at your organisation and any feedback/success stories from these workshops?</i> We offer School pupils part time vocational courses over a range of subjects – these lead to a qualification either at SCQF 4, 5 or level 6 equivalent to 160 hours Pupils who are successful in these courses are offered a place on a relevant full time course the following year. 2. <i>Further to the above, can you please provide details of any initiatives in your workplace to support people with disabilities in gaining employment?</i> We offer full time and part time courses which lead to employment. These are open to all types of applicants including those with disabilities.
<p>284</p>	<p>Dear</p>

With reference to your freedom of information request I write to confirm that there were no reported assaults on members of staff in the past year.

Kind regards

Freedom of Information request – assaults at work

I would like to make a freedom of Information Request under the Freedom of Information Act 2005 on behalf of UNISON Scotland

UNISON Scotland are undertaking our annual survey on the level of assaults on staff that have occurred over the past year. I am writing to request information under the Freedom of Information (Scotland) Act 2005 on any statistics or records you hold on assaults on workforce that have occurred in the course of their employment over the last 12 months. This will enable us to assess whether there has been any change in the number of assaults reported and whether the method of collation of such statistics has improved.

Whilst we are primarily seeking information on the number of assaults on staff. Any breakdown of that information such as the nature of the assault the category of worker (job title, area of work etc) would also be helpful.

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Please see detailed below the information requested in your email. Please do not hesitate to contact me if you require any clarification or further information.

1) Numbers of staff employed in financial years 20014/15 and 2017/18

2014/15 – 280

2017/18 – 301

2) Numbers of stress related absences in the financial years 2014/15 and for 2017/18

2014/15 – 45 days

2017/18 – 32 days

3) Absence costs incurred in relation to all sickness absence for financial years 2014/15 and for 2017/18

This information is not available as this is not a metric that the College uses

4) Absence costs in relation to stress related illnesses for the same periods, 2014/15 and 2017/18

This information is not available as this is not a metric that the College uses

5) Information on steps that your college/institution has taken to manage stress at work such as implementing the HSE Stress Management Standards

Borders College used the HSE Stress management Standards in all Stress at Work Surveys up to 2010 but we change to the Work Positive model in 2012. The Work Positive Model was developed by Healthy Working Lives and asks a total of 67 questions, including the 35 included in the HSE Tool. The additional questions look at pressures of work, staff morale, feeling valued and performance

In addition the College retains the services of NHS Occupational Health both for self referral and management referral and has access to counselling services under this contract.

6) The date that your college/institution first carried a workplace stress risk assessment and dates of subsequent review.

2004, 2007, 2008, 2009 HSE Analytical Tool used – in 2010 it was used again but only on one site as significant changes had been made as a Result of the 2009 survey.

In 2012 1n2 2016 we used the Work Positive Model

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The information you requested on the number of people studying towards a childcare qualification in college this session 2018-19 is as below:-

Name	Level	Mode	No of Students
HNC Childhood Practice	HE	Full Time	24
HNC Childhood Practice	HE	Part Time	6
NC Childcare and Development - FT	FE	Full Time	13
Skills for Work: Early Education and Childcare Nat 4 - Schools Link	FE	Part Time	44
PDA Childhood Practice - YR1	HE	Part Time	6
National 4 Care - FT	FE	Full Time	31
Care Higher A - FT	FE	Full Time	26
SVQ2 Social Services Children and Young People	FE	Part Time	2
SVQ3 Social Services Children and Young People	FE	Part Time	62
SVQ4 Social Services Children and Young People	HE	Part Time	13

I would like to know how many people are studying towards childcare qualifications in your college this year. (2018/19)

I would like the information by course

For example numbers studying

- Entry to Early Education and Childcare
- NC Early Education and Childcare
- NC Education Support Assistance
- HNC Childhood Practice formerly HNC Early Education and Childcare

	<p>I would also like to know how many are studying full time and how many part time. I look forward to hearing from you.</p>																																			
287	<p>Please find below our responses to your Freedom of Information request. It is all the information that we hold as our new team have only been in place for the last two AY's so hopefully it is enough to satisfy your requirements.</p> <p>If you require anything else please let me know</p> <p>Good afternoon,</p> <p>I would be grateful if you could supply me with information on the following with regards to your institution:</p> <ul style="list-style-type: none"> • Does the institution offer screening tests for students who think they may have dyslexia? Yes, at FE level <ul style="list-style-type: none"> • How many students have had a screening test over the past 3 years broken down by year? 2016-17 – 25 students, 2017-18 – 18 students • How many students have been referred for formal assessment following a screening test over the last 3 years broken down by year? None • Would this test incur a cost for the student? If yes, how much would this cost? No cost to student • Would a matriculated student (with no previous dyslexia diagnosis) be able to undergo a full diagnostic assessment at the HEI? Depends on circumstances • How many students have had full diagnostic test over the past 3 years broken down by year? 2016-2018 12 full diagnostic tests through HEI • Would this assessment incur a cost for the student? If yes, how much would this cost? No cost to student • How would a newly matriculated student, who has had a diagnosis of dyslexia prior to attending [college/university] access support at [insert FEI]? At FE level they would self-refer to Learning Support team and, if possible, provide evidence of previous diagnosis • Would any additional tests be required for the student before they can receive support? It would depend on requirements of awarding body. 2016-2018 70 assessments carried out under JCQ regulations • Would additional assessments incur a cost for the student? If yes, how much would this cost? No additional assessments required 																																			
288	<p>Further to your enquiry of 11 September and consequent clarification please find details below of the requested information.</p> <p>1. What is the number and percentage of men and women currently employed in your college who work under zero-hours contracts between April 2011 and April 2018.</p> <table border="1" data-bbox="181 1129 1382 1417"> <thead> <tr> <th>Year</th> <th>Woman headcount</th> <th>Woman % of all female employees</th> <th>Man headcount</th> <th>Man % of all male employees</th> </tr> </thead> <tbody> <tr> <td>11/12</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>12/13</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>13/14</td> <td>1</td> <td>0</td> <td>1</td> <td>0.01%</td> </tr> <tr> <td>14/15</td> <td>1</td> <td>0</td> <td>1</td> <td>0.01%</td> </tr> <tr> <td>15/16</td> <td>2</td> <td>0.01%</td> <td>1</td> <td>0.01%</td> </tr> <tr> <td>16/17</td> <td>7</td> <td>0.035%</td> <td>6</td> <td>0.06%</td> </tr> </tbody> </table>	Year	Woman headcount	Woman % of all female employees	Man headcount	Man % of all male employees	11/12	0	0	0	0	12/13	0	0	0	0	13/14	1	0	1	0.01%	14/15	1	0	1	0.01%	15/16	2	0.01%	1	0.01%	16/17	7	0.035%	6	0.06%
Year	Woman headcount	Woman % of all female employees	Man headcount	Man % of all male employees																																
11/12	0	0	0	0																																
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16/17	7	0.035%	6	0.06%																																

17/18	8	0.04%	12	0.12%
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2. What is the average number of hours that men and women currently employed in your college work under zero-hours contracts per week and per month.

All Women	6.7 hours per week	24 hour per month
All Men	30 hours per week	107.3 per month

3. What is the number and percentage of men and women currently employed in your college who work under a temporary contracts between April 2011 and April 2018 by year.

This information is not available for current employed staff, however I have provided the details as returned to the SFC on the Staffing Return with actuals for each year. I trust that this information will be sufficient for your purposes however if you require alternative data please let me know.

Year	Number of men	% of all men	Number of women	% of all women
11/12	18	21%	39	22%
12/13	21	21%	39	23%
13/14	22	21%	32	19%
14/15	26	25%	41	23%
15/16	24	24%	37	20%
16/17	14	14%	45	22%
17/18				

Figures for 17/18 are not yet available.

4. What is the number and percentage of men and women currently employed in your college who earned and earn less than the Scottish median annual wage.

Year	Number of men	% of all men	Number of Women	% of all women
11/12	37	57%	97	81%
12/13	39	58%	101	80%
13/14	43	61%	105	81%
14/15	45	59%	115	81%
15/16	50	61%	127	81%
16/17	54	61%	162	85%
17/18	65	61%	173	84%

Please do not hesitate to contact me if you require any further information.

289	<p>With reference to your Freedom of Information request, I can confirm that no money was invested into fossil fuel by Borders College during the periods details on your request.</p> <p>With regard to the Pension funds, these are managed externally by Scottish Borders Council and Scottish Public Pensions Agency, therefore in order to respond to this question I would request that you contact them directly for this information.</p>
290	<p>With reference to your Freedom of Information request please find detailed below the response.</p> <ol style="list-style-type: none"> 1. Support staff are allowed breaks in the morning and afternoon of around 15 minutes and this is over and above the lunch break. 2. These breaks are paid. 3. Not applicable
	<p>Under Freedom of Information Scotland, I wish to receive the following information within 20 working days:</p> <ol style="list-style-type: none"> 1. If support staff are allowed breaks in your College please clarify the duration in the morning and the afternoon and whether this is over and above the standard lunch hour? 2. Is this a paid or unpaid break? If unpaid, can you please advise why? 3. If staff do not receive an agreed morning or afternoon break please provide College explanation for the reason for this.
291	<p>Please see attached the response to your Freedom of Information request. Please note that I have embedded the responses into your letter,</p> <p>Please do not hesitate to contact me if you require any further clarification.</p> <p>Dear Sir/Madam</p> <p>Freedom of Information Request</p> <p>I write on behalf of the EIS seeking the following information under the Freedom of Information (Scotland) Act (2002):</p> <ol style="list-style-type: none"> 1. How much (in % terms) did the college's executive (or senior) management team members' salaries increase by in 2017-18? The Executive in the College did not receive any increase in salary between August 17 and July 18. 2. Was any form of bonus paid to the college's executive (or senior) management team members in 2017-18? If so, how much. No. 3. What were the salary increases (in % terms) in 2017-18 for all posts which are above level 3 in the promoted posts lecturing structure? No increase has been paid to this group of staff between August 17 and July 18, 4. What was the lowest executive (or senior) management salary increase in 2017-18, taking into account any bonus, pension increment or additional payment of any kind. Please give details of these if applicable. None.

	<p>5. What was the highest executive (or senior) management salary increase in 2017-18, taking into account any bonus, pension increment or additional payment of any kind. Please give details of these if applicable. None.</p> <p>6. What was the average executive (or senior) management salary increase in 2017-18, taking into account any bonus, pension increment or additional payment of any kind. Please give details of these if applicable. None.</p>
292	<p>In response to your recent FOI regarding Graduation please find below information from Borders College</p> <ol style="list-style-type: none"> 1. Does your institution currently hold graduation ceremonies over the winter months (October – April)? No - Ceremony is held in September. 2. Does your institution currently charge, extract fees or require any transaction of money for a student to graduate? Please note, this can also include any fee demanded from a student which may act as a barrier to graduating, e.g library fines. There is no charge for graduating but they will be expected to pay any money they are due to the college or return library books before they can graduate. 3. What is the exact fee required by your institution for a student to graduate? N/A - zero 4. Does this fee differ between student status – i.e full time student compared to part-time students N/A 5. What is the total revenue raised by your institution from graduating students? Total cost to hire graduation venue and deliver ceremony and reception is circa £4500. Total income generated from additional ticket sales and commission is circa £3500 6. Does your institution provide robes, gowns or required attire for graduation? External Company provide robe hire services 7. Is this attire provided internally or externally from a preferred partner? Robe externally <ol style="list-style-type: none"> a) What are the costs associated with this hire? £24 per robe hire 8. Does your institution provide photography packages for the graduation ceremony? Yes through an external company 9. Is this package provided internally or externally through a preferred partner? Externally <ol style="list-style-type: none"> a) What are the costs associated with this hire? Various packages available from external company ranging between £23.50 upwards to a premium pack at £99 10. Does your institution provide any financial support or advice for students to help with the all associated costs of graduation? Please note, this can include but is not limited to transport costs, accommodation costs and any other fees associated with graduation. No although, if requested, help may be available for care experienced students.
293	<p>In response to your Freedom of Information request regarding Under 16s Courses:</p> <ol style="list-style-type: none"> 1. We do offer courses to school pupils under the age of 16. 2. Please see attached. 3. CPD training is offered in Safeguarding, Dealing with Challenging Behaviour, PDA, TQFE and Equalities. 4. Please see attached. 5. No, they are not accompanied whilst travelling to and from College. <p>Please do not hesitate to contact us if you require further clarification.</p>
294	<p>The information you have requested is shown below. Please note our financial year is 1 August to 31 July and this is the time period used to provide you with information.</p>

CATEGORY	1ST AUG 2017-END JULY 2018		FRAMEWORK REFERENCE
	SPEND	AMEWORK SPEN	
CONSTRUCTION SERVICES			
CAPITAL WORKS	£ 386,829.52	£ 315,807.70	SP-14-013 NON-DOMESTIC ENERGY WORKS & SERVICES
FACILITIES MANAGEMENT SERVICES			
Property - Sinking Fund	£ 121,194.41		
Repairs & Maintenance - Reactive	£ 64,862.40		
Repairs & Maintenance - Planned	£ 61,808.72	£ 4,968.00	EFM 3057 NW - PAT TESTING
FINANCIAL, ACCOUNTING, AUDITING SERVICES			
Other Accountancy Charges	£ -		
Internal Audit	£ 7,300.00		
External Audit	£ 14,720.00		N/APPLICABLE - PUBLIC AUDITORS
OFFICE FURNITURE & DOMESTIC COMMERCIAL GOODS			
Furniture, Fixtures & Fittings	£ 6,967.85	£ 2,860.00	FFE1008 SUPPLY, FITTING OF FLOOR COVERINGS - APUC
Cleaning Equipment	£ 1,194.22		
Janitorial Supplies	£ 18,815.77	£ 16,224.37	JAN1001 & JAN1007 CLEANING MATERIALS & DISPOSABLE PAPER PRODUCTS - APUC - £5299.37 & £10,925 RESP.
LEGAL SERVICES			
Legal Services	£ 13,585.98		
OTHER CONSULTANCY SERVICES			
Consultancy Services	£ 1,133.61		
TEMPORARY STAFFING			
External Staffing Costs	£ 90,041.39		
TRAVEL MANAGEMENT SERVICES			
Negligible or no spend	£ -		
TRANSLATION SERVICES			
Negligible or no spend	£ -		
VEHICLE AND FLEET MANAGEMENT			
Vehicles - Fuel	£ 17,047.08		
Vehicles - Road Fund Licences	£ 2,750.13		N/APPLICABLE
Vehicles - Repairs & Maintenance	£ 14,384.22		
Vehicles - Leasing	£ 11,202.64		
Vehicles - Purchase (capital)	£ -		
IT PRODUCTS & SERVICES			
CMIS - Equipment	£ 17,722.88	£ 16,000.00	SP-16-001 TABLET CLIENT DEVICES; SP-015-011 -1 & 4 MOBILE & DESKTOP CLIENT DEVICES; ITS5042 LU - NOTEBOOKS; ITS6003 HW APPLE EQUIPMENT & SERVICES.
CMIS - Software / Licences	£ 55,538.93	£ 13,389.18	ITS4032 SU - SOFTWARE LICENSE RESELLERS.
CMIS - Supplies	£ 6,467.37	£ 5,000.00	ITS4030 SU ITRAP; BA-AV1015 - AUDIO VISUAL SUPPLY & INSTALLATION; SP-15-016 - IT CONSUMABLES.
CMIS - Maintenance	£ 110,846.33		
CMIS - Repairs	£ 297.33		
CMIS - Consultancy	£ 21,932.00		
ICT Strategy Projects (capital)	£ 0.04		
	£ 1,046,642.82	£ 374,249.25	