

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
333	24/08/2021		Confidential waste	21/09/2021	26/08/2021	Email
332	23/08/2021		Use of PR and Media firms	20/09/2021	17/09/2021	Email
331	20/08/2021		Payment data	17/09/2021		
330	19/07/2021		Structure and JD's for IT team	17/08/2021	20/07/2021	Email
329	13/05/2021		Domestic Abuse support for staff	10/06/2021	13/05/2021	Email
328	21/04/2021		Software asset management	19/05/2021	14/05/2021	Email
327	20/03/2021		Gender balance Board members	19/04/2021	26/03/2021	Email
326	02/03/2021		Voluntary severance	30/03/2021	03/03/2021	Email
325	22/10/2020		Furlough	19/11/2020	09/11/2020	Email
324	02/11/2020		Spend/usage of Covid-19 PPE items	30/11/2020	06/11/2020	Email
323	19/10/2020		Discretionary funding	16/11/2020	18/11/2020	Email
322	09/10/2020		Annual spend on fair trade goods	06/11/2020	15/10/2020	Email
321	22/09/2020		Discretionary funding	20/20/2020	16/10/2020	Email
320	31/08/2020		Facility Time (resent, missed original)	Overdue	01/09/2020	Email
319	19/06/2020		Staff accessing College buildings	17/07/2020	02/07/2020	Email
318	14/05/2020		Request for copy of CCTV footage	11/06/2020	15/05/2020	Email
317	13/03/2020		Counselling services	10/04/2020	26/03/2020	Email
316	12/03/2020		Stress management	09/04/2020	31/03/2020	Email
315	28/01/2020		Termination of CLA Licence	25/02/2020	24/02/2020	Mail
314	05/12/2019		Arm's Length Foundation	11/01/2020	12/12/2019	Email
313	05/11/2019		Teaching materials – hairdressing	03/12/2019	19/11/2019	Email
312	11/11/2019		Senior salaries	09/12/2019	19/11/2019	Email
311	04/11/2019		Sale of College assets	02/12/2019	02/12/2019	Email
310	15/09/2019		Data access requests	21/10/2019	11/10/2019	Email
309	26/09/2019		Volume and cost of sanitary products	24/10/2019	01/10/2019	Email
308	06/09/2019		Rent guarantor scheme	04/10/2019	16/09/2019	Email
307	07/08/2019		IT	05/09/2019	03/09/2019	Email
306	23/07/2019		Transport	20/08/2019	29/07/2019	Email
305	12/07/2019		Permanency	09/08/2019	31/07/2019	Email
304	08/07/2019		First Aid	05/08/2019	31/07/2019	Email
303	04/07/2019		Bereavement services	01/08/2019	08/07/2019	Email
302	20/06/2019		Assaults at work	18/07/2019	03/07/2019	Email
301	23/05/2019		Renewable energy courses	20/06/2019	12/06/2019	Email
300	29/04/2019		NRPA	27/05/2019	24/05/2019	Email

299	26/04/2019		Mental health	24/05/2019		07/05/2019	Email
298	16/04/2019		ASN Staff	14/05/2019		02/05/2019	Email
297	13/03/2019		Staff info	10/04/2019		15/03/2019	Email
296	22/02/2019		Trade Union reps	22/03/2019		15/03/2019	Email
295	24/01/2019		First Aid Training	21/02/2019		21/02/2019	Email
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> <ol style="list-style-type: none"> 1. 9 men, 8 women 2. man 3. 5 men, 10 women 4. man 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 <p>Dear Borders College,</p>					

	<p>This is a Freedom of Information Request.</p> <p>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?</p> <ol style="list-style-type: none">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? <p>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.</p> <p>6. What is the current median annual FTE pay for men and and the current median annual FTE pay for women in the organisation?</p> <p>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.</p>
265	<p>Dear Mr Gallagher</p> <p>Please see below the response to your Freedom of Information request,</p> <p>Kind regards</p>
	<p>Dear Borders College,</p> <p>Per the Freedom of Information (Scotland) Act 2002 please supply me with the following information in electronic format:</p> <ol style="list-style-type: none">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) None2) 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) None3) 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) None

- 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.
N/A
- 5) For each of the three areas above please advise how many staff left the organisation.
N/A
- 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.
N/A
- 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)
N/A
- 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.
None
- 9) How many staff covered in questions 1, 2 and 3 were subsequently downgraded again for any reason?
N/A
- 10) How many staff had salaries being conserved as at 31 July 2014.
1 support staff member on life time conservation

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

266

Dear Sacha,

In response to your request, I can advise as follows: -

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.
4, 5, 6. We do not hold this information.

I trust this meets with your requirements

FREEDOM OF INFORMATION REQUEST

This is a freedom of information request under the Freedom of Information (Scotland) Act 2002. The information I require is as follows:

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.

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	<p>With reference to your recent enquiry please find responses below for Borders College</p> <p>I'd like to request the following information, under the Freedom of Information Act.</p> <p>(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.</p> <p>(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.</p> <p>(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.</p> <p>(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)</p> <p>(5) How many students left their course in academic year 2016/17 prior to completion Full-time = 300 withdrawn</p> <p>(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 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>
<p>269</p>	<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>
<p>270</p>	<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> <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.</p> <p>(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</p> <p>We only have detail for the last 3 years, they are as follows:- 2015/16 4 students, 2016/17 4 students all home students.</p>

(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
--------------------------	-----------------

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	

I am writing to you to request information (under Freedom of Information).

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.

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:

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

If you have any questions regarding the request, please see FAQs below, or reply to this email.

272 In response to your request, I can advise that Borders College has had no such cases in any of the categories you mention.

I trust this meets with your requirements.

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.

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.

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).

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

(a) basic salary 2015/16 - £104150, 2016/17 - £87206 (there were 2 months when the post was vacant)

(b) any performance-bonus related payments, specifying the reason for the bonus 2015/16 - NIL, 2016/17 - NIL

(c) any other form of additional payments, specifying the reason for the payments 2015/16 - NIL, 2016/17 - NIL

(d) the value of pension contributions 2015/16 - £17,914 2016/17 - £15,139

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	£ 274.96
30/09/2016	£ 4,230.78	Springwood Park, Kelso	Graduation Ceremony	£ 197.50	£ -

N/A	All cost under £1000	Various	Various Events	£ 117.46	£ -
	£ 9,433.03			£ 1,102.47	£ 274.96

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
			£ 4,290.22		

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	£ 97.00	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	£ 101.00	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	£ 94.50	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
			£ 402.50		

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 of Students Enrolled	Sum of No Successful
HNC Childhood Practice – FT	38	32	0
HNC Childhood Practice- PT1	15	8	0

HNC Social Services/Childhood Practice - PT2	8	8	0	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

Please find the requested information as follows: -

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)

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

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.**

I trust this meets with your requirements.

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> <table border="0"> <tr> <td style="vertical-align: top;">1.</td> <td style="vertical-align: top;"> 2014 - 2015 1 lecturer 2015 - 2016 1 support staff and 2 lecturers 2016 - 2017 2 support staff and 3 lecturers </td> </tr> <tr> <td style="vertical-align: top;">2.</td> <td style="vertical-align: top;"> 2014 - 2015 1 lecturer 2015 - 2016 1 lecturer 2016 - 2017 2 lecturers </td> </tr> <tr> <td style="vertical-align: top;">3.</td> <td style="vertical-align: top;"> 2014 - 2015 lecturer - 120 days 2015 - 2016 support staff - 24 days lecturers - 41 2016 - 2017 support staff - 14 days lecturers - 105 </td> </tr> <tr> <td style="vertical-align: top;">4.</td> <td style="vertical-align: top;"> 2014 - 2015 lecturer - 120 days 2015 - 2016 lecturer - 39 days 2016 - 2017 lecturer - 103 days </td> </tr> </table>	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
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
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

I trust this meets with your requirements.

	<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>
282	<p>Please see the responses to your enquiry below: -</p> <ol style="list-style-type: none"> 1. 15.8% 2. (a) 24.65% (b) 22.34% (c) 20.18% (d) 19.01% 3. (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) 4. 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>
283	<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>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?</p> <p><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>

	<p>Due to disclosure rate no further action is necessary</p> <p><u>Mental Health Support</u></p> <p>1. 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? 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> <p><u>Employment Initiatives</u></p> <p>1. 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? 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.</p> <p>2. Further to the above, can you please provide details of any initiatives in your workplace to support people with disabilities in gaining employment? 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>Dear</p> <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.</p> <p>Kind regards</p> <p>Freedom of Information request – assaults at work</p> <p>I would like to make a freedom of Information Request under the Freedom of Information Act 2005 on behalf of UNISON Scotland</p> <p>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.</p> <p>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.</p>
285	<p>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.</p> <p>1) Numbers of staff employed in financial years 20014/15 and 2017/18 2014/15 – 280 2017/18 – 301</p>

- 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

286 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

	<table border="1"> <tr> <td data-bbox="168 148 1176 236">National 4 Care - FT</td> <td data-bbox="1176 148 1310 236">FE</td> <td data-bbox="1310 148 1579 236">Full Time</td> <td data-bbox="1579 148 2213 236">31</td> </tr> <tr> <td data-bbox="168 236 1176 323">Care Higher A - FT</td> <td data-bbox="1176 236 1310 323">FE</td> <td data-bbox="1310 236 1579 323">Full Time</td> <td data-bbox="1579 236 2213 323">26</td> </tr> <tr> <td data-bbox="168 323 1176 411">SVQ2 Social Services Children and Young People</td> <td data-bbox="1176 323 1310 411">FE</td> <td data-bbox="1310 323 1579 411">Part Time</td> <td data-bbox="1579 323 2213 411">2</td> </tr> <tr> <td data-bbox="168 411 1176 499">SVQ3 Social Services Children and Young People</td> <td data-bbox="1176 411 1310 499">FE</td> <td data-bbox="1310 411 1579 499">Part Time</td> <td data-bbox="1579 411 2213 499">62</td> </tr> <tr> <td data-bbox="168 499 1176 592">SVQ4 Social Services Children and Young People</td> <td data-bbox="1176 499 1310 592">HE</td> <td data-bbox="1310 499 1579 592">Part Time</td> <td data-bbox="1579 499 2213 592">13</td> </tr> </table>	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
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																		
	<p>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</p> <ul style="list-style-type: none"> • 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 Further to your enquiry of 11 September and consequent clarification please find details below of the requested information.

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.

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%
17/18	8	0.04%	12	0.12%

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 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.

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.

290 With reference to your Freedom of Information request please find detailed below the response.

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

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

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 Please see attached the response to your Freedom of Information request. Please note that I have embedded the responses into your letter,

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

Dear Sir/Madam

Freedom of Information Request

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

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.
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.
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.

292 In response to your recent FOI regarding Graduation please find below information from Borders College

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**

	<p>7. Is this attire provided internally or externally from a preferred partner? Robe externally a) What are the costs associated with this hire? £24 per robe hire</p> <p>8. Does your institution provide photography packages for the graduation ceremony? Yes through an external company</p> <p>9. Is this package provided internally or externally through a preferred partner? Externally 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</p> <p>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.</p>
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 SPE	
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-AVI015 - 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	

295

Borders College Response

1. Yes
2. No
3. Not at present
4. N/A
5. First aid at work/emergency first aid at work / first aid at work 2 day re-qualification refresher training
6. N/A
7. N/A

Tendering process for First Aid training courses:

1. Does your organisation use internal trainers to run first aid courses? YES/NO
2. Does your organisation buy in external providers to deliver first aid courses? YES/NO

If the answer to Question 2 is yes, what criteria are used to select the training provider?

3. Does your organisation have any contracts/tenders relating to first aid training? YES /NO

If the answer to Question 3 is YES are these contracts/tenders relating to first aid training part of a larger contracts/tender? YES/NO

4. If you have any tenders relating to first aid training what is the value of these tenders, particularly the first aid element of these contracts/tenders?

5. What areas of first aid training are covered? First Aid at Work / Emergency First Aid at Work / AED training / Paediatric First Aid / Sports First Aid / Refresher training

6. If you have any contracts/tenders relating to first aid training, where are these tenders advertised?

7. For each of the contracts/tenders which include first aid training, what is the renewal date for the tender process?

296 **Questions 1 - 3**
The requested information is published on a regular basis by Borders College (link below) and is already available to the public. Therefore I must advise that in terms of Section 25(1) of the Freedom of Information (Scotland) Act 2002 the information is otherwise accessible.

<http://www.borderscollege.ac.uk/downloads/Trade%20Union%20Facility%20Time%20Publication%20Requirements.pdf>

Question 4
Our RPA Agreement is currently under review but we have attached our existing agreement in response to your request.

Dear Borders College,
 Can you tell me.

1. How many trade union reps are there working at the college?
2. How much time do reps get for their union duties?
3. How many full time union reps are there?
4. Can you give me a copy of your handbook or any other documents you have in relation to the duties performed by union reps?

297 **Please see data below as per SFC Staffing return :**

Year	Teaching staff		Senior Management	
	Male	Female	Male	Female
2017/18	46	80	2	2
2016/17	50	86	3	2
2015/16	54	77	2	2

2014/15	52	80	2	2
2013/14	50	73	2	2
2012/13	48	76	2	2
2011/12	45	76	2	2

We do not classify teaching staff as senior and junior only as teaching and non teaching.

FREEDOM OF INFORMATION REQUEST

This is a freedom of information request under the Freedom of Information (Scotland) Act 2002. The information I require is as follows:

- 1) The number of people in a) senior and b) junior teaching positions, broken down for each year since 2011 and by gender.
- 2) The number of people in College senior management positions, broken down for each year since 2011 and by gender.

298

1. Number of ASN support staff employed by the College:

2016/17 21 staff
2017/18 22 staff
2018/19 24 staff

2. No positions were removed during this period and our provision in this area has increased.

I am writing to you under the Freedom of Information Act to request the following information. If the information can be provided faster than 20 days, please do so.

The number of ASN support staff employed by the college, broken down for each of the last three academic years (2018-19, 2017-18, 2016-17).

The number of ASN staff positions that were removed in each of the last three academic years. Please include the job title of the position that was removed. By removed, I mean that a departing member of staff was not replaced or a contract was not renewed.

299

1. 3407 students attend our College.
2. 265 students have disclosed issues with their mental health.
3. Our College does not provide access to a mental health counsellor.
4. N/A
5. N/A
6. N/A
7. We have a team of Mental Health First Aid trained student support advisers who provide information, advice and guidance on mental health(and other) issues advocating, supporting and signposting students to available services within the community. Learning support is also available where required.
8. The Mental Health Strategy is currently in draft format and is therefore not yet published.
9. £0

	<p>10. No guidance as yet received from the Scottish Government on how and when additional funding support will be allocated or be available. 11. All front line student support and advisory staff have undergone the Mental Health First Aid training as a minimum.</p> <p>1) How many students attend your College 2) How many students have disclosed issues with their mental health? 3) Does your college provide access to a mental health counsellor? a) is the counsellor on-site employee or b) 'buy in' service on an ad hoc basis 4) How many students over the past 2 years (per year) have asked to be referred to counsellor services? 5) How many of these students got to see a counsellor? (per year) 6) Are there a criteria students must meet in order to be referred for counselling? is yes, what is the criteria? 7) What extra support do you offer students who have mental health issues? 8) Could you give me a copy of any mental health strategy/guidelines your College has? 9) What is your yearly budget for mental health services? (last two years) 10) Nicola Sturgeon announced in September last year he an extra £250m would be given to educational institutions for Mental Health a) How much of that funding did you receive? b) What has the funding been spent on? 11) Has your staff undergone mental health training?</p>														
300	<p>1. Staff outwith the scope of the NRPA: Support staff – 5 Lecturing staff – 0 Senior staff - 3</p> <p>2. Only senior staff and staff directly employed in externally funded project posts are outwith the scope of the NRPA.</p> <p>3. No staff have come out of scope in the last year.</p> <p>4. Executive salary increases in line with support staff rises agreed by Regional Board in confidential minute. 1 support staff member of staff as agreed by external Industry Board (DYW) in line with support staff rises.</p> <p><i>Section 38 of the Freedom of Information (Scotland) Act 2002 (FOISA) contains exemptions relating to personal information. Information is exempt from disclosure if it is:</i> <i>the personal data of the person requesting the information (section 38(1)(a));</i></p> <p>On this basis the information relating to this matter is exempt from disclosure and has not been provided</p> <p>5. Roles and FTE numbers for posts outwith the scope of the NRPA:</p> <table border="0"> <tr> <td>Principal</td> <td>1.0 fte</td> </tr> <tr> <td>VP Curriculum and Student Services</td> <td>1.0 fte</td> </tr> <tr> <td>VP Finance and Corporate Resources</td> <td>1.0 fte</td> </tr> <tr> <td>BYT Mentors</td> <td>0.8 fte (2 headcount)</td> </tr> <tr> <td>DYW Project Manager</td> <td>1.0 fte</td> </tr> <tr> <td>DYW Project Officer</td> <td>1.0 fte</td> </tr> <tr> <td>BYW Project Administrator</td> <td>1.0 fte</td> </tr> </table>	Principal	1.0 fte	VP Curriculum and Student Services	1.0 fte	VP Finance and Corporate Resources	1.0 fte	BYT Mentors	0.8 fte (2 headcount)	DYW Project Manager	1.0 fte	DYW Project Officer	1.0 fte	BYW Project Administrator	1.0 fte
Principal	1.0 fte														
VP Curriculum and Student Services	1.0 fte														
VP Finance and Corporate Resources	1.0 fte														
BYT Mentors	0.8 fte (2 headcount)														
DYW Project Manager	1.0 fte														
DYW Project Officer	1.0 fte														
BYW Project Administrator	1.0 fte														

	<p>6. This was an increase of £6073 on gross salary exclusive of on costs.</p>
	<p>Per the Freedom of Information (Scotland) Act 2002 please supply me with the following information in electronic format:</p> <ol style="list-style-type: none"> 1. How many directly employed support staff are currently outwith the scope of the NRPA. Specifically, how many support staff, how many lecturing staff and how many other staff including senior staff are not included in the national bargaining arrangements for the college sector? 2. How does the College determine which staff are outwith the scope of the NRPA? If there is a procedure or any supporting/explanatory documentation (e.g. board papers), please attach a copy. 3. How many staff have come out of scope in the last year? Who made the decision to remove these roles from scope. Again, please provide copies of any supporting documentation. 4. If any staff outwith scope received pay rises in the last year, who made the decision to award these? Please provide a copy of any supporting documentation. 5. Please list the roles and FTE (full-time equivalent) numbers for posts outwith the scope of the NRPA. 6. What was the total annual cost of these pay rises for the staffing group outwith the NRPA over the past year? <p>Please acknowledge receipt of this information request and I shall look forward to receiving your full disclosure within 20 working days.</p>
<p>301</p>	<p>Borders College does not hold the information in the format you have requested. We therefore must advise that in terms of Section 25(1) of the Freedom of Information (Scotland) Act 2002 the information sought is not held.</p> <p>I am writing to make a Freedom of Information request in order to discover:</p> <p>The number of students currently pursuing courses or modules which relate to renewable energy, broken down by gender.</p> <p>In more detail; my intention is to show that there are a broad range of skills currently being developed in Scotland which will both support the development of renewable energy projects domestically and provide skills which can be exported, boosting Scotland's economy and presenting the country as the go-to resource for green energy skills. I am also interested in the gender diversity of the students concerned, as our industry has ambitious targets on diversity and these figures could provide an indicator of how achievable they are.</p> <p>I imagine that many of the students will be studying engineering-related disciplines, but that renewable energy could also play a part in courses or modules covering:</p> <ul style="list-style-type: none"> • Accountancy • Business • Computing • Data analysis • Energy policy • Law • Management • Physics <p>If you have any further questions, or if there is anything I can do to simplify a request which you will note is broad in scope, please do get in touch.</p>
<p>302</p>	<p>We have had 2 incidents of threatening behaviour towards staff during 2018/19. Both were verbal and aggressive behaviour, both were committed by students although 1 involved the students son, and both were against staff members in the Student advice centre.</p>

	<p>We would like to request a copy of any statistics or records you hold on assaults on your workforce that have occurred in the course of their employment in the 12 months from 31st May 2108 – 31st May 2019 (or the statistics that you hold which most closely correspond to this time period).</p> <p>We would also like a breakdown of that information – specifically the nature of the assault and the category of worker (e.g. job title , area of work).</p>
303	<p>Borders College offers advice, guidance and support for all students through its Pastoral and Wellbeing service using Student Advisors for a wide range of student welfare and wellbeing requirements of which bereavement is one. Counsellors is not a term we use. Responses are below.</p> <p>I'm looking for information regarding the bereavement services which are available in your university or college. Please could you answer the following:</p> <ol style="list-style-type: none"> 1. Do you offer special provisions for counselling services for students specific to bereavement? Yes we offer special provisions for counselling services for students specific to bereavement, through our Student Advisors who will support and provide advice and guidance and recommend specialists where required. 2. Do you offer any support or counselling services for students? Yes, as above 3. Do you have an institution wide policy/guidance regarding caring for students following a bereavement? No, we do not have an institution wide policy/guidance regarding caring for students following a bereavement – this is encompassed in our Guidance Policy covering all aspects of students experiences. 4. Do your policies or practices exclusively relate to support for students who have lost parents or does your support factor in other forms of bereavement, such as losing a sibling? No, our policies do not explicitly refer to students who have lost parents or siblings. Our Guidance Policy covers all support requirements. 5. Can you tell me what special provision you have for offering extensions and academic breaks in study after a bereavement? Any special provision for offering extensions and academic breaks in study after a bereavement will be discussed and arranged through discussion with course tutors and supported through the guidance procedure. 6. How much money did you allocate to counselling and support services for bereavement per year (Jan 2016-Jan 2019)? Resources to support bereavement are embedded within the current student support services budget. 7. If you feel you would like to offer an opinion, would you say your institution feels you are offered enough from the Government in order to support students who have experienced bereavement while studying? We access ongoing CPD and training to ensure Student Advisors are equipped to provide appropriate support.
304	<ol style="list-style-type: none"> 1. We have 6 College campuses. 2. Staffing FTE numbers: 105.23 support staff; 82.44 lecturer and 3 earning over £70k. 3. Approximate number of students in attendance across all campuses on a normal term week = 1358. 4. Number of students in attendance on a Saturday = 0. 5. Number of students in attendance during the summer = 0. 6. Number of students in attendance on a normal term week in the evening = approximately 173 per evening. 7. Number of first aiders: 9 support staff, 12 lecturers and 0 staff earning over £70k. 8. Term time first aiders: 12 lecturers. 9. Number of first aiders classed as support staff and being paid the £500 per annum = 2. 10. Number of first aiders classed as support staff and not being paid the £500 per annum = 7. 11. Reasons for not being paid the £500: have not qualified or renewed since November 2018. 12. Those first aiders not in receipt of the £500 are expected to be paid the £500 per annum as follows: 2019 – 1, 2020 – 2, 2021 – 4 13. <ol style="list-style-type: none"> 1) Please advise how many College Campuses you have? 2) Please state your staffing FTE numbers broken down by support staff, lecturers and staff earning over £70k. 3) Please advise how many students you have approximately in attendance in all campuses during the day on a normal term week (please include all students). 4) Please advise how many students you have approximately in attendance in all campuses on a normal term week on a Saturday? 5) Please advise how many students you have approximately in attendance in all campuses during the Summer? 6) Please advise how many students you have approximately in attendance on a normal term week in the evening (after 5)?.

	<p>7) Please advise how many first aiders you have in total in the College broken down between support staff, lecturers and staff earning over £70,000.</p> <p>8) Please advise how many First Aiders are term time?</p> <p>9) How many of your first aiders classed as support staff are now being paid the £500 per annum as per the last t's and c's deal of November 2018.</p> <p>10) How many are not?</p> <p>11) If some are not please explain the reasons why?</p> <p>12) For the total number of first aiders not in receipt of £500 per annum please state when you expect them to be paid the £500 per annum? Please break this down by year if required.</p>
<p>305</p>	<p>As per the Freedom of Information (Scotland) Act 2002 please supply me with the following information in electronic format:</p> <p>1) How many staff do you have who are not on permanent contracts (please break down by support staff, lecturers, and staff earning over £70k)? 12 Support staff, 53 lecturers, 0 over £70k</p> <p>2) Please provide a breakdown of how many of these staff have now been employed for over one year (again broken down by support staff, lecturers and staff earning over £70k). 3 support staff, 34 lecturers</p> <p>3) Please provide a breakdown of how many of these staff have now been employed for over two years (again broken down by support staff, lecturers and staff earning over £70k). 1 support staff, 21 lecturers (evening class staff who have been on payroll longer but may only work 8 weeks per year)</p> <p>4) How many support staff (from question 1) are on time limited contracts due to project based funding, or sickness or maternity cover? 2 lecturers, 4 support staff</p> <p>5) How many (Support) staff (from question 3) have been transferred to permanent (contracts) since the 19th of October 2018? None</p> <p>6) Please give reasons (and breakdown of numbers by reason) why support staff not affected by question 4 and employed for over 2 years have not yet been made permanent? Although on payroll from 2016 only works a few weeks per year and does not have continuous service as only employed intermittently during the session</p> <p>7) Please give reasons (and breakdown of numbers by reason) why support staff not affected by question 4 and employed for over 1 year have not yet been made permanent? As 6</p> <p>8) Have you supplied a list, of Support Staff not affected by question 4 to the local Trade Union Stewards? Yes</p> <p>9) In relation to questions 7 & 8 was this discussed at a formal meeting with support staff Trade Unions (e.g. JNC)? Discussed directly with UNISON rep at a one to one informal meeting as we have joint LJCNC meetings with EIS</p> <p>10) If so please supply the minute of meetings since October 2018 relating to (see also STS Circular 05/18)? See 9</p> <p>11) How many staff on temporary (change temporary to "not on permanent") contracts have had contracts ended since October 2018 (please break down by support staff, lecturers and staff earning over £70k). None</p> <p>12) If you have staff affected by your answers to questions 6 & 7 can you detail your plan to address in relation to circular STS 05/18? Will be addressed if and when staff member returns for session 19/20.</p> <p>Please acknowledge receipt of this information request and I shall look forward to receiving your full disclosure within 20 working days.</p>
<p>306</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>1) The number of car parking spaces you have for your employees at all your properties, and the location of said properties. Galashiels Campus – 95 staff spaces, Hawick Campus – 24 staff spaces, Newtown Campus- 12 staff spaces, Tweedbank Campus- 8 Staff Spaces</p> <p>2) If your employees have completed a staff travel survey which includes questions on the method of transport used to get to their place of work, and if so, when. Completed a Travel plan in 2009 detailing modes of transport and facilities available to staff.</p> <p>3) If yes to Q2, what percentage of staff said they used a car as their primary method of transport to work. Do not have the original analysis results of the 2009 survey.</p>

307	<p>The Information requested is provided on spreadsheet as requested,</p> <p>I am writing to make an open government request for all the information to which I am entitled under the Freedom of Information Act 2000. Please complete the attached spreadsheet and provide the information to me by return email:</p> <ul style="list-style-type: none"> Number of staff within the organisation Number of Full Time Students Number of Part Time Students Annual IT spend - last financial year IT Budget - next financial year Number of PC's within the IT network Number of Laptop/Mobile Devices Plans for new sites over next 3 years Information relating to IT equipment and software
308	<p>Borders College does not offer student accommodation options and is not involved in arranging student accommodation contracts therefore have no requirement to offer Rent Guarantor Schemes. We therefore must advise that Exemption 17 applies and in terms of Section 17 of the Freedom of Information (Scotland) Act 2002 the information sought is not held.</p> <ol style="list-style-type: none"> 1. Does your institution offer a rent guarantor scheme for students who do not have access to a UK based guarantor? 2. If yes: <ol style="list-style-type: none"> a. provide information regarding eligibility, and what categories of students the scheme is open to b. is there a limit on institutional resource within this scheme c. details of the cost to students of accessing this scheme d. Information regarding what length of tenancies the scheme covers e. information as to whether this service provided in partnership with any third-party rent guarantor organisations
309	<p>Responses to FOI request below:</p> <p>I want to put in a freedom of information request for the number of sanitary products that have been issued to students in 2018/19? 4840</p> <p>I would also like to know how much this would cost the university? £7,218</p> <p>Would I like this information to be sent to me via email?</p>
310	<p>Number of staff within your organisation 320</p> <p>Number of Full Time Students 1200</p> <p>Number of Part Time Students 1371</p> <p>Number of campuses 6</p> <p>How many right of access requests did you receive from data subjects between 25 May 2018 and 25 May 2019? 3</p> <p>How many of these right of access requests were fulfilled within one calendar month? 3</p> <p>How many requests for personal information did you receive from official authorities or law enforcement between 25 May 2018 and 25 May 2019? 0</p> <p>How many right to erasure requests did you receive from data subjects between 25 May 2018 and 25 May 2019? 0</p> <p>How many of these right to erasure requests were fulfilled within one calendar month? 0</p> <p>How many personal data breaches as defined within GDPR did your organisation internally register between 25 May 2018 and 25 May 2019?* 0</p>

	<p>How many of these breaches were reported to a supervisory authority such as the ICO? 0</p> <p>How many full time employees form your data protection team? 0</p> <p>How many part time employees form your data protection team? 0</p> <p>Has your organisation outsourced your Data Protection Officer? E.g. DPO as a service Yes</p> <p>What is the payscale of the Data Protection Officer in GBP? Information not held by Borders College - held by HEFESTIS</p> <p>Does this salary include payment for jobs outside the scope of information governance? No</p> <p>Please outline your organisations data protection governance structure Data Protection in place which details roles, responsibilities etc. and is on the College website - http://www.borderscollege.ac.uk/downloads/data_protectionfebruary2019.pdf</p> <p>Have you released training on data protection to staff post-GDPR? Yes</p> <p>What percentage of staff have completed post-GDPR data protection training? 62%</p> <p>What is your lawful basis for contact with parents? See comments in box 45</p> <p>Lawful basis in relation to students and communications with parents depends on the age of the student and also specific legislation in Scotland and section 208 of the Data Protection Act 2018</p>
311	<p>1) Please provide me with a list of all the publicly-owned assets that your institution has sold in the previous five years, in Excel spreadsheet form.</p> <p>Please include the criteria included in Edinburgh City Council's Asset Register: http://www.edinburgh.gov.uk/downloads/file/12475/asset_register_2019</p> <p>For each sold asset, please also include:</p> <ul style="list-style-type: none"> -The sale price -The buyer -The date of sale <p>2) Please provide me with a list if all the assets currently owned by your institution in the same format (or please provide a link if publicly available).</p>
312	<p>1. How much (in % terms) did the college's executive (or senior) management team members' salaries increase by in 2018-19? 2%</p> <p>2. Was any form of bonus paid to the college's executive (or senior) management team members in 2018-19? If so, how much. No</p> <p>3. What were the salary increases (in % terms) in 2018-19 for all posts which are above level 3 in the promoted posts lecturing structure? 2%</p> <p>4. What was the lowest executive (or senior) management salary increase in 2018- 19, taking into account any bonus, pension increment or additional payment of any kind. Please give details of these if applicable. 2% on salary only</p> <p>5. What was the highest executive (or senior) management salary increase in 2018- 19, taking into account any bonus, pension increment or additional payment of any kind. Please give details of these if applicable. 2% on salary only</p> <p>6. What was the average executive (or senior) management salary increase in 2018-19, taking into account any bonus, pension increment or additional payment of any kind. Please give details of these if applicable. 2% on salary only</p>
313	<p>Information supplied by email</p> <p>Request for following:</p> <ol style="list-style-type: none"> 1. Copies of all teaching materials for the hairdressing courses at Borders College relating to the washing of hair 2. Copies of all teaching materials for the hairdressing courses at Borders College relating to beauty parlour syndrome 3. Copies of all teaching materials for the hairdressing courses at Borders College relating to strand testing
314	<p>1. Did the College transfer any monies to any Arm's Length Foundation (ALF) in the last Academic Year (2018-19). £150k</p> <p>2. If the College did transfer monies;</p>

	<p>(a) to which ALF where monies transferred – please include name and address. Borders Further Education Trust, Scottish Borders Campus, Nether Road, Galashiels, TD1 3HE</p> <p>(b) the amount transferred to each ALF £150k</p> <p>3. How money received from an Arm's Length Foundation (ALF) in the last Academic Year (2018-19) was spent by the college. Nil</p>
315	<p>Response sent by mail</p> <p>The termination of Borders College's CLA Education Licence with effect from 1 August 2017.</p> <p>This request is made in respect of any paper or electronic records, including but not limited to internal communications, reports, files and file minutes (including agenda and minutes of corporate management, senior managers and other management meetings), directives to staff, internal e-mails and correspondence.</p> <p>Questions are asked in relation to:</p> <ol style="list-style-type: none"> 1. Independent legal advice 2. Impact on stakeholders 3. Copyright Policy 4. Other copyright-related policies and procedures 5. Other
316	<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. Please advise over the period (1 April 2017 to 12 March 2020), 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 2017 to 31 March 2018, 1 April 2018 to 31 March 2019 and 1 April 2019 to 12 March 2020). <ul style="list-style-type: none"> 2017/18 10 (6 ss 4 lect 0 > £70K) 2018/19 15 (7 ss 8 lect 0 >£70k) 2019/20 12 (4 ss 8 lect 0 >£70k) 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 2017 to 31 March 2018, 1 April 2018 to 31 March 2019 and 1 April 2019 to 12 March 2020). <ul style="list-style-type: none"> 2017/18 2 (1 ss 1 lect 0>£70k) 2018/19 7 (5 ss 2 lect 0>£70k) 2019/20 5 (3 ss 2 lect 0>£70k) 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 2017 to 31 March 2018, 1 April 2018 to 31 March 2019 and 1 April 2019 to 12 March 2020). <ul style="list-style-type: none"> 2017/18 695 (174 ss 521 lect 0>£70k) 2018/19 893 (157 ss 736 lect 0>£70k) 2019/20 380 (147 ss 233 lect 0 >£70k) 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 2017 to 31 March 2018, 1 April 2018 to 31 March 2019 and 1 April 2019 to 12 March 2020). <ul style="list-style-type: none"> 2017/18 113 (15 ss 98 lect 0>£70k)

2018/19 322 (116 ss 206 lect 0>£70k)
2019/20 248 (132 ss 116 lect 0>£70k)

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 2017 to 31 March 2018, 1 April 2018 to 31 March 2019 and 1 April 2019 to 12 March 2020).

2017/18 1 support staff
2018/19 4 support staff
2019/20 0

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 2017 to 31 March 2018, 1 April 2018 to 31 March 2019 and 1 April 2019 to 12 March 2020).

None

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

http://www.borderscollege.ac.uk/downloads/stress_at_work_policy_and_proceduremay2019.pdf

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

No

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?

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

- Does your college provide onsite counselling services for students?

We commenced counselling services for students in Feb2020 following the implementation of the Scottish Government initiative and funding for improved counselling services across FE and HE.

- How many counsellors does your college employ?

Currently we have two

- How many hours are each of your counsellors employed for?

1 x 20 hours per week

1x Ad hoc (on demand) hours – currently around 10/15 hours per week

- Are all of your counsellors fully qualified and registered counsellors?

Yes, this is also a requirement of the new funding/initiative

- Do you have designated counselling space for these services?

Yes

- Does your college use external counselling services?

Yes we signpost to various local service providers dependent on student requirements

- How many students have studied or study at your college in the previous and current academic year?

18/19= 4507

19/20 to date = 3591

- How many appointments have been provided for your students by counsellors in the previous and current academic year?

Previous year = Nil as no service prior to Feb2020

February/March 2020 =10

- Have you employed an additional counsellor as a result of the additional funding provided by the Scottish Government in relation to the provision of counselling services?

This additional funding has enabled us to launch a counselling service for the College for the first time

	<ul style="list-style-type: none"> • Have all staff been trained in signposting students who may benefit from counselling services to the appropriate support at your college? All staff undergo Safeguarding training which includes signposting for specific services • Is this training voluntary or mandatory? Mandatory
318	<p>I hope you are keeping well under the current circumstances. In relation to your request below, unfortunately I can confirm that the Campus CCTV system is programmed to auto delete saved images after a relatively short duration for security purposes and is no longer available.</p> <p>An allegation has been made against me for an incident that took place on 13th February 2020 at approximately 16:00hrs at the main reception.</p> <p>Under the freedom of Information act I would like to request a copy of the CCTV footage for the time and date covering the area stated above, I would be obliged if you could send this to me at the following address,</p>
319	<ol style="list-style-type: none"> 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?
320	<p>Dear Borders College,</p> <p>Under Freedom of Information Scotland, I wish to receive the following information within 20 working days:</p> <p>(1) How many hours of facility time per week are allocated to the various trade unions within your college for local business and how is this determined? Is it allocated by trade union or by steward? Please provide a breakdown by trade union. 9 Hours to EIS which they allocate between their H&S Rep, Branch Secretary and Assistant Branch secretary 1 hour to UNISON which was increased during JE project</p> <p>(2) How many stewards do you have for each recognised union? EIS - 3 UNISON - 1</p> <p>(3) Over and above the core allocation to the stewards involved in the local bargaining machinery, do you provide additional facility time to health and safety, learning or equalities reps? If so, please detail arrangements for each trade union and indicate whether or not this allocation is already covered in your response to question one or whether this is additional. Already covered above, EIS determine the split of the 9 hours but historically this has been 1 to H&S rep and 1 to the Assistant Branch Secretary who also acts as Learning Rep.</p> <p>(4) Is more time given to stewards who are involved in the local bargaining machinery to those who are not? Please specify the amount per week for each trade union. No</p>

	<p>(5) Are any of your local stewards involved in the national bargaining machinery? If so, how much time is allocated to them per week to facilitate this and how many stewards are involved? Please detail for each trade union and indicate whether or not this time is already included in your response to question one or whether this is an additional allocation. No</p> <p>(6) Are any of your local stewards on facility time to run a trade union branch? If so, how many for each trade union and how many hours per week are allocated? Again, is this additional to the response provided for question one? No</p> <p>(7) When stewards are on union business, are there back-filling arrangements in place to cover their work? Please detail the arrangements for each of the recognised unions. EIS have class contract remission time UNISON have been able to claim additional hours payment by agreement</p> <p>(8) Does your college support the notion of a central facility time fund whereby each college within the sector pays an equal share of the costs associated with national bargaining? Yes, to be managed and allocated by the Employers Association</p> <p>(9) If you answered yes to question 8, please indicate whether or not this position has been put formally to the Employers Association in any relevant discussions/votes. This was discussed at the Employers Association meeting.</p>
321	<p>I would like to request the following information under the Freedom of Information (Scotland) Act 2002.</p> <p>Details of discretionary funding</p> <ul style="list-style-type: none"> • Details of your institutions' discretionary funding including the different funding streams on offer, (e.g. hardship funding, childcare support, housing support etc.) eligibility, and any changes made during the Covid-19 pandemic We offer further and higher education discretionary funding and help with childcare costs. These funds are disbursed following the eligibility criteria provided by SAAS and SFC. National policies and guidance can be found on the SAAS and SFC websites. Changes made during the Covid-19 pandemic were also in line with SAAS and SFC instructions and guidance provided throughout the period. These instructions can be found on the respective websites. • The same detail for any other student support funds administered by your institution, including funds provided by donors We also administer further education bursaries and Education Maintenance Allowance payments following the SFC national policy and further guidance provided during the pandemic. The details of payments made, below are those paid directly to the student. They are also provided with kit and travel passes that are paid for on their behalf from bursary funds. • Details of how your institution promotes student support funding streams to students, and any changes made during the Covid-19 pandemic Funding streams are promoted electronically using mailshots, social media posts and podcasts. Students are also advised of availability by the Student Association, curricular staff and support services during 1-1 discussions. <p>Number of applications See stats</p> <ul style="list-style-type: none"> • The number of successful applications for discretionary funding each month in financial year 2018/19, broken down by category (e.g. hardship funding, childcare support, housing support etc). • The number of unsuccessful applications for discretionary funding each month in financial year 2018/19, broken down by category (e.g. hardship funding, childcare support, housing support etc). • The number of successful applications for discretionary funding each month in financial year 2019/20, broken down by category (e.g. hardship funding, childcare support, housing support etc).

	<ul style="list-style-type: none"> The number of unsuccessful applications for discretionary funding each month in financial year 2019/20, broken down by category (e.g. hardship funding, childcare support, housing support etc). The same detail for any other student support funds administered by your institution, including funds provided by donors <p>Total amount paid</p> <p>See stats</p> <ul style="list-style-type: none"> The amount of successful applications for discretionary funding each month in financial year 2018/19, broken down by category (e.g. hardship funding, childcare support, housing support etc). The amount of unsuccessful applications for discretionary funding each month in financial year 2018/19, broken down by category (e.g. hardship funding, childcare support, housing support etc). <p>The amount of unsuccessful applications for discretionary funding each month in financial year 2018/19, broken down by category (e.g. hardship funding, childcare support, housing support etc). £0</p> <ul style="list-style-type: none"> The amount of successful applications for discretionary funding each month in financial year 2019/20, broken down by category (e.g. hardship funding, childcare support, housing support etc). The amount of unsuccessful applications for discretionary funding each month in financial year 2019/20, broken down by category (e.g. hardship funding, childcare support, housing support etc). <p>The amount of unsuccessful applications for discretionary funding each month in financial year 2019/20, broken down by category (e.g. hardship funding, childcare support, housing support etc). £016/10</p> <ul style="list-style-type: none"> The same detail for any other student support funds administered by your institution, including funds provided by donors <p>Should you require any clarification in relation to the above information, please do not hesitate to get in touch.</p>																				
322	<p>Borders College does not record the information requested, therefore I must advise that in terms of Section 17 of the Freedom of Information (Scotland) Act 2002 the information sought is not held. Website link to Procurement Policy was provided.</p> <p>Could you please provide data on Borders College's total annual spend on fair trade goods? Could you break it down by vendor name; whether they were contracted/non-contracted; description of item(s) purchased; and the total value per order? I've attached an example below for further clarification. Could you also include items purchased for resale?</p> <p>I am aware that, given potential limitations, you may only be able to capture spend where purchasers have specifically used such terms as "fair" and "trade", "fairtrade" or "fairly" and "traded" in their requisitions, and so items where buyers have used catalogue item numbers will not be reflected in the data. I will be sure to state these issues in my research paper.</p> <p>As a final request, could you also attach your current general policy on the procurement of fairly and ethically traded goods and services, in line with section 15(5)(b)(v) of the Procurement Reform (Scotland) Act 2014?</p>																				
323	<p>Dictionary funding applications</p> <ul style="list-style-type: none"> The number of successful applications for discretionary funding each month in financial year 2020/21 so far, broken down by category (e.g. hardship funding, childcare support, housing support etc). <table border="1" data-bbox="268 1181 1299 1324"> <thead> <tr> <th></th> <th>Sep</th> <th>Oct</th> <th>Nov</th> </tr> </thead> <tbody> <tr> <td>FE Discretionary Fund</td> <td>12</td> <td>170</td> <td>4</td> </tr> <tr> <td>HE Discretionary Fund</td> <td>2</td> <td>11</td> <td>1</td> </tr> <tr> <td>Childcare</td> <td>9</td> <td>12</td> <td>14</td> </tr> </tbody> </table> <ul style="list-style-type: none"> The number of unsuccessful applications for discretionary funding each month in financial year 2020/21 so far, broken down by category (e.g. hardship funding, childcare support, housing support etc). <table border="1" data-bbox="268 1372 1299 1417"> <tbody> <tr> <td>FE Discretionary Fund</td> <td>1</td> <td>0</td> <td>0</td> </tr> </tbody> </table>		Sep	Oct	Nov	FE Discretionary Fund	12	170	4	HE Discretionary Fund	2	11	1	Childcare	9	12	14	FE Discretionary Fund	1	0	0
	Sep	Oct	Nov																		
FE Discretionary Fund	12	170	4																		
HE Discretionary Fund	2	11	1																		
Childcare	9	12	14																		
FE Discretionary Fund	1	0	0																		

HE Discretionary Fund	2	0	0
Childcare	0	0	0
• The same detail for any other student support funds administered by your institution, including funds provided by donors			
<u>Successful Applications</u>			
FE Bursary	318	386	392
EMA	55	67	67

Applications Refused

FE Bursary	25	1	0
EMA	0	0	0

Total amount paid or refused

- The amount paid in successful applications for discretionary funding each month in financial year 2020/21 so far, broken down by category (e.g. hardship funding, childcare support, housing support etc).

FE Discretionary Fund	£379.32	£54,674.44	£1,081.80
HE Discretionary Fund	£80.90	£3,322.80	£50.90
Childcare	£1,300.82	£3,012.73	£2,046.23

- The amounts refused in unsuccessful applications for discretionary funding each month in financial year 2020/21 so far, broken down by category (e.g. hardship funding, childcare support, housing support etc). £0

- The same detail for any other student support funds administered by your institution, including funds provided by donors

FE Bursary	£59,269.93	£136,894.55	£70,729.25
EMA	£3,300.00	£6,720.00	£4,020.00

Digital inclusion funding

- Details of whether and how your institution is administering [SFC funding to tackle digital exclusion](#) (including details of equipment that has been purchased or any plans to do so, how this being provided to students, and the number of students who have benefitted.)

To date, we have distributed 531 laptops to students. These devices are made up of stock already held by the College with an additional 150 devices purchased using the funding provided by SFC to tackle digital exclusion, and the balance from discretionary funds. We have also entered into contracts to provide dongles to students who do not have internet access.

The additional devices and dongles are included in the student numbers and expenditure provided above.

Good Evening

I wish to submit a Freedom of Information Request on the organisations spend / usage of Covid-19 PPE items and have a list of 17 short questions which I would appreciate a response on.

Q1 Please provide the contact details for the person responsible in procurement for PPE. i.e. name and email address. If unable to provide individual name, please provide a general email for Procurement

katrina Fitzgerald - kfitzgerald@borderscollege.ac.uk

jake Dixon - jakedixon@borderscollege.ac.uk

Q2 Can you confirm if hand gel / hand sanitiser is being procured to combat Covid-19 and if so, can you please provide alcohol content and the sizes of bottles being purchased i.e. 100ml, 236ml, 500ml and 5L

Yes, I can confirm that we purchase 100ml and 500ml

Q3 In respect of Q2, can you please confirm the estimated usage on a monthly basis for each of the sizes i.e. 100ml, 236ml, 500ml and 5L

	<p>100ml x 120. 500ml x 10</p> <p>Q4 In respect of Q3, can you please confirm the estimated monthly spend on each of the sizes i.e. 100ml, 236ml, 500ml and 5L 100ml = £177.60. 500ml to refill dispensers. The hand sanitiser is supplied FOC. (Monthly rental of sanitiser units is £114.18 for 130 units) ,</p> <p>Q5 Please provide the name of the company(s) currently supplying Hand Gel Cromwell Ltd. Initial UK. Borders Safety Supplies. Bunzl Cleaning & Hygiene Supplies</p> <p>Q6 Can you confirm if Nitrile Gloves EN455 is being procured to combat Covid-19 and if so can you please provide the sizes of gloves being purchased i.e. small, medium, large, extra large Yes- S, M, L & XL</p> <p>Q7 In respect of Q6, can you please confirm the estimated usage on a monthly basis for each of the sizes i.e. small, medium, large, extra large S= 2350. M=2800. L=1920. XL=1700</p> <p>Q8 In respect of Question 7, can you please confirm the estimated monthly spend on each of the sizes i.e. small, medium, large, extra large S=£293.75. M=£350.00. L=£240.00. XL=£212.50</p> <p>Q9 Please provide the name of the company(s) currently supplying Nitrile Gloves Cromwell Ltd. Borders Safety Supplies</p> <p>Q10 Can you confirm if Type IIR Face Masks is being procured to combat Covid-19 Yes</p> <p>Q11 In respect of Question 10, can you please confirm the estimated usage on a monthly basis of Type IIR Face Masks 1760</p> <p>Q12 In respect of Question 11, can you please confirm the estimated monthly spend on Type IIR Face Masks £616.00</p> <p>Q13 Please provide the name of the company(s) currently supplying Type IIR Face Masks Cromwell Ltd. Borders Safety Supplies</p> <p>Q14 Can you confirm if Alcohol Antibacterial Wipes is being procured to combat Covid-19 Yes</p> <p>Q15 In respect of Question 14 can you confirm the sizes currently being procured i.e. Tub of 100 and or Tub of 500. 500's</p> <p>Q16 In respect of Q15 can you please confirm the estimated usage on a monthly basis for each of the sizes i.e. Tubs of 100 and Tubs of 500 Alcohol Antibacterial Wipes 73</p> <p>Q17 In respect of Question 16, can you please confirm the estimated monthly spend on Tubs of 100 and Tubs of 500 Alcohol Antibacterial Wipes I look forward to receiving your response within the agreed FOI timescales. £1385.55</p>
325	<p>Per the Freedom of Information (Scotland) Act 2002 please supply me with the following information in electronic format:</p> <p>Please provide details of numbers of FTE posts furloughed during the qualifying furlough period including details of the following:</p> <p>(1) A breakdown of FTE numbers for support staff, teaching staff and senior staff.</p>

	<p>30.3 FTE support staff 11.25 teaching staff were furloughed during the period but not for the whole period (2) Details of how much revenue was generated from the furlough exercise by category - support staff, teaching staff and senior staff. Claims for £75,981.89 for teaching staff and £182,022.13 for support staff have been made to date Please acknowledge receipt of this information request and I shall look forward to receiving your full disclosure within 20 working days.</p>
326	<p>Per the Freedom of Information (Scotland) Act 2002 please supply me with the following information in electronic format:</p> <ol style="list-style-type: none"> Please provide the total number of Staff (FTE) split into Support/Lecturing/Management, who have been granted Voluntary Severance along with details of their Job Title - broken down separately from 1 January 2020 to 31 December 2020 and from 1 January 2021 to date. None Please also provide the total costs (both College and SFC) of the Voluntary Severance scheme, broken down separately from 1 January 2020 to 31 December 2020 and from 1 January 2021 to date. N/A Please also provide the total savings made in the College as a result of the listed roles receiving Voluntary Severance, broken down from 1 January 2020 to 31 December 2020 and from 1 January 2021 to date N/A
327	<p>Please could you supply me with the following information?</p> <ol style="list-style-type: none"> How many women are now on the board of your organisation and how many people of other genders are there? 11 women, 6 men Is the current Chairperson (or person with an equivalent role) a woman or someone of another gender? Woman What is the current median FTE pay for men and women in the organisation? Men £38504.84 Women £26901.29 <p>In addition, I would be grateful if you could provide me with the following information about board members.</p> <ol style="list-style-type: none"> Please supply the names of everyone currently on the board along with their registers of interest and the date that their register was last updated. This information is available on the College website: http://board.borderscollege.ac.uk/board-member-profiles/ Please supply details of any payments made to any of the board members in the last 12 months, and a summary of the purpose of each payment. Chair's salary as directed by Scottish Government of £14629.36 and travel expenses of £158.40
328	<p>Please see the attached spreadsheet requesting information under the Freedom of Information (Scotland) Act 2002. The spreadsheet also provides a glossary of terms used in the questions and is the preferred method for your responses to be returned.</p> <p>Your authority's responses will be used to investigate the implementation of Software Asset Management and its effects on public authorities within Scotland. This information will be used in my final year dissertation for the university course I am studying, IT Management for Business. The attached information sheet summarises what your authority's responses will be used for, the role your answers will play, and how to request the removal of your authority's responses from the study.</p>
329	<ol style="list-style-type: none"> Does the College provide 'Safe Leave' for members of staff who have experienced domestic abuse? See attached policy page 10 If Safe Leave is in place, can you please tell me how many days safe leave is available? As required, no limit What is the criteria to be eligible for Safe Leave? See attached policy Is Safe Leave paid? Yes Can you please provide me with a copy of your Safe Leave policy? Attached within Gender Based Violence Prevention and Support Policy and Procedure If the College has no Safe Leave policy- can the College explain why this support is not in place? N/A If you have no policy in place does the College have any plans to introduce a safe leave policy in the next 12 months? N/A More broadly does the College have a specific policy or support in place for staff who are experiencing domestic abuse, if yes can you please provide me with a copy of the policy or support document, including criteria used if any to assess eligibility for the support Attached

	<p>9. If the College does not have a specific policy or support, can you provide information as to what the College put in place during COVID-19 to support staff experiencing domestic abuse if any? N/A</p> <p>10. Has the College identified if domestic abuse support would be at the line managers discretion or if not, who would determine if a member of staff was eligible for any support? See attached policy</p> <p>11. Has the College introduced any training for staff on Domestic Abuse impacting on staff employed by the College? Yes</p> <p>12. Between October 2019 and October 2020 how many members of staff have asked for support for Domestic Abuse and what type of support did staff ask for? One, period of absence and support from OH</p> <p>13. Please can you tell me if you have an Employee Assistance programme and if so who your Employee Assistance Provider is and how long you have used them? E have self referral to support from Occupational Health Service</p> <p>14. Please can you complete the tables on the next page The available information on gender pay gap and occupational segregation and data on male and female is contained in the Mainstreaming Report attached from page 28. Please come back to me if you are unable to extract the information you require from these tables.</p> <p>15. Do you wish to add any comments on the data in the table in relation to Athena Swan or any other policy or College position re gender pay? We do not use Athena Swan – Please see our attached College Mainstreaming Report and gender pay gap analysis</p> <p>16. Is there any further information you would like to share with me with regards to support for staff experiencing domestic abuse? No</p>
330	<p>Please see attached diagram</p> <p>I'd like to make a FOI request please. Please provide the departmental structure and job descriptions for members of the college's ICT support team(s) and associated teams.</p>
331	<p>What is requested is a list of these payments, ideally in Microsoft Excel format, which contains as much of the following information for each payment as possible.</p> <ul style="list-style-type: none"> • Supplier name • Amount paid, excluding VAT • Payment date (or some other relevant transaction date) • A unique invoice-id or a transaction-id number for each payment. • Some description of the nature of the expense <p>I am not asking you to do manual time consuming compiling. I am only asking for an extract from your accounting software with as much of the above stated information as you can conveniently and reasonably provide.</p>
332	<p>In excel spreadsheet form, please list any public relations, communications, media consultancy or lobbying firms hired by your organisation in the last five years: Please provide:</p> <ul style="list-style-type: none"> – 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 <p>For avoidance of doubt, please provide more detail than, for example, "communications and PR support". Instead, please detail what specific issues were communicated and how this was done.</p>
333	<p>The details I require are:</p> <ul style="list-style-type: none"> • Has confidential waste being procured via tender or framework or another means? (Due to low value tender/framework not unitised) • If a framework, could you confirm the name of the framework please?

- Actual contract values of each framework/contract (& any sub lots) ([Under £1000 PA](#))
 - Start date & duration of contract ([No Contract in place, call off only when required](#)) ?
 - Is there an extension clause in the framework(s)/contract(s) and, if so, the duration of the extension? [No](#)
 - Has a decision been made yet on whether the framework(s)/contract(s) are being either extended or renewed? [No](#)
 - Who is the procurement officer responsible for this contract and could you provide their email address and phone number please? (Finance@borderscollege.ac.uk)
([0870 050 5152](tel:08700505152))
- Who is the senior officer (outside of procurement) responsible for this contract and could you provide their email address and phone number please? ?
(reception@borderscollege.ac.uk) ([0870 050 5152](tel:08700505152))
- Who is the current supplier? ([Restore data shred](#))
 - If your current supplier is a Facilities Management/Waste/Cleaning Company, which sub-contractor services your organisation?