## Our Ref: 001/23

As of 1 October 2012, Edinburgh’s Telford College, Jewel & Esk College and Stevenson College

merged to create a single college called Edinburgh College.

We refer to your request for information dated 03 January 2023 (and your subsequent clarification email dated 06 January 2023). The College has considered your request as a request for information under section 1 of the Freedom of Information (Scotland) Act 2002 (“FOISA”).

Thank you for clarifying that the information you are seeking is “for the total number of students

# who applied for the discretionary fund only” and “for academic years”.

We can confirm that the information for 2022/2023 is not yet complete. The College has therefore provided the requested information for academic years 2019/2020 and 2021/2022.

**001/23 (1)**: The number of students who asked the university [College] for financial support in 2022, whether through a hardship fund, a discretionary fund, financial aid or any similar means of help.

Please find requested information attached.

**001/23 (2)**: How many of these students were awarded any sum of money relating to the above. Please find requested information attached.

**001/23 (3)**: The same as the previous two points but for 2019. Please find requested information attached.

**001/23 (4)**: The average amount of money given to each student and the overall amount of money given out, both for 2019 and 2022. Please find requested information attached.

If it would be possible for this to be in the format of an Excel or Google Sheets document that would be preferable and very much appreciated.

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You have 40 working days from receipt of this letter to submit a review request to: Director of Communications, Policy and Research

4th Floor

Edinburgh College (Milton Road Campus) 24 Milton Road East

Edinburgh EH15 2PP

When the review process has been completed and if you are still dissatisfied, you may ask the Scottish Information Commissioner to intervene.

You can make an appeal to the Commissioner by email or post.

To appeal by email, send your application form or email to mailto: [enquiries@itspublicknowledge.info](mailto:enquiries@itspublicknowledge.info)

To appeal by post, send your application form or letter to:

Scottish Information Commissioner Kinburn Castle

Doubledykes Road St Andrews

KY16 9DS

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Regards FOI Team

## Discretionary funds information Academic session 2019-20

FE discretionary HE discretionary

|  |  |  |
| --- | --- | --- |
| Number of applicants | 1230 | 415 |
| Number of students awarded | 1084 | 392 |
| Average award | £412 | £575 |
| Overall amount paid out | £447,431 | £225,570 |

|  |  |  |
| --- | --- | --- |
| **Academic session 2021-22** |  | |
|  | FE discretionary | HE discretionary |
| Number of applicants | 901 | 315 |
| Number of students awarded | 786 | 270 |
| Average award | £984 | £896 |
| Overall amount paid out | £773,902 | £242,556 |

**Our Ref: 003/23**

As of 1 October 2012, Edinburgh’s Telford College, Jewel & Esk College and Stevenson College merged to create a single college called Edinburgh College.

We refer to your request for information dated 22 January 2023. The College has considered your request as a request for information under section 1 of the Freedom of Information (Scotland) Act 2002 (“FOISA”).

**003/23 (1)**: What is the status of the Fasttrack to Ecommerce and Business course?

This course is not running.

**003/23 (2)**: How many students are enrolled? 0

**003/23 (3)**: How much has the college spent on marketing, promotion etc?

£0

Please note, this is a Skills Development Scotland (SDS) course and they organised all marketing.

**003/23 (4)**: Are the course units accredited by the SQA? No

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Regards

FOI Team

**Our Ref: 004/23**

As of 1 October 2012, Edinburgh’s Telford College, Jewel & Esk College and Stevenson College merged to create a single college called Edinburgh College.

We refer to your request for information dated 31 January 2023. The College has considered your request as a request for information under section 1 of the Freedom of Information (Scotland) Act 2002 (“FOISA”).

**004/23 (1)**: A copy of the service agreement between Edinburgh College and Lothian Mechanical Handling.

This is a formal notice under section 17(1) of FOISA that the College does not hold the requested information.

Please note, there is no service agreement between Edinburgh College and Lothian Mechanical Handling.

Edinburgh College is subject to the provisions of the Freedom of Information (Scotland) Act (FOISA) 2002. If you are dissatisfied with this response, you may ask the college to review this decision. To do this, please contact the Director of Communications, Policy and Research at the postal address below or e-mail the Director of Communications, Policy and Research at [governance@edinburghcollege.ac.uk](mailto:governance@edinburghcollege.ac.uk) describing your original request and explaining your grounds for dissatisfaction. (Please include in your review request, your name and address (email or postal) for correspondence).

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Regards

FOI Team

**Our Ref: 005/23**

As of 1 October 2012, Edinburgh’s Telford College, Jewel & Esk College and Stevenson College merged to create a single college called Edinburgh College.

We refer to your request for information dated 31 January 2023. The College has considered your request as a request for information under section 1 of the Freedom of Information (Scotland) Act 2002 (“FOISA”).

**005/23 (1):** Does your university or college conduct background checks on students ahead of enrolment? No

**005/23 (2):** Do these checks include spent and unspent criminal convictions and any ongoing criminal investigations – i.e. have they been charged with an offence but not convicted? N/A

**005/23 (3):** For each of the past five academic years have there been any students enrolled with an unspent criminal conviction? Please see response to **005/23 (5)**

**005/23 (4):** For each of the past five academic years have there been any students enrolled with a spent criminal conviction? Please see response to **005/23 (5)**

**005/23 (5):** For each of the past five academic years have there been any students enrolled whilst they have subject to an ongoing criminal investigation?

We have considered your request for information dated 31 January (relating specifically to **005/23 (3), 005/23 (4) and 005/23 (5)**)and can confirm that the College would need to undertake a significant manual search to provide the data as requested.

The level of work involved in undertaking this manual search would exceed the £600 fee and the College is not obliged to respond to this request under Section 12 of FOISA (excessive cost).

Can you please confirm if you wish to narrow the scope of your request to bring it below the £600 fee. For example, by reducing to a shorter time period.

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Regards

FOI Team

**Our Ref: 006/23**

As of 1 October 2012, Edinburgh’s Telford College, Jewel & Esk College and Stevenson College merged to create a single college called Edinburgh College.

We refer to your request for information dated 09 February 2023. The College has considered your request as a request for information under section 1 of the Freedom of Information (Scotland) Act 2002 (“FOISA”).

**006/23 (1)**: Please provide me with any documents or correspondence, digital or otherwise, you hold relating to the average reading age of your students attending Edinburgh College.

This is a formal notice under section 17(1) of FOISA that the College does not hold the requested information.

Please note, the College does not record the requested information.

**006/23 (2)**: Please provide me with any documents or correspondence you hold relating to the average mathematical skills age of your students attending Edinburgh College.

This is a formal notice under section 17(1) of FOISA that the College does not hold the requested information.

Please note, the College does not record the requested information.

Edinburgh College is subject to the provisions of the Freedom of Information (Scotland) Act (FOISA) 2002. If you are dissatisfied with this response, you may ask the college to review this decision. To do this, please contact the Director of Communications, Policy and Research at the postal address below or e-mail the Director of Communications, Policy and Research at [governance@edinburghcollege.ac.uk](mailto:governance@edinburghcollege.ac.uk) describing your original request and explaining your grounds for dissatisfaction. (Please include in your review request, your name and address (email or postal) for correspondence).

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Regards

FOI Team

**Our Ref: 007/23**

As of 1 October 2012, Edinburgh’s Telford College, Jewel & Esk College and Stevenson College merged to create a single college called Edinburgh College.

We refer to your request for information dated 16 February 2023. The College has considered your request as a request for information under section 1 of the Freedom of Information (Scotland) Act 2002 (“FOISA”).

**007/23 (1)**: In your college what is the expected operating budget deficit for the 2023-24 financial year?

This is a formal notice under section 17(1) of FOISA that the College does not hold the requested information.

Please note, the College’s budget for Academic Year (AY) 2023-24 has not yet been confirmed.

Any scenario planning undertaken by the College is undertaken in advance of knowing funding allocations and therefore based on a range of assumptions which can change depending on circumstances. This information is exempt under Section 30 (c) of the FOI(S) Act 2002 as the release of this information would substantially prejudice the effective conduct of public affairs. It is not in the public interest to release this information as this would substantially prejudice the College’s ability to undertake confidential scenario planning.

**007/23 (2)**: In your college what is the expected operating budget deficit for the 2024-25 financial year?

Please refer to response **007/23 (1).**

**007/23 (3)**: In your college what is the expected operating budget deficit for the 2025-26 financial year?

Please refer to response **007/23 (1).**

**007/23 (4)**: In your college what is the expected operating budget deficit for the 2026-27 financial year?

Please refer to response **007/23 (1).**

**007/23 (5)**: In your college what the is expected level of budget cuts for the 2023-24 financial year?

Please refer to response **007/23 (1).**

**007/23 (6)**: In your college what the is expected level of budget cuts for the 2024-25 financial year?

Please refer to response **007/23 (1).**

**007/23 (7)**: In your college what the is expected level of budget cuts for the 2024-25 financial year?

Please refer to response **007/23 (1).**

**007/23 (8)**: In your college what the is expected level of budget cuts for the 2025-26 financial year?

Please refer to response **007/23 (1).**

**007/23 (9)**: In your college what the is expected level of staff redundancies for the 2023-24 financial year?

Please refer to response **007/23 (1).**

**007/23 (10)**: In your college what the is expected level of staff redundancies for the 2024-25 financial year?

Please refer to response **007/23 (1).**

**007/23 (11)**: In your college what the is expected level of staff redundancies for the 2025-26 financial year?

Please refer to response **007/23 (1).**

**007/23 (12)**: In your college what the is expected level of staff redundancies for the 2026-27 financial year?

Please refer to response **007/23 (1).**

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Regards

FOI Team

**Our Ref: 008/23**

As of 1 October 2012, Edinburgh’s Telford College, Jewel & Esk College and Stevenson College merged to create a single college called Edinburgh College.

We refer to your request for information dated 24 February 2023. The College has considered your request as a request for information under section 1 of the Freedom of Information (Scotland) Act 2002 (“FOISA”).

**008/23 (1)**: Do you offer individual counselling for students? Yes

**008/23 (2)**:  Do you offer in-person counselling for students? Yes

**008/23 (3)**: Do you offer online counselling (e.g., Zoom, Teams) for students? Yes

**008/23 (4)**: Do you offer email counselling? No

**008/23 (5)**: Do you offer WhatsApp counselling? No

**008/23 (6)**: Are you affiliated with a 24/7 hour crisis line? No

**008/23 (7)**: Do you offer digital mental health apps? Yes

**008/23 (8)**:  If you offer digital mental health apps, please indicate whether you provide the following services:

a.      TogetherAll No

b.      Silvercloud Yes

c.      Feeling Good App Yes

d.      Beat the Blues No

e.      Other. If so, which? N/A

**008/23 (9)**:  Do you offer Triage and Mental Health Assessments? No

**008/23 (10)**: Do you offer psychoeducational workshops? If so, which? No

**008/23 (11)**: Do you offer clinical groups? If so, which? No

**008/23 (12)**: Are you able to make direct referrals into Community Mental Health Teams for at risk students?

Not at this time, however we are working in collaboration with the NHS on a pilot where appointed staff at Edinburgh College can refer to a DBI Service.

**008/23 (13)**: What type of counselling model do you provide (e.g., six session model, one at a time model)

Brief therapy model with 6-8 sessions depending on preference and need of the client.

**008/23 (14)**:  Do you have a limit for the maximum number of counselling sessions students can receive?

We have a soft limit of 8 sessions within 8 weeks.

**008/23 (15)**: Do you offer additional appointments for at risk students?

Yes, this will be assessed by the practitioner and discussed with counselling lead based on ethical consideration and risk assessment.

**008/23 (16)**: Do you offer the following therapeutical modalities:

a.      CBT No

b.      EMDR No

c.      Integrative Therapy Yes

d.      Person-Centred Counselling Yes

e.      Mindfulness-Based Interventions Yes

f.       Other. If so, which? Transactional Analysis

**008/23 (17)**: Do you offer counselling in British Sign Language? No

**008/23 (18)**: If you answered no to Question 17, are you able to provide alternative counselling support for deaf students?

If a deaf student wanted to access counselling then the College would arrange for a BSL interpreter through Deaf Action.

**008/23 (19)**: What was your total student population in the academic year 2021/22?

27,647

**008/23 (20)**: How many counsellors (FTE) were employed at your college in the academic year 2021/22? 3.6 FTE

**008/23 (21)**: How many disability disclosures were made at your college in the academic year 2011/12?

The Academic Year (AY) requested (2011/12) is prior to the creation of Edinburgh College. Please note, Edinburgh College was created as a result of the merger of Edinburgh’s Telford College, Jewel & Esk College and Stevenson College on 1 October 2012.

**008/23 (22)**: How many disability disclosures were made at your college in the academic year 2021/22?

6904

**008/23 (23)**: How many mental disability disclosures were made at your college in the academic year 2011/12?

The Academic Year (AY) requested (2011/12) is prior to the creation of Edinburgh College. Please note, Edinburgh College was created as a result of the merger of Edinburgh’s Telford College, Jewel & Esk College and Stevenson College on 1 October 2012.

**008/23 (24)**: How many mental health disability disclosures were made at your college in the academic year 2021/22?

2934

**008/23 (25)**: How many students requested counselling in each academic year since 2011/12 until including 2021/22?

We are unable to provide figures prior to 2018/19 as the college did not provide a dedicated counselling service to students until the student counselling service was set up as a pilot for the 2018/19 Academic Year.

In 2018/2019 - 190 students self-referred.

In 2019/2020 - 96 students self-referred

In 2020/2021 – 88 students self-referred (please note that the waiting list closed for 2 months due to change of counselling service provider (external to internal)

In 2021/2022 – 170 students self-referred

**008/23 (26)**: What were the average waiting times (in days) for counselling in each academic year since 2017/18 until including 2021/22?

2018/2019 – No data  
2019/2020 – No data   
2020/2021 – 14 days  
2021/2022 – 20 days

**008/23 (27)**: What was the maximum waiting time (in days) for counselling in the academic year 2021/22? 30 days

**008/23 (28)**: Please provide the number of students who presented at your counselling service which each of these issues in the academic year 2021/22:

We have considered your request for information (relating specifically to **008/23 (28), 008/23 (30)** and **008/23 (31)**)and can confirm that the College would need to undertake a significant manual search to provide the data as requested.

The level of work involved in undertaking this manual search would exceed the £600 fee and the College is not obliged to respond to this request under Section 12 of FOISA (excessive cost).

Please note, the College is collating this data centrally for AY 2022/2023.

a.      Abuse

b.      Academic

c.      Addictive behaviours

d.      Anxiety

e.      Depression and mood change disorder

f.       Eating Disorder

g.      Loss

h.      Other mental health conditions

i.       Physical health

j.       Relationships

k.      Self-harm

l.       Self and identity

m.    Sexual issues

n.      Transitions

o.      Welfare and employment

**008/23 (29)**: Please provide more information on the gender of students who received counselling in the academic year 2021/22 (preferably in total numbers rather than percentages).

|  |  |
| --- | --- |
| Women (including trans women) | 110 |
| Men (including trans men) | 49 |
| Non-Binary | 11 |
| Total | 170 |

**008/23 (30)**: Please provide more information on the ethnicity of students who received counselling in the academic year 2021/22 (preferably in total numbers rather than percentages).

Please refer to response **008/23 (28).**

**008/23 (31)**: Please provide more information on the year of study of students who received counselling in the academic year 2021/22 (preferably in total numbers rather than percentages).

Please refer to response **008/23 (28).**

**008/23 (32)**: In 2019, the Scottish government announced plans to fund 80 additional mental health counsellors in Scottish colleges and universities between 2019 and 2023. Please indicate how many counsellors (FTE) have been appointed in your college using this funding by the Scottish Government.

3.6 FTE

**008/23 (33)**: In 2019, the Scottish government announced plans to fund 80 additional mental health counsellors in Scottish colleges and universities between 2019 and 2023. If possible, please provide further information about the role descriptions of newly appointed counsellors.

<https://www.myjobscotland.gov.uk/education/edinburgh-college/jobs/student-counsellor-ec00717pc-237325>

**008/23 (34)**: Please indicate the number of student suicides at your college every year since 2016/17 until including 2021/22. If you cannot provide a number for each year for confidentiality reasons, please provide a total number of student suicides between this time period instead.

In reference to Section 17 of FOISA, we can confirm this information is not held as cause of death is not recorded by the College.

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Regards

FOI Team

**Our Ref: 009/23**

As of 1 October 2012, Edinburgh’s Telford College, Jewel & Esk College and Stevenson College merged to create a single college called Edinburgh College.

We refer to your request for information dated 25 February 2023. The College has considered your request as a request for information under section 1 of the Freedom of Information (Scotland) Act 2002 (“FOISA”).

**009/23 (1)**: Do you record clinical outcome measures at the start and end point of a student’s counselling journey? Yes

**009/23 (2)**: If you use clinical outcome measures, which measures do you use?

CORE-Outcome Measure (CORE-OM), CORE Therapy Assessment Form (TAF) and CORE End of Therapy form (EoT).

**009/23 (3)**: Do you routinely use clinical outcome measures to evaluate the efficacy of your services? Yes

**009/23 (4)**: If so, please provide details.

The College uses data from the CORE-Net online system, CORE TAF and EoT to evaluate the efficacy of the service on an ongoing basis.

**009/23 (5)**: Do you collect any other feedback from students who attend counselling, such as student feedback through evaluation forms? No

**009/23 (6)**: If so, please provide details.  N/A

**009/23 (7)**: Do you routinely use this feedback to evaluate the efficacy of your services? N/A

**009/23 (8)**: If so, please provide details. N/A

**009/23 (9)**: Please provide more details about the gender and ethnicity of your counsellors.

This information is exempt under Section 38(1)(b) of the FOI(S) Act 2002 as due to the low numbers involved individuals could be identified by this information alongside other information that could be available, and this would therefore risk disclosure of individuals’ personal data.

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**Our Ref: 010/23**

As of 1 October 2012, Edinburgh’s Telford College, Jewel & Esk College and Stevenson College merged to create a single college called Edinburgh College.

We refer to your request for information dated 26 February 2023. The College has considered your request as a request for information under section 1 of the Freedom of Information (Scotland) Act 2002 (“FOISA”).

I would be grateful if you could tell me, separately, for the current academic year and the for the academic years 2020/2021 and 2021/2022:

**010/23 (1)**: The day that student bursary payments are paid to students in the college?

Friday

**010/23 (2)**: How many student bursary payments were stopped for reasons related to attendance/engagement?

|  |  |
| --- | --- |
| 2020/2021 | 500 |
| 2021/2022 | 212 |

**010/23 (3)**: The policy on informing students that payments are being stopped?

The College adheres to the Scottish Funding Council’s National Policy for Further Education Bursaries.

2020-21: <https://www.sfc.ac.uk/publications-statistics/guidance/2020/SFCGD082020.aspx>

2021-22: <https://www.sfc.ac.uk/publications-statistics/guidance/2021/SFCGD082021.aspx>

Please note, there are no separate College bursary policies.

**010/23 (4)**: If not included in the policy, the amount of notice that students are given prior to payments being stopped?

2020-21 session:

Academic weeks 1-14: Students received an SMS alert on the Wednesday morning for the Friday payment.

2020-21 session (Academic week 15 onwards) and 2021-22 session: Due to the pandemic, the College moved to a system whereby staff monitored attendance and payments were suspended by staff request. There was no specific notice period and students were informed directly by staff if their payments were being suspended. This is a formal notice under section 17(1) of FOISA that the College does not hold the requested information.

**010/23 (5)**: How many of those who had their bursary stopped for reasons related to attendance/engagement were Care Experienced students?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Total | Age 16-17 | Age 18-25 | Age 35+ |
| 2020/2021 | 34 | 19 | 15 | 0 |
| 2021/2022 | 0 | 0 | 0 | 0 |

For those Care Experience Students:

**010/23 (6)**: What age they were they when payment was stopped? (I would be grateful if you could provide the data in the age categories of 16 and 17, 18-25 and 35+)

Please refer to response **010/23 (6)**

**010/23 (7)**: If not included in the policy noted above, after how many hours/days of absence/disengagement was the bursary stopped?

Bursary awards are made based on students engaging appropriately in their studies.

The expectation is that, normally, students should attend classes (whether these are in person or online) and Edinburgh College monitors student attendance on a regular basis.

**010/23 (8)**: The college policy on managing bursary money that is unpaid to students?

Unpaid instalments are treated as committed but unpaid bursary funds.

**010/23 (9)**: Overall, the total amount of money that was withheld from care experienced students for reasons related to attendance/engagement in each academic year?

|  |  |
| --- | --- |
| 2020/2021 | £9576.05 |
| 2021/2022 | £0 |

**010/23 (10)**: Whether an equality impact assessment has been undertaken by your institution in relation to the bursary policy and withholding/stopping of payments?

N/A

**010/23 (11)**: If it has, can you please provide a copy of that equality impact assessment?

N/A

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Edinburgh

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Regards

FOI Team

**Our Ref: 011/23**

As of 1 October 2012, Edinburgh’s Telford College, Jewel & Esk College and Stevenson College merged to create a single college called Edinburgh College.

We refer to your request for information dated 27 February 2023. The College has considered your request as a request for information under section 1 of the Freedom of Information (Scotland) Act 2002 (“FOISA”).

Thank you for clarifying that you are seeking the following information based “on fee status”, “students currently enrolled at the college” and “for those based in the Edinburgh City Region […] applicants who when they applied to attend the college lived within the City of Edinburgh Council Local Authority Area.”

**011/23 (1)**: The total number of students at Edinburgh College.

25,072

Broken down into the following categories:

**011/23 (2)**: Domestic students who applied from within the City of Edinburgh region

13,682

**011/23 (3)**: Domestic students who applied from outside the city of Edinburgh region

10,751

**011/23 (4)**: International Students from EU countries

10

**011/23 (5)**: International Students from Non-EU Countries

52

**011/23 (6)**: Students from the rest of the United Kingdom

43

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Regards

FOI Team

**Our Ref: 012/23**

As of 1 October 2012, Edinburgh’s Telford College, Jewel & Esk College and Stevenson College merged to create a single college called Edinburgh College.

We refer to your request for information dated 27 February 2023. The College has considered your request as a request for information under section 1 of the Freedom of Information (Scotland) Act 2002 (“FOISA”).

The number of students at Edinburgh College who are living in the following types of accommodation:

**012/23 (1)**: Purpose Built Student accommodation owned by the College

62

**012/23 (2)**: Purpose build student accommodation not owned by the College

This is a formal notice under section 17(1) of FOISA that the College does not hold the requested information.

**012/23 (3)**: Private rented housing

This is a formal notice under section 17(1) of FOISA that the College does not hold the requested information.

**012/23 (4)**: Social housing

This is a formal notice under section 17(1) of FOISA that the College does not hold the requested information.

**012/23 (5)**: Owned by the student

This is a formal notice under section 17(1) of FOISA that the College does not hold the requested information.

**012/23 (6)**: Living at home

16,790 students provided the same home address as their local address.

**012/23 (7)**: The number of students that Edinburgh College does not hold information about the type of accommodation they are living in.

7,801

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Regards

FOI Team

**Our Ref: 014/23**

As of 1 October 2012, Edinburgh’s Telford College, Jewel & Esk College and Stevenson College merged to create a single college called Edinburgh College.

We refer to your request for information dated 22 March 2023. The College has considered your request as a request for information under section 1 of the Freedom of Information (Scotland) Act 2002 (“FOISA”).

**014/23 (1)**: The number of teaching staff employed at your college.

559

**014/23 (2)**: The number of teaching staff employed at your college on zero hours contracts, variable hours contracts, casual contracts or other such contracts as outlined above.

0

**014/23 (3)**: The number of permanent teaching staff employed at your college on zero hours contracts, variable hours contracts, casual contracts or other such contracts as outlined above

0

**014/23 (4)**: The number of fixed-term teaching staff employed at your college employed on zero hours contracts, variable hours, casual contracts or other such contracts as outlined above

0

**014/23 (5)**: The number of teaching staff employed at your college on any other basis via zero hours contracts, variable hours contracts, casual contracts or other such contracts as outlined above

0

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Regards

FOI Team

**Our Ref: 015/23**

As of 1 October 2012, Edinburgh’s Telford College, Jewel & Esk College and Stevenson College merged to create a single college called Edinburgh College.

We refer to your request for information dated 31 March 2023. The College has considered your request as a request for information under section 1 of the Freedom of Information (Scotland) Act 2002 (“FOISA”).

**015/23 (1)**: Firstly, I am requesting the Equality Impact Assessment that has been carried out in relation to the College's decision to relocate COSCA classes currently meeting at Milton Road campus to the Sighthill campus from August.

N/A Please note, the College is not relocating COSCA provision to another campus.

**015/23 (2)**: Secondly, I am requesting the financial information for the COSCA Certificate in Counselling Skills course for the last 2 financial years. I would specifically like to see the total amount the college receives in fees from students and the college's total outgoings in relation to the COSCA course. However, I would be grateful if you could share all financial information held in relation to COSCA courses run at Edinburgh College.

|  |  |  |
| --- | --- | --- |
| **Income** | **2020/21** | **2021/22** |
| **Total** Credit Value and Fees | **£201,274** | **£221,953** |

|  |  |  |
| --- | --- | --- |
| **Expenditure (pre contribution towards College overheads)** | **2020/21** | **2021/22** |
| Staffing | £220,880 | £206,122 |
| Other operating expenditure | £11,158 | £16,732 |
| **Total** | **£232,038** | **£222,854** |

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Regards

FOI Team

**Our Ref: 016/23**

As of 1 October 2012, Edinburgh’s Telford College, Jewel & Esk College and Stevenson College merged to create a single college called Edinburgh College.

We refer to your request for information dated 05 April 2023. The College has considered your request as a request for information under section 1 of the Freedom of Information (Scotland) Act 2002 (“FOISA”).

**016/23 (1)**: Broken down by the following academic years 2021-2022, 2020-2021, 2019-2020, 2018-2019, 2017-2018

The Number of students at the College broken down into the following categories:

1. Scottish Students, who when applied, resided at an Edinburgh postcode
2. Scottish Students who when applied did not reside at an Edinburgh Postcode
3. Students who applied from the rest of the UK

Please note, this data is based on domicile of the student at the time of their enrolment at Edinburgh College.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **2021-2022** | **2020-2021** | **2019-2020** | **2018-2019** | **2017-2018** |
| Scottish Students, who when applied, resided at an Edinburgh postcode | 15,408 | 12,989 | 14,336 | 15,059 | 12,457 |
| Scottish Students who when applied did not reside at an Edinburgh Postcode | 12,345 | 10,513 | 11,519 | 11,313 | 9,766 |
| Students who applied from the rest of the UK | 95 | 74 | 56 | 58 | 42 |

1. International students from non-EU countries
2. International Students from EU Countries

Please note, this data is based on fee status and nationality, not domicile.  Our numbers for international fee paying students are as follows:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **2021-2022** | **2020-2021** | **2019-2020** | **2018-2019** | **2017-2018** |
| International students from non-EU countries | 40 | 37 | 27 | 35 | 51 |
| International Students from EU Countries | 5 | 0 | \* | \* | \* |

\* Please note, numbers of less than five are not provided to protect confidentiality. This information is exempt under Section 38 (1) (b) of the FOI(S) Act 2002 as (due to the low numbers involved) individuals could be identified by this information alongside other information that could be available, and this would therefore risk disclosure of individuals’ personal data.

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Regards

FOI Team

**Our Ref: 017/23**

As of 1 October 2012, Edinburgh’s Telford College, Jewel & Esk College and Stevenson College merged to create a single college called Edinburgh College.

We refer to your request for information dated 20 April 2023. The College has considered your request as a request for information under section 1 of the Freedom of Information (Scotland) Act 2002 (“FOISA”).

It is not clear from your request if the number of absences are for each year or the number of employees that were absent or the number of absences so we have included both.

The number of absence is higher as some employees were absent multiple times in the year.

**017/23 (1)**: For the past 5 academic years: the number of staff members who have been signed off with stress or poor mental health?  This refers to all staff (lectures, cleaners, chefs etc)

|  |  |  |
| --- | --- | --- |
| **Year** | **Number of employees absent** | **Number of absences** |
| 2017/18 | 105 | 134 |
| 2018/19 | 91 | 117 |
| 2019/20 | 72 | 87 |
| 2020/21 | 51 | 57 |
| 2021/22 | 67 | 76 |

This includes absences with the reasons Anxiety, Depression, Stress (including work related) and Other psychiatric illnesses.

**017/23 (2):** For the past 5 academic years: the number of staff members who are on long term leave/absence?  This refers to all staff (lectures, cleaners, chefs etc)

|  |  |  |
| --- | --- | --- |
| **Year** | **Number of employees absent** | **Number of absences** |
| 2017/18 | 106 | 130 |
| 2018/19 | 112 | 130 |
| 2019/20 | 80 | 83 |
| 2020/21 | 70 | 76 |
| 2021/22 | 74 | 85 |

This includes absences of 4 weeks or longer.

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Regards

FOI Team

**Our Ref: 018/23**

As of 1 October 2012, Edinburgh’s Telford College, Jewel & Esk College and Stevenson College merged to create a single college called Edinburgh College.

We refer to your request for information dated 24 April 2023. The College has considered your request as a request for information under section 1 of the Freedom of Information (Scotland) Act 2002 (“FOISA”).

**018/23 (1)**: How many trips your college principal took in 2022 (both domestic and abroad)

Two

**018/23 (2)**: How many days each lasted

|  |  |  |  |
| --- | --- | --- | --- |
| **Location** | **Duration** | **Total Cost** | **Reimbursed** |
| London | 2 days | £499.80 | No |
| Gateshead | 1 day | £188.20 | No |

**018/23 (3)**: Their location

Please refer to response **018/23 (2)**

**018/23 (4)**: Whether the college reimbursed any costs of each trip and the exact cost for each.

Please refer to response **018/23 (2)**

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FOI Team

**Our Ref: 019/23**

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We refer to your request for information dated 10 May 2023. The College has considered your request as a request for information under section 1 of the Freedom of Information (Scotland) Act 2002 (“FOISA”).

**019/23 (1)**:  For academic years 2020-21, 2021-22 and 2022-23 could you provide the number of additional hours claimed for either extra payment or TOIL by lecturing staff

* By academic year; by School (as indicated in the Organisational chart); by number of additional hours claimed within the academic year; by claims by lecturing staff; and by support staff
* Where possible, an indication of how many additional hours were paid and how many were credited with TOIL (again, annually)

Please see table below.  Please note that there is not an official TOIL system for the college and therefore no formal records of TOIL are recorded.

|  |  |  |  |
| --- | --- | --- | --- |
| **Additional Lecturing Hours (Lecturing staff)** | **2020-21** | **2021-22** | **2022-23** |
| Construction and Engineering | 490.00 | 2814.00 | 1381.75 |
| Creative Industries | 2000.00 | 3876.75 | 1370.41 |
| Health, Wellbeing & Social Sciences | 2123.25 | 4336.01 | 896.75 |
| Quality and Improvement: DDI (Data Driven Innovation) lecturing hours | 198.75 | 185.00 | 168.00 |
| Tourism, Hospitality & Business | 3761.57 | 5357.00 | 3020.83 |
| **Total Hours** | 8,573.57 | 16,568.76 | 6,837.74 |

**019/23 (2):**For the same period please provide the number of additional lecturing hours claimed by members of support staff who have been asked to teach classes out-with their substantive support staff contract

Please see table below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Additional Lecturing Hours (Support staff)** | **2020-21** | **2021-22** | **2022-23** |
| Construction and Engineering | 8.00 | 198.25 | 170.00 |
| Creative Industries | 475.75 | 1471.50 | 363.00 |
| Health, Wellbeing & Social Sciences | 491.00 | 1608.56 | 135.50 |
| Tourism, Hospitality & Business | 988.00 | 194.00 | 176.50 |
| **Total Hours** | 1,962.75 | 3,472.31 | 845.00 |

* Total cost to the college for these hours, broken down annually

|  |  |  |  |
| --- | --- | --- | --- |
|  | **2020-21** | **2021-22** | **2022-23** |
| **Total cost** | £384,975.18 | £604,074.62 | £317,462.34 |

* Where possible, an indication of how many additional hours (overtime) were claimed specifically by Full-Time Lecturers (again, annually)

|  |  |  |  |
| --- | --- | --- | --- |
|  | **2020-21** | **2021-22** | **2022-23** |
| **FT Lecturers additional hours** | 3,523 | 5,281 | 1,642 |

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Regards

FOI Team

**Our Ref: 020/23**

As of 1 October 2012, Edinburgh’s Telford College, Jewel & Esk College and Stevenson College merged to create a single college called Edinburgh College.

We refer to your request for information dated 24 May 2023. The College has considered your request as a request for information under section 1 of the Freedom of Information (Scotland) Act 2002 (“FOISA”).

**020/23 (1):** Your college’s principal’s salary for the current and two previous financial years. (2022/23, 2021/22, and 2020/21).

All emoluments to the Principal are disclosed in the College’s annual accounts for 2020/21 and 2021/22 (on page 41 and 31 respectively):

<https://www.edinburghcollege.ac.uk/media/rr3lussr/annual-report-and-financial-statements-to-july-2021.pdf>

<https://www.edinburghcollege.ac.uk/media/bdcjfojn/edinburgh-college-annual-report-and-accounts-21-22.pdf>

This is a formal notice under section 17(1) of FOISA that the College does not hold the requested information for 2022/23. Please note, all emoluments to the Principal will be published on the College’s website in the annual accounts (2022/23) once they have been laid before parliament.

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Regards

FOI Team

**Our Ref: 021/23**

As of 1 October 2012, Edinburgh’s Telford College, Jewel & Esk College and Stevenson College merged to create a single college called Edinburgh College.

We refer to your request for information dated 2 June 2023. The College has considered your request as a request for information under section 1 of the Freedom of Information (Scotland) Act 2002 (“FOISA”).

**021/23 (1):** seek access to the tenders that were successful this time around

This information is exempt under Section 33(1)(b) as the release of this information would substantially prejudice the commercial interests of the organisations involved.

The College considers that the public interest in the exemption being maintained outweighs that in disclosure.

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Regards

FOI Team

**Our Ref: 022/23**

As of 1 October 2012, Edinburgh’s Telford College, Jewel & Esk College and Stevenson College merged to create a single college called Edinburgh College.

We refer to your request for information dated 13 June 2023. The College has considered your request as a request for information under section 1 of the Freedom of Information (Scotland) Act 2002 (“FOISA”).

**022/23 (1)**:  Do you have an IT supplier of hardware e.g. Laptops / Desktops and associated peripherals? Yes

**022/23 (2)**: If so, Who is the current provider? HP

**022/23 (3)**: Is it contracted? Yes

**022/23 (4)**: If so, when does their contract end? As per Framework cycle.

**022/23 (5)**: Which OEM do you use? N/A

**022/23 (6)**: How many laptops and desktops are in your estate? Approx. 4000

**022/23 (7)**: How many users do you have? Approx. 12,000

**022/23 (8)**: Who is the named person and their role in your organisation in charge of procurement for IT

N/A Please note, there is no named contact in charge of procurement for IT.

Please note, Edinburgh College seeks to use Frameworks accessed through APUC and the Scottish Government.  Where Frameworks are not available Edinburgh College seeks quotes or tenders for purchases. It uses Public Contract Scotland for tendering purposes and tenders are evaluated in accordance with Scottish Government guidance and regulation. Where required, high value contracts will be tendered under EU Regulations.

Full details of the College’s procurement process are available on the College’s website: <http://www.edinburghcollege.ac.uk/Welcome/Procurement>

**022/23 (9)**: What is your buying/refresh cycle?

N/A Please note, College funding is provided by the Scottish Funding Council (SFC).

SFC funding announcements are published on their website: <https://www.sfc.ac.uk/funding/funding-announcements/funding-announcements.aspx>

**022/23 (10)**: What is your annual spend on IT hardware such as laptops/desktops? Please refer to response **022/23 (9)**.

**022/23 (11)**: How would you rate their service delivery on a scale of 1-10? N/A

**022/23 (12)**: Do you have an internal IT Department? Yes

**022/23 (13)**: If yes How many members of staff does this department have? 15

**022/23 (14)**: Do you outsource any IT managed services? Yes

**022/23 (15)**: If so Who to?

|  |  |  |
| --- | --- | --- |
| Quorum Cyber Security Limited | 2 year contract | expiry date 04/05/24 |
| European Electronique Ltd | 1 year contract | expiry date 31/03/24 |

**022/23 (16)**: How long is this contract and when does it end? Please refer to response **022/23 (15)**.

**022/23 (17)**: How would you rate their service delivery on a scale of 1-10? N/A

**022/23 (18)**: Do you currently use a Public Sector Framework for IT procurement? Yes

**022/23 (19)**: If so, which ones do you currently use?

|  |
| --- |
| Framework Agreement for Software Licence Resellers Agreement: Lot 1 – Microsoft and Associated Services |
| ITS6004HW – Apple Equipment and Related Services |
| SP-19-020 – Mobile Client Devices |
| SP-19-016 – Desktop Client Devices |
| SP-19-002 – Mobile Voice and Data Services |
| SP-19-013 – Web Based and Proprietary Client Device Framework |
| NP501617 – SVAR |
| SBS/19/AB/WAB/9411 – Digital Workplace Solutions |
| Direct Spend with JISC Services, JISC Eduserv and JISC Collections |

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Regards

FOI Team

**Our Ref: 024/23**

As of 1 October 2012, Edinburgh’s Telford College, Jewel & Esk College and Stevenson College merged to create a single college called Edinburgh College.

We refer to your request for information dated 28 June 2023. The College has considered your request as a request for information under section 1 of the Freedom of Information (Scotland) Act 2002 (“FOISA”).

**024/23 (1)**:  Please can you advise how your establishment process DBS applications where applicable – N/A Please note that the DBS system does not apply in Scotland.

Under our duty to provide advice and assistance, we can confirm that the College uses the national online system for Scotland to process applications for the Protecting Vulnerable Groups (PVG) scheme.

Please refer to the mygov.scot website for further information on the PVG scheme: <https://www.mygov.scot/pvg-scheme>

**024/23 (2):** Is this paper or do you use a particular 3rd party provider – N/A

**024/23 (3):** Can you advise how many applications per year do you process? – N/A

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Regards

FOI Team

**Our Ref: 025/23**

As of 1 October 2012, Edinburgh’s Telford College, Jewel & Esk College and Stevenson College merged to create a single college called Edinburgh College.

We refer to your request for information dated 03 August 2023. The College has considered your request as a request for information under section 1 of the Freedom of Information (Scotland) Act 2002 (“FOISA”).

**025/23 (1)**:  Please confirm if you have found a presence of, or suspect there might be some Reinforce Aerated Autoclaved Concrete (RAAC) in any of your campus buildings or student accommodations.  Confirmed : Sighthill Campus – Motor Vehicle and Electrical Workshops – Roof panels above the ground floor teaching spaces

**025/23 (2):** Please confirm if you have not found any RAAC, whether surveys are being carried out to ensure there is none. N/A

**025/23 (3):** Where you have found, or suspect there may be RAAC, please confirm what action you have taken.  Annual structural surveys have been carried out since 2019, by a qualified external consulting engineering company.  Reports have been produced with recommendations and where required re-enforcement remedial steel work has been undertaken.

**025/23 (4):**Please provide a copy of any correspondence you have had with either the Scottish Government or the Scottish Funding Council about the finding or suspected presence of RAAC in any of your campus buildings and student accommodations. No historical correspondence found.

Subsequent to your request coming in there was a request from SFC for us to confirm any presence of RAAC across the Estate and what mitigating steps we had in place to manage the associated risks. We have responded to this in line with the above.

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Regards

FOI Team

**Our Ref: 026/23**

As of 1 October 2012, Edinburgh’s Telford College, Jewel & Esk College and Stevenson College merged to create a single college called Edinburgh College.

We refer to your request for information dated 16 August 2023. The College has considered your request as a request for information under section 1 of the Freedom of Information (Scotland) Act 2002 (“FOISA”).

**026/23 (1)**: How many period products has the education provider bought since 15 August 2022 and how much has this cost?

Number of period products = 852 packs (see products listed under 026/23(2))

Total cost = £10,052.62

Please note, these costs relate solely to period products ordered directly from the Hey Girls website (for free home delivery).

The College already had a stock of period products (purchased prior to 15 August 2022) which are available to pick up on campus, please refer to **026/23 (2)**

**026/23 (2)**: Could this be broken down into the type of period product, i.e. sanitary pads, tampon, and the locations they were distributed to?

Sanitary products available on campus or for home delivery:

* Super Tampons -16 pack
* Regular Tampons -12 pack
* Pantyliners - 20 pack
* Regular Pads - 2 pack
* Regular Overnight Pads - 8 pack
* Small Period Pants or shorts (size 8-10)-  1 pack
* Medium Period Pants or shorts (size10-12) - 1 pack
* Large Period Pants or shorts (size 12-14) - 1 pack
* XL Period Pants or shorts (14-16) - 1 pack
* 2XL Period Pants or shorts (16-18) - 1 pack
* 3XL Period Pants or shorts (18-20) -1 pack
* 4XL Period Pants or shorts (20-22) -1 pack
* Menstrual Cup Size Small (up to the age of 25 and have not given birth) -1 pack
* Menstrual Cup Size Large (for over the age of 25 and/or given birth) - 1 pack
* Reusable Full Cycle Kit (contains 1 x panty liner, 2 x daytime pads, 2 x night-time pads)
* Reusable Day Pads. - Pack of 5 with wet bag
* Reusable Night Pads. - Pack of 5 with wet bag
* Reusable Panty Liners. - Pack of 5 with wet bag

Free sanitary products are available for free home delivery by using the Hey Girls website.

Free sanitary products are available to pick up on campus via the sanitary products stands, Edinburgh College Students’ Association (ECSA) or Student Services (reusable products only).

**026/23 (3)**: Could the education provider also provide any details of complaints regarding a lack of availability of products, internal and external.

None.

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Regards

FOI Team

**Our Ref: 028/23**

As of 1 October 2012, Edinburgh’s Telford College, Jewel & Esk College and Stevenson College merged to create a single college called Edinburgh College.

We refer to your request for information dated 6 September 2023. The College has considered your request as a request for information under the Environmental Information (Scotland) Regulations Act 2004:

**028/23 (1)**. Do you have a target to cut emissions from air and/or business travel? If so, please share information about any target(s) you have (e.g. description of the target, when the target was adopted, timeline to meeting the target).

The College does not have a specific emissions reduction target from air and/or business travel.

Please note, the College’s Environmental Sustainability Strategy (2019-24) includes a target to reduce carbon emissions by 75% reduction on the College baseline, by 2024, with an aspiration to be carbon neutral by 2030.  <https://www.edinburghcollege.ac.uk/media/uu3ksbjz/sustainability-strategy.pdf>

**028/23 (2)**. Please provide copies of any corporate policy your organisation has on the reduction of emissions from business travel.

N/A

**028/23 (3)**. Please provide copies of any corporate policy your organisation has on the reduction of the use of air travel for business travel purposes.

Please refer to the College’s Expenses Policy and Procedure.  <https://www.edinburghcollege.ac.uk/media/t1wdnmoy/expenses-policy-and-procedure.pdf>

**028/23 (4)**. Please provide details of the number of flights your staff have taken from Edinburgh & Glasgow Airports to London Airports for business purposes in the past 12 months (or your most recent 12 month reporting period) for travel to destinations within south-east England.

6

**028/32 (5)**. Please provide details of the number of rail journeys your staff have taken from Edinburgh & Glasgow railway stations to London railway stations for business purposes in the past 12 months (or your most recent 12 month reporting period) for travel to destinations within South-East England.

22

Edinburgh College is subject to the provisions of the Environmental Information (Scotland) Regulations Act 2004. If you are dissatisfied with this response, you may ask the college to review this decision. To do this, please contact the Director of Communications, Policy and Research at the postal address below or e-mail the Director of Communications, Policy and Research at [governance@edinburghcollege.ac.uk](mailto:governance@edinburghcollege.ac.uk) describing your original request and explaining your grounds for dissatisfaction. (Please include in your review request, your name and address (email or postal) for correspondence).

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Regards

FOI Team

**Our Ref: 029/23**

As of 1 October 2012, Edinburgh’s Telford College, Jewel & Esk College and Stevenson College merged to create a single college called Edinburgh College.

We refer to your request for information dated 8 September 2023. The College has considered your request as a request for information under section 1 of the Freedom of Information (Scotland) Act 2002 (“FOISA”).

**029/23 (1):** Can you please list the number of devices deployed by your organisation for the following?

|  |  |
| --- | --- |
| **Device Type** | **Number of Devices** |
| Desktop PCs | 4500 |
| Laptops | 600 |
| Mobile Phones | 240 |
| Printers | 20 |
| Multi Functional Devices (MFDs) | 89 |
| Tablets | 150 |
| Physical Servers | 20 |
| Storage Devices (for example: NAS, SAN) | 2 |
| Networking Infrastructure (for example: Switches, Routers, Interfaces, Wireless Access Points) | 428 |
| Security Infrastructure (for example: Firewalls, Intrusion Detection Systems (IDS), Virus Monitoring Tools) | \* |

\* The College has not provided a response to security infrastructure as the release of this information would substantially prejudice the effective conduct of the College’s business (Section 30 (c) of the FOI(S) Act 2002).

**029/23 (2):** Is your organisation planning to invest in the following systems or any similar systems. If yes, how much is the planned expenditure for 2023/24 and future years?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **IT Applications** | **Expenditure** | | | | |
| **2023/24** | **2024/25** | **2025/26** | **2026/27** | **2027/28** |
| Learning Management System | £16k | £16k | £16k | £16k | £16k |
| Learning and Assessment Management Software | No | N/A | N/A | N/A | N/A |
| AI-driven Student Engagement Software | £10k | £0 | £0 | £0 | £0 |
| Classroom Management Software | £1,200 | £1,200 | £1,200 | £1,200 | £1,200 |
| Student Applications and Admission Management System | £69k | £69k | £69k | £69k | £69k |
| Cloud- based Higher Education & School Management Software | No | N/A | N/A | N/A | N/A |
| Education ERP with Student Information System | No | N/A | N/A | N/A | N/A |

**029/23 (3):** Does your organisation have any plans to invest in the below technologies or any similar technologies. If yes, could you mention the estimated costs for the financial years planned? No

|  |  |  |  |
| --- | --- | --- | --- |
| **Technology** | **Expenditure/Costs** | **Financial Years** |  |
|  |
| AI-enable remote self-learning technology | N/A | N/A |  |
| Smart Learning Technology | N/A | N/A |  |
| Virtual Learning Technology | N/A | N/A |  |
| Streamlining through Automation Technology | N/A | N/A |  |

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**Our Ref: 030/23**

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We refer to your request for information dated 15 September 2023. The College has considered your request as a request for information under section 1 of the Freedom of Information (Scotland) Act 2002 (“FOISA”).

**030/23** **(01)** Can you kindly provide data on Edinburgh College’stotal annual spend on fair trade goods across the April 2022 – March 2023 financial year? See example response format attached below.

Please include a breakdown of:

* Vendor name
* Whether they were contracted/non-contracted
* A description of item(s) purchased
* The total value per order
* Items purchased for resale (if applicable)

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.

There are no transactions that note “Fair Trade/Fairtrade” or “Fairly Traded”.

Please note, when directly tendering the College promotes - where appropriate - the inclusion of Ethical Trading Initiatives (including products such as applicable food types, beverages, timber supplies and furniture).

The College uses National and other framework providers such as APUC, The Scottish Government, TUCO, CCS plus others in the HE/FE sector who emphasise and specify sustainability (covering such initiatives such as Fair Trade, Rainforest Alliance, FLEGT-licensed, FSC, PEFC etc.)

**030/23 (02)** Please also provide your 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.](https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fwww.legislation.gov.uk%2fasp%2f2014%2f12%2fsection%2f15&c=E,1,xiCV4nw1nfxwMWGPXHNl-a6hDiHan9UgbttXR8IPD8IJkyGeJNTnrkwcMQYKUdRUKa7mzvmUILws3hxGEG_0LIK0b3CkHwpEhOp07JYACvrstg,,&typo=1)

This information is publicly available in the College’s Procurement Strategy (<https://www.edinburghcollege.ac.uk/media/d4wcg42k/erpt-procurement-strategy.pdf>) and  Annual Procurement Report ([annual-procurement-report-2021-22.pdf).](https://www.edinburghcollege.ac.uk/media/fsrnpzfk/annual-procurement-report-2021-22.pdf)

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Edinburgh

EH15 2PP

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Regards

FOI Team

**Our Ref: 031/23**

As of 1 October 2012, Edinburgh’s Telford College, Jewel & Esk College and Stevenson College merged to create a single college called Edinburgh College.

We refer to your request for information dated 27 September 2023. The College has considered your request as a request for information under section 1 of the Freedom of Information (Scotland) Act 2002 (“FOISA”).

**031/23 (1)**: I am looking for information on the capacity of your in-house nursey or childcare provision from 2018 compared to today

|  |  |  |
| --- | --- | --- |
|  | **2018** | **2023** |
| **Capacity** | 120 | 136 |
| **Location** | Granton Campus | Granton Campus |

**031/23 (2)**: and where your nursery/childcare facilities were on your estates in 2018 and today.

Please refer to response **031/23 (1)**

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Regards

FOI Team

**Our Ref: 032/23**

As of 1 October 2012, Edinburgh’s Telford College, Jewel & Esk College and Stevenson College merged to create a single college called Edinburgh College.

We refer to your request for information dated 6 November 2023. The College has considered your request as a request for information under section 1 of the Freedom of Information (Scotland) Act 2002 (“FOISA”).

**032/23 (1)**: The lowest paid exact FTE salary at your college

Please refer to response **032/23 (2)**

**032/23 (2)**: Comparison between your college principals exact salary and the lowest paid FTE posts exact salary

|  |  |
| --- | --- |
| Lowest Salary | £20,085 |
| Principal’s Salary | £152,000 |
| Difference £ | £131,915 |

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Regards

FOI Team

**Our Ref: 033/23**

As of 1 October 2012, Edinburgh’s Telford College, Jewel & Esk College and Stevenson College merged to create a single college called Edinburgh College.

We refer to your request for information dated 16 November 2023. The College has considered your request as a request for information under section 1 of the Freedom of Information (Scotland) Act 2002 (“FOISA”).

**033/23 (1):** Please could you provide a copy of your colleges fair work agreement with the Scottish Funding Council.

This is a formal notice under section 17(1) of FOISA that the College does not hold the requested information.

The SFC Outcome Agreement Guidance for 2022/23 Section 28 states: “Institutions should outline what they are doing in practice to deliver Fair Work for their employees, noting this is a condition of funding for colleges and universities.”

The College is committed to the Fair Work Agreement and is working with recognised trade union colleagues on all elements of the Agreement, which will include a jointly agreed statement by all parties.  Nationally, discussions are ongoing with recognised trade unions on an agreed statement in support of the Fair Work Agreement.  The College provides examples of our fair working practices to the SFC regularly and will continue to do so.

**033/23 (2):** Any fair work agreements in place (with SFC or otherwise) for external contractors.

The College’s Procurement Strategy includes the following statement in compliance with the Procurement Reform (Scotland) Act:

|  |  |
| --- | --- |
| PRA requirement | Statement |
| How the College will promote the payment of a living wage to persons involved in producing, providing or constructing the subject matter of regulated procurements. | The College recognises the values of a well-motivated and dedicated workforce both in its own organisation and in those of its suppliers. As an accredited Living Wage employer, the College will consider the fair work practices of suppliers in its procurements, including application of the Living Wage.  The College has developed internal procedures so that Fair Work First is incorporated in all relevant procurement processes from strategy through to evaluation of tenders and monitoring of outcomes.  See the following link to Guidance on Selection of Tenderers and Award of Contracts - [addressing Fair Work Practices, including the Living Wage, in Procurement.](https://www.gov.scot/binaries/content/documents/govscot/publications/advice-and-guidance/2018/07/addressing-fair-work-practices-including-real-living-wage-procurement-best/documents/00537973-pdf/00537973-pdf/govscot%3Adocument/00537973.pdf)  See also [SPPN 6/2021 - Implementation of Fair Work First in Scottish Public Procurement](https://www.gov.scot/publications/implementation-of-fair-work-first-in-scottish-public-procurement-sppn-6-2021/) |

Please see the College’s Procurement Strategy (p.5): [procurement-strategy-2023-26.pdf (edinburghcollege.ac.uk)](https://www.edinburghcollege.ac.uk/media/zohfe0n5/procurement-strategy-2023-26.pdf)

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Regards

FOI Team

**Our Ref: 034/23**

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We refer to your request for information dated 27 September 2023. The College has considered your request as a request for information under section 1 of the Freedom of Information (Scotland) Act 2002 (“FOISA”).

**034/23 (1)** For the current financial year (2023-2024), the total budget cuts your college has been forced to make?

This information is exempt under Section 30 (c) of the FOI(S) Act 2002 as the release of this information would substantially prejudice the effective conduct of public affairs. It is not in the public interest to release this information as this would substantially prejudice the College’s ability to undertake confidential scenario planning.

**034/23 (2)** For the current financial year (2023-2024), the total reduction in Government/Scottish Funding council funding received by your college?

Full details of SFC funding for Edinburgh College (and the sector) are as detailed in the ‘College Final Funding Allocations AY 2023-24’ published on 25/5/2023 and available on the SFC website. Funding for Edinburgh College across Teaching (£50m), Capital (£3.7m) and Student Support (£11.8m) grants remains at the same level as prior year.

**034/23 (3)** For the forthcoming financial year, the projected budget cuts your college is expected to make?

This is a formal notice under section 17(1) of FOISA that the College does not hold the requested information.

Please note, the College’s budget for Academic Year (AY) 2024-25 has not yet been confirmed.

Any scenario planning undertaken by the College is undertaken in advance of knowing funding allocations and therefore based on a range of assumptions which can change depending on circumstances.

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Regards

FOI Team

**Our Ref: 035/23**

As of 1 October 2012, Edinburgh’s Telford College, Jewel & Esk College and Stevenson College merged to create a single college called Edinburgh College.

We refer to your request for information dated 22 November 2023. The College has considered your request as a request for information under section 1 of the Freedom of Information (Scotland) Act 2002 (“FOISA”).

**035/23 (1)**: Who is the current vendor?

Our current vendor for servers is Stone Computers.

**035/23 (2):** Who is the current supplier/integrator/maintainer?

Stone Computers is also serving as the supplier.

**035/23 (3):** When was your last refresh and when is the next server refresh planned?

The last refresh of our server technology was completed in May 2021, and no specific date has been identified yet for the next refresh.

**035/23 (4):** Would you please confirm contract end dates?

The current hardware support contract for the servers is scheduled to conclude in May 2026.

**035/23 (5):** What would you like to improve upon in your next refresh?

N/A

**035/23 (6):** Who is the senior technical lead i.e. name and would you share their email address and contact mobile/direct dial number?

N/A - Please note, there is no senior technical lead.

Please note, Edinburgh College seeks to use Frameworks accessed through APUC and the Scottish Government.  Where Frameworks are not available Edinburgh College seeks quotes or tenders for purchases. It uses Public Contract Scotland for tendering purposes and tenders are evaluated in accordance with Scottish Government guidance and regulation. Where required, high value contracts will be tendered under EU Regulations.

Full details of the College’s procurement process are available on the College’s website: <http://www.edinburghcollege.ac.uk/Welcome/Procurement>

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Regards

FOI Team

**Our Ref: 036/23**

As of 1 October 2012, Edinburgh’s Telford College, Jewel & Esk College and Stevenson College merged to create a single college called Edinburgh College.

We refer to your request for information dated 4 December 2023. The College has considered your request as a request for information under section 1 of the Freedom of Information (Scotland) Act 2002 (“FOISA”).

**036/23 (1):** How does your college approach the carry forward of unused contractual holiday entitlement (annual leave) for staff with long term sickness absence, and in general?

The College’s Attendance Support Procedure states:

***APPENDIX 4 – ABATEMENT OF ANNUAL LEAVE***

*In order to claim back any annual leave during an employee’s sickness absence the full period of absence must be covered by a doctor’s medical certificate.*

*Academic staff are entitled to receive two days (14 hours) pro rata for each week of absence during any college holiday periods of at least two weeks duration, up to a maximum of ten days a year, providing they receive no fewer than a total of 28 days annual and public holidays during the leave year affected. This would be calculated on a pro-rata basis for part-time employees.*

*Where a support employee is sick for a continuous period of three months or more, holiday entitlement will be abated to an amount proportionate to the period of actual service given in the leave year subject to an annual minimum of 28 days (including annual leave and college closure days). This would be calculated on a pro-rata basis for part-time employees.*

* All employees on maternity leave carry forward their full entitlement for annual leave.
* For support staff, we follow the terms of the national Annual Leave Policy for the carry forward of annual leave.

Please state, separated into support staff and academic staff:

Please note, the College only holds records for support staff and managers as lecturers have pre-fixed holidays and we do not record individual annual leave entitlements.  Lecturers do not carry forward annual leave unless they are on maternity leave or subject to the conditions laid out in the response provided to **036/23 (1).**

**The information provided for 036/23 (2), 036/23 (3), 036/23 (4) and 036/23 (5) relates to support staff and managers only.**

**036/23 (2):** How many have carried forward annual leave in the 3 years ended 31st August 2023, detailed per annum?

|  |  |
| --- | --- |
| Year ending 31 August 2021 | 416 |
| Year ending 31 August 2022 | 403 |
| Year ending 31 August 2023 | 356 |

Please state, separated into support staff and academic staff, and broken down into the following categories:

* Carry forwards for those who are not affected by long-term sickness absence, shown by gender mix.
* Carry forwards for those who are affected by long-term sickness absence, shown by gender mix.

**036/23 (3):** How many carried forward 5 days or fewer?

|  |  |  |
| --- | --- | --- |
| **Year ending 31 August 2021** | **No Long term sickness** | **Long term sickness** |
| Male | 79 | \* |
| Female | 147 | \* |

|  |  |  |
| --- | --- | --- |
| **Year ending 31 August 2022** | **No Long term sickness** | **Long term sickness** |
| Male | 81 | 5 |
| Female | 152 | 8 |

|  |  |  |
| --- | --- | --- |
| **Year ending 31 August 2023** | **No Long term sickness** | **Long term sickness** |
| Male | 82 | 7 |
| Female | 125 | 10 |

\* Please note, numbers of less than five are not provided to protect confidentiality. This information is exempt under Section 38 (1) (b) of the FOI(S) Act 2002 as (due to the low numbers involved) individuals could be identified by this information alongside other information that could be available, and this would therefore risk disclosure of individuals’ personal data.

**036/23 (4):** How many carried forward between 5-10 days?

|  |  |  |
| --- | --- | --- |
| **Year ending 31 August 2021** | **No Long term sickness** | **Long term sickness** |
| Male | 75 | \* |
| Female | 75 | 6 |

|  |  |  |
| --- | --- | --- |
| **Year ending 31 August 2022** | **No Long term sickness** | **Long term sickness** |
| Male | 64 | \* |
| Female | 72 | \* |

|  |  |  |
| --- | --- | --- |
| **Year ending 31 August 2023** | **No Long term sickness** | **Long term sickness** |
| Male | 49 | \* |
| Female | 62 | 8 |

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**036/23 (5):** How many carried forward more than 10 days?

|  |  |  |
| --- | --- | --- |
| **Year ending 31 August 2021** | **No Long term sickness** | **Long term sickness** |
| Male | 5 | \* |
| Female | 18\*\* | \* |

|  |  |  |
| --- | --- | --- |
| **Year ending 31 August 2022** | **No Long term sickness** | **Long term sickness** |
| Male | \* | \* |
| Female | 11\*\* | \* |

|  |  |  |
| --- | --- | --- |
| **Year ending 31 August 2023** | **No Long term sickness** | **Long term sickness** |
| Male | \* | \* |
| Female | 5\*\* | \* |

\* Please note, numbers of less than five are not provided to protect confidentiality. This information is exempt under Section 38 (1) (b) of the FOI(S) Act 2002 as (due to the low numbers involved) individuals could be identified by this information alongside other information that could be available, and this would therefore risk disclosure of individuals’ personal data.

\*\* These numbers include people on maternity leave.

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Regards

FOI Team

**Our Ref: 038/23**

As of 1 October 2012, Edinburgh’s Telford College, Jewel & Esk College and Stevenson College merged to create a single college called Edinburgh College.

We refer to your request for information dated 07 December 2023. The College has considered your request as a request for information under section 1 of the Freedom of Information (Scotland) Act 2002 (“FOISA”).

**038/23 (1):** what the gender split is for students studying IT related courses at the college

|  |  |  |  |
| --- | --- | --- | --- |
| **Academic Year 2023/24 (to date)\*** | | | |
| **Female** | **Male** | **Prefer not to say** | **Total** |
| 329 | 648 | 17 | 994 |

\*Unique students enrolled in Computing Section (using live enrolments at 08 December 2023)

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Regards

FOI Team

**Ref: 039/23**

As of 1 October 2012, Edinburgh’s Telford College, Jewel & Esk College and Stevenson College merged to create a single college called Edinburgh College.

We refer to your request for information dated 7 December 2023. The College has considered your request as a request for information under section 1 of the Freedom of Information (Scotland) Act 2002 (“FOISA”).

**039/23 (1):** The total headcount of non-lecturing roles at the **start** of each academic year 2020/21, 2021/22, 2022/23.

|  |  |
| --- | --- |
|  | **Total headcount of non-lecturing roles** |
| 01-Aug-20 | 611 |
| 31-Jul-21 | 592 |
| 01-Aug-21 | 592 |
| 31-Jul-22 | 654 |
| 01-Aug-22 | 642 |
| 31-Jul-23 | 619 |

**039/23 (2):** The total headcount of non-lecturing roles at the **end** of each academic year 2020/21, 2021/22, 2022/23.

Please refer to **039/23 (1)**

**039/23 (3):** The reduction in non-lecturing roles in the College detailed by role.

Please note, the reduction in numbers in **039/23 (1)** includes non-lecturing roles that have been frozen from recruitment (not removed) and those that have been advertised and not yet recruited to. The only non-lecturing roles that have been reduced are those were members of staff have taken voluntary severance. Please refer to **039/23 (4).**

**039/23 (4):** How many of these reductions were due to voluntary severance by role.

|  |  |
| --- | --- |
| 2020/21 | 23 |
| 2021/22 | 15 |
| 2022/23 | \* |

\* Please note, numbers of less than five are not provided to protect confidentiality. This information is exempt under Section 38 (1) (b) of the FOI(S) Act 2002 as (due to the low numbers involved) individuals could be identified by this information alongside other information that could be available, and this would therefore risk disclosure of individuals’ personal data.

**039/23 (5):** How many of these reductions were due to other agreed forms of severance by role.

None

**039/23 (6):** How many of these reductions were due to compulsory redundancy by role.

None

**039/23 (7):** The cost attached to 4, 5 and 6 above.

Total Voluntary Severance cost (non-lecturing roles):

|  |  |
| --- | --- |
| 2020/21 | £371,497 |
| 2021/22 | £319,259 |
| 2022/23 | \* |

\* Please note, numbers of less than five are not provided to protect confidentiality (please refer to **039/23 (4)).** This information is exempt under Section 38 (1) (b) of the FOI(S) Act 2002 as (due to the low numbers involved) individuals could be identified by this information alongside other information that could be available, and this would therefore risk disclosure of individuals’ personal data.

**039/23 (8):** Copies of all HR1’s, including updated versions.

N/A

**039/23 (9):** The aims of the college in removing these jobs from the structure. Please provide the rationale for removal of each role, including copies of business cases where appropriate and evidence that the full work carried out by each role would cease entirely following the departure of the role holder. Where 100% of the work of a role could not cease, please state which alternate role took on that work, and what percentage of the original role was therefore retained in the structure.

Where a postholder leaves due to Voluntary Severance, the role is not replaced.  Due to the changing nature of Scottish Government funding and work processes over several years it is not possible to identify where a few specific duties from deleted posts have continued.

**039/23 (10):** Please provide this information, separately, for years 2020/21, 2021/22, 2022/23.

Please refer to **039/23 (9)**

**039/23 (11):** The cost of any consultancy or legal fees connected to any severance paid by the college.

Total Voluntary Severance consultancy or legal fees (non-lecturing roles):

|  |  |
| --- | --- |
| 2020/21 | £300 |
| 2021/22 | £0 |
| 2022/23 | £0 |

Edinburgh College is subject to the provisions of the Freedom of Information (Scotland) Act (FOISA) 2002. If you are dissatisfied with this response, you may ask the college to review this decision. To do this, please contact the Director of Communications, Policy and Research at the postal address below or e-mail the Director of Communications, Policy and Research at [governance@edinburghcollege.ac.uk](mailto:governance@edinburghcollege.ac.uk) describing your original request and explaining your grounds for dissatisfaction. (Please include in your review request, your name and address (email or postal) for correspondence).

You have 40 working days from receipt of this letter to submit a review request to:

Director of Communications, Policy and Research

4th Floor

Edinburgh College (Milton Road Campus)

24 Milton Road East

Edinburgh

EH15 2PP

When the review process has been completed and if you are still dissatisfied, you may ask the Scottish Information Commissioner to intervene.

You can make an appeal to the Commissioner by email or post.

To appeal by email, send your application form or email to mail to: [enquiries@itspublicknowledge.info](mailto:enquiries@itspublicknowledge.info)

To appeal by post, send your application form or letter to:

Scottish Information Commissioner

Kinburn Castle

Doubledykes Road

St Andrews

KY16 9DS

Full details on how to make an appeal to the Commissioner are available from their website: <http://www.itspublicknowledge.info/Appeal>

You must appeal to the Commissioner within six months of receiving the review decision.

You also have the right to appeal to the Court of Session on a point of law following a decision of the Commissioner.

Regards

FOI Team

**Our Ref: 040/23**

As of 1 October 2012, Edinburgh’s Telford College, Jewel & Esk College and Stevenson College merged to create a single college called Edinburgh College.

We refer to your request for information dated 6 November 2023. The College has considered your request as a request for information under section 1 of the Freedom of Information (Scotland) Act 2002 (“FOISA”).

**040/23 (1)**

Total amount of Legal costs spent by College, broken down to the following headings: Discipline, Grievance, Industrial Relation matters and other (please detail).  Please refer to response **040/23 (2).**

**040/23 (2)**

Please provide the separate figures for each category to cover the following time periods (1 January 2022 to 31 December 2022 and 1 January 2023 to 12 December 2023

Please note, figures provided are based on invoice date.

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **01/01/22 – 31/12/22** | **01/01/23 – 12/12/23** | **Total** |
| **Employee Relations\*** | £25,190 | £14,975 | £40,165 |
| **Other\*\*** | £39,733 | £1,560 | £41,293 |
| **Total** | £64,923 | £16,535 | £81,458 |

\* The College does not record Discipline, Grievance and Industrial Relations matters under separate categories. Instead, the College records them under the single heading of Employee Relations as cases can involve all of these categories.

\*\* Other includes costs for legal advice and services such as training provided to the college, advice on property matters and license applications.

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Regards

FOI Team