# The Responses

## 23/002

***Your Request 1:*** *1. For courses within the School of Music, material used from September 2022/in the current academic year:*

*Could you please provide me with a list of any trigger warnings, content advisories, content warnings, or any other synonymous term for a warning or note, or whatever system is used by the department to this effect, which informs students about potentially offensive or upsetting content within the material they will study on music modules.*

*Material could include recordings, extracts from books, books, poems, plays, textbooks, chronicles and other source material - essentially, what students are tasked with studying.*

*If the scope must be narrowed, I am particularly interested in trigger warnings (or equivalent) issued with regard to racism, colonialism, imperialism, right-wing politics, whiteness.*

*Perhaps with searchable terms: “colonialism” “imperialism” “Racism” “othering” “slurs” “blackness” “black bodies” “Black Lives Matter” “right-wing” “whiteness” “white supremacy”.*

*2. Can you also provide information on what teaching staff are told with regard to these issues, that is “what advice are staff given on teaching issues of race (such as those listed above) in this subject?”*

*Can you provide copies of any documents providing advice along these lines?*

*3. Can you please provide any detail of what changes have been made to courses/modules in relation to the above issues an sensitives and how they are taught, that is, to answer the question: "What has been done to a) decolonise the music curriculum b) actively address issues of imperialism, colonialism, c) make the course offering more anti-racist d) make the course more inclusive?"*

*If 3. would take the rest of the request over the limit, please take 3. more broadly as: can you provide any policy documents/pledges/or course guides which set out the intention and methods of decolonising the history curriculum (and the precise details can be left out).*

*If 3. would still take this over the limit, please only focus on 1. and 2.*

**LJMU Response 1:** LJMU does not hold this information because LJMU does have a School of Music and does not offer a Music course.

## 23/003

**Your Request 1:** For the school/department of Classics or equivalent, and material offered within modules for this: i.e. modules for Classics.

(Please disregard if not applicable to your university departments and current subject offers - no response required).

I am seeking information on how racial and cultural sensitivities are handled, with regard to teaching material and practices.

1. For courses within the school/department of Classics material used from September 2022/in the current academic year:

Could you please provide me with a list of any trigger warnings, content advisories, content warnings, or any other synonymous term for a warning or note, or whatever system is used by the department to this effect, which informs students about potentially offensive or upsetting content within the material they will study in Classics modules.

Material could include be course notes, extracts from books, books, poems, plays, textbooks, chronicles and other source material - essentially, what students are tasked with studying.

If the scope must be narrowed, I am particularly interested in trigger warnings (or equivalent) issued with regard to racism, colonialism, imperialism, right-wing politics, whiteness, diversity, slavery.

Perhaps with searchable terms: “colonialism” “imperialism” “Racism” “othering” “slurs” “blackness” “black bodies” “Black Lives Matter” “right-wing” “whiteness” “white supremacy”.

2. Can you also provide information on what teaching staff are told with regard to these issues, that is “what advice are staff given on teaching issues of race (such as those listed above) in this subject?”

Can you provide copies of any documents providing advice along these lines?

3. Can you please provide any detail of what changes have been made to courses/modules in relation to the above issues an sensitives and how they are taught, that is, to answer the question: "What has been done to a) decolonise the classics curriculum b) actively address issues of imperialism, colonialism, racism c) make the course offering more anti-racist d) make the course more inclusive?"

If 3. would take the rest of the request over the limit, please take 3. more broadly as: can you provide and policy documents/pledges/or course guides which set out the intention and methods of decolonising the history curriculum (and the precise details can be left out).

If 3. would still take this over the limit, please only focus on 1. and 2.

**LJMU Response 1:** LJMU does not hold this information because LJMU does have a school/department of Classics and does not offer a Classics course.

## 23/004

***Your Request 1****: The total number of students registered at the institution on January 1st annually between the years 2018 up to and including 2022.*

**LJMU Response 1:**

|  |  |
| --- | --- |
| Academic Year | Total student population (all study levels) |
| 2018/19 | 24031 |
| 2019/20 | 25051 |
| 2020/21 | 27199 |
| 2021/22 | 28102 |

***Your Request 2****: How many students left their course before its completion annually between the years 2018 up to and including 2022?*

**LJMU Response 2:** These figures do not include students who have failed their courses, changed their programme or have died.

|  |  |
| --- | --- |
| Academic Year | Students who dropped out of their course before completion each year. |
| 2018/19 | 755 |
| 2019/20 | 774 |
| 2020/21 | 887 |
| 2021/22 | 1185 |

***Your Request 3a****: How many students disclosed mental health conditions to the wider institution annually between the years 2018 up to and including 2022 cross referenced with;*

*a. how many received support and/or adjustments from the institution annually between the years 2018 up to and including 2022.*

**LJMU Response 3a:**

|  |  |
| --- | --- |
| Academic Year | Students who declared a mental health condition at registration (at the start of each year of their study). |
| 2018/19 | 440 |
| 2019/20 | 557 |
| 2020/21 | 751 |
| 2021/22 | 893 |

***Your Request 3b.***

*b. how many [of the above students identified on 3a] left their course before its completion annually between the years 2018 up to and including 2022.*

**LJMU Response 3b:** These figures do not include students who have failed their courses, changed their programme or have died.

|  |  |
| --- | --- |
| Academic Year | Students who declared a mental health condition at registration and then dropped out of their course. |
| 2018/19 | 30 |
| 2019/20 | 32 |
| 2020/21 | 36 |
| 2021/22 | 63 |

***Your Request 4****: Does the institution currently have a dedicated mental health support service set in a non-clinical environment on Campus? If yes, how often does the service operate.*

**LJMU Response 4:** Yes – for more details of all the services available to LJMU students and to find up-to-date operational and contact information please see our website: <https://www.ljmu.ac.uk/discover/student-support/health-and-wellbeing/counselling-and-mental-health-service>.

## 23/005

**Your Request 1**: This is a request under the Freedom of Information Act 2000. I request that a copy of documents containing the following information be provided to me in digital format:

The partnership between this university and **Rolls-Royce PLC** including research contracts, investment fundings, exchange programmes and procurement.

**LJMU Response 1:** LJMU does not operate any partnerships with this organisation.

**Your Request 2**: The partnership between this university and **BAE Systems** including research contracts, investment fundings, exchange programmes and procurement.

**LJMU Response 2:** LJMU does not operate any partnerships with this organisation.

**Your Request 3**: The partnership between this university and **Hewlett Packard (HP)** including research contracts, investment fundings, exchange programmes and procurement.

**LJMU Response 3:** LJMU does not operate any partnerships with this organisation.

**Your Request 4**: The partnership between this university and **Booking.com** including research contracts, investment fundings, exchange programmes and procurement.

**LJMU Response 4:** LJMU does not operate any partnerships with this organisation.

## 23/006

**Your Request 1**: Please could you tell me how much money (£) the university paid to international recruitment agents/agencies to recruit/enrol international students\* for each of the following years: 2019, 2020, 2021, 2022.

**LJMU Response 1:**

2018/19: £980,000

2019/20: £991,602

2020/21: £1,389,891

2021/22: £,1660,176

**Your Request 2**: For each of those years, please also tell me how many international students\* were successfully recruited/enrolled via a recruitment agency.

**LJMU Response 2:**

|  |  |  |  |
| --- | --- | --- | --- |
| Financial year | UG | PGT | PGR |
| 2018/19 | 9 | 20 | 0 |
| 2019/20 | 80 | 140 | 0 |
| 2020/21 | 117 | 211 | 4 |
| 2021/22 | 71 | 337 | 8 |

**Your Request 3**: If possible, for each of those years could you please break down the money spent into whether it was a flat fee paid to recruiters or whether it was commission paid once a student was recruited.

**LJMU Response 3:** Our standard contract, which has been in place over all the years asked about, provides for commission after students are recruited.

## 23/007

**Your Request 1**: Contact Centre – target to organisations we know have a CC.

a. Do you have a customer/ citizen facing contact centre? If not, please skip these questions.

b. Do you employ and manage your own agents, or do you outsource to a third party? If you outsource who to?

c. How many contact centre agents do you have?

d. Do agents work from home? Or just your offices?

e. Please confirm the manufacturer of your contact centre system(s) that are currently in place?

f. When is your contract renewal date?

g. Who maintains your contact centre system(s)?

**LJMU Response 1:** LJMU does not operate a Customer Contact centre.

**Your Request 2**: CRM

a. Do you use a CRM in the contact centre? What platform is used?

b. Do you use the same CRM for the rest of the organisation? What platform is used?

c. Do you use a knowledge base / knowledge management platform? What platform is used?

**LJMU Response 2:** LJMU does not operate a Customer Contact centre.

**Your Request 3**: AI & Automation

a. Does your organisation have a customer or citizen facing chatbot? If so, who provides this chatbot technology?

b. Does your organisation utilise RPA technology? If so which RPA technology provider do you use?

**LJMU Response 3:** LJMU does not operate these systems.

## 23/008

***Your Request 1****: What is the university’s policy regarding the admission of students who have been a) suspended or expelled from another university due to allegations of sexual offences or domestic violence b) are facing criminal charges or have been convicted of a sexual offence or domestic violence?*

**LJMU Response 1:**

1a) The University does not ask applicants to declare whether or not they have been suspended or expelled from another university.

1b) LJMU’s Applicant and Student Criminal Convictions Policy can be found on our website: <https://www.ljmu.ac.uk/about-us/public-information/student-regulations/guidance-policy-and-process>.

**Your Request 2**: What is the university’s policy in instances when a student is suspended/expelled from the university due to allegations of sexual offences and wishes to transfer to another university or educational institution? Would the university pass on information to the other institution alerting them of the student’s suspension/expulsion, for instance as part of the process of transferring academic records, or would it withhold this information?

**LJMU Response 2:** If a student is suspended or expelled, the University does not routinely pass on information regarding this to other HEIs. Disciplinary outcomes may be disclosed if an academic reference is requested.

**Your Request 3**: How many, if any, students are currently enrolled at the university who have been a) suspended or expelled from another university due to allegations of sexual offences or domestic violence b) are facing criminal charges or have been convicted of a sexual offence or domestic violence?

**LJMU Response 3:**

a) LJMU is not aware of any such current students.

b) LJMU has records of one such student.

## 23/009

**Your Request 1**: Was your organisation successful in receiving grants under the government Public Sector Decarbonisation Scheme (PSDS) (Phases 1, 2, 3a or 3b) or Low Carbon Skills Fund (LCSF)?

**LJMU Response 1:** Yes

**Your Request 2**: Please provide approximate amounts granted and which round of PSDS / LCSF they were received under.

**LJMU Response 2:** £674,430.00 (Phase 2 of PSDS)

**Your Request 3**: How were the works procured (or planned if funding was only recently awarded)? 1. Via a framework (if so which frameworks) 2. Via a specific tender(s) 3. Another means (please describe)

**LJMU Response 3:** RISE Framework Tender

**Your Request 4**: Please list the names of the main contractors used to deliver works completed using the PSDS/LCSF funding.

**LJMU Response 4:** JD Engineering Ltd

## 23/010

**Your Request 1**: Do you have a standalone policy that details how your organisation will support managers and employees on the issue of long Covid?

**LJMU Response 1:** No

**Your Request 2**: If not, have you amended another policy to detail how your organisation will support managers and employees on the issue of long Covid?

**LJMU Response 2:** The university Sickness Absence policy is currently being reviewed and this may be amended to provide specific guidance on long Covid depending on the outcome of the review.

**Your Request 3**: In either instance, please supply a copy of your policy/policies.

**LJMU Response 3:** N/A

**Your Request 4**: How many employees have notified the organisation that they have been diagnosed with long Covid (between 1st January 2020 and 31st December 2022)?

**LJMU Response 4:** 18

**Your Request 5**: How many days have you lost as an organisation due to formally diagnosed long Covid (between 1st January 2020 and 31st December 2022)?

**LJMU Response 5:** 2350

**Your Request 6**: If you are unable to answer questions 4 and/or 5 specifically, what data do you have on long Covid (between 1st January 2020 and 31st December 2022)?

**LJMU Response 6:** N/A

**Your Request 7**: Do you have a specific rehabilitation package available to staff with long Covid (other than signposting to standard NHS care)?

**LJMU Response 7:** No

## 23/011

**Your Request 1**: The information I'm requesting is regarding the software contracts that the organisation uses, for the following fields:

**Enterprise Resource Planning Software Solution (ERP):**

**Primary Customer Relationship Management Solution (CRM):**

For example, Salesforce, Lagan CRM, Microsoft Dynamics; software of this nature.

**Primary Human Resources (HR) and Payroll Software Solution:**

For example, iTrent, ResourceLink, HealthRoster; software of this nature.

**The organisation’s primary corporate Finance Software Solution:**

For example, Agresso, Integra, Sapphire Systems; software of this nature.

1. **Name of Supplier**: Can you please provide me with the software provider for each contract?  
  
2. **The brand of the software**: Can you please provide me with the actual name of the software? Please do not provide me with the supplier name again, please provide me with the actual software name.  
  
3. **Description of the contract**: Can you please provide me with detailed information about this contract and please state if upgrade, maintenance and support is included?  
  
Please also list the software modules included in these contracts.  
  
4. **Number of Users/Licenses**: What is the total number of user/licenses for this contract?  
  
5. **Annual Spend**: What is the annual average spend for each contract?

6. **Contract Duration**: What is the duration of the contract? Please include any available extensions within the contract.  
  
7. **Contract Start Date**: What is the start date of this contract? Please include month and year of the contract. DD-MM-YY or MM-YY.  
  
8. **Contract Expiry**: What is the expiry date of this contract? Please include month and year of the contract. DD-MM-YY or MM-YY.  
  
9. **Contract Review Date**: What is the review date of this contract? Please include month and year of the contract. If this cannot be provided, please provide me estimates of when the contract is likely to be reviewed. DD-MM-YY or MM-YY.  
  
10. **Contact Details**: I require the full contact details of the person within the organisation responsible for this particular software contract (name, job title, email, contact number).

**LJMU Response 1:** This information is available in the “Information relating to IT provision and use” document available on our website at this address: <https://www.ljmu.ac.uk/about-us/public-information/data-protection-and-freedom-of-information-and-public-sector-information/freedom-of-information/published-information-and-open-data>.

Under s.21 of the FOIA, there is no obligation to provide this information to you where it is reasonably accessible elsewhere.

## 23/012

**Your Request 1**: Please could you confirm for the financial year 21/22 whether your institution operated at a deficit or surplus and what this figure is.

**LJMU Response 1:** This information is available in LJMU’s Financial Statements, these can be found on our website: <https://www.ljmu.ac.uk/about-us/public-information/financial-information/financial-statements>.

Under s.21 of the FOIA, there is no obligation to provide this information to you where it is reasonably accessible elsewhere.

**Your Request 2**: Expenditure on marketing to students in the domestic market (all UK).

**LJMU Response 2**: LJMU will not provide details of its Marketing and Student Recruitment budget and spend due to the likelihood of this information causing prejudice to its commercial interests. We consider it to be exempt from disclosure under the provisions of section 43 (2) of the FOIA.

The University recruits students in a very competitive marketplace and considers that no public interest would be served by the disclosure of this information.

## 23/013

***Your Request 1***: *How many FOI requests your organisation received for the calendar years 2019, 2020, 2021 and 2022, broken down by month.*

**LJMU Response 1:**

|  |  |
| --- | --- |
| Month | Volume of valid FOI and EI requests received by LJMU |
| Jan-19 | 31 |
| Feb-19 | 18 |
| Mar-19 | 20 |
| Apr-19 | 21 |
| May-19 | 18 |
| Jun-19 | 21 |
| Jul-19 | 25 |
| Aug-19 | 35 |
| Sep-19 | 14 |
| Oct-19 | 28 |
| Nov-19 | 24 |
| Dec-19 | 13 |
| Jan-20 | 21 |
| Feb-20 | 27 |
| Mar-20 | 19 |
| Apr-20 | 9 |
| May-20 | 12 |
| Jun-20 | 15 |
| Jul-20 | 25 |
| Aug-20 | 17 |
| Sep-20 | 22 |
| Oct-20 | 34 |
| Nov-20 | 17 |
| Dec-20 | 16 |
| Jan-21 | 24 |
| Feb-21 | 18 |
| Mar-21 | 34 |
| Apr-21 | 22 |
| May-21 | 19 |
| Jun-21 | 22 |
| Jul-21 | 20 |
| Aug-21 | 22 |
| Sep-21 | 12 |
| Oct-21 | 14 |
| Nov-21 | 21 |
| Dec-21 | 9 |
| Jan-22 | 16 |
| Feb-22 | 23 |
| Mar-22 | 13 |
| Apr-22 | 14 |
| May-22 | 15 |
| Jun-22 | 14 |
| Jul-22 | 16 |
| Aug-22 | 13 |
| Sep-22 | 16 |
| Oct-22 | 12 |
| Nov-22 | 22 |
| Dec-22 | 12 |

***Your Request 2****:* *The percentage of FOI requests responded within the statutory deadline for each calendar year.*

**LJMU Response 2:**

|  |  |
| --- | --- |
| Year | Valid FOI and EI requests responded to within statutory deadline |
| 2019 | 82% |
| 2020 | 84% |
| 2021 | 93% |
| 2022 | 95% |

**Your Request 3**: *The percentage of FOI request responded within the statutory deadline for the following time periods.*

**LJMU Response 3:**

|  |  |
| --- | --- |
| Time Period | Valid FOI and EI Requests responded to within statutory deadline |
| August 2019 - July 2020 | 88% |
| August 2020 - July 2021 | 91% |
| August 2021 - July 2022 | 95% |

***Your Request 4***: *How many Subject Access Request your organisation received for the calendar years 2019, 2020, 2021 and 2022, broken down by month.*

**LJMU Response 4:**

|  |  |
| --- | --- |
| Month-Year | Valid SARs received by month |
| Jan-19 | 3 |
| Feb-19 | 2 |
| Mar-19 | 3 |
| Apr-19 | 1 |
| May-19 | 5 |
| Jun-19 | 5 |
| Jul-19 | 1 |
| Aug-19 | 3 |
| Sep-19 | 4 |
| Oct-19 | 2 |
| Nov-19 | 4 |
| Dec-19 | 0 |
| Jan-20 | 5 |
| Feb-20 | 4 |
| Mar-20 | 1 |
| Apr-20 | 0 |
| May-20 | 3 |
| Jun-20 | 1 |
| Jul-20 | 2 |
| Aug-20 | 1 |
| Sep-20 | 1 |
| Oct-20 | 5 |
| Nov-20 | 1 |
| Dec-20 | 1 |
| Jan-21 | 0 |
| Feb-21 | 5 |
| Mar-21 | 4 |
| Apr-21 | 3 |
| May-21 | 5 |
| Jun-21 | 0 |
| Jul-21 | 5 |
| Aug-21 | 2 |
| Sep-21 | 1 |
| Oct-21 | 2 |
| Nov-21 | 2 |
| Dec-21 | 1 |
| Jan-22 | 4 |
| Feb-22 | 0 |
| Mar-22 | 11 |
| Apr-22 | 2 |
| May-22 | 0 |
| Jun-22 | 3 |
| Jul-22 | 0 |
| Aug-22 | 5 |
| Sep-22 | 1 |
| Oct-22 | 5 |
| Nov-22 | 4 |
| Dec-22 | 0 |

**Your Request 5**: *The percentage of SARs responded within the statutory deadline for each calendar year.*

**LJMU Response 5:**

|  |  |
| --- | --- |
| Year | Valid Subject Access requests responded to within statutory deadline |
| 2019 | 79% |
| 2020 | 72% |
| 2021 | 97% |
| 2022 | 94% |

**Your Request 6**: *The percentage of SARs responded within the statutory deadline for the following time periods:*

*August 2019 - July 2020*

*August 2020 - July 2021*

*August 2021 - July 2022*

**LJMU Response 6:**

|  |  |
| --- | --- |
| Time Period | Valid Subject Access Requests responded to within statutory deadline |
| August 2019 - July 2020 | 69% |
| August 2020 - July 2021 | 94% |
| August 2021 - July 2022 | 93% |

## 23/014

**Your Request 1**: Has your university used non-disclosure agreement settlements in relation to research misconduct complaints over the last five academic years? (2017-18, 2018-19, 2019-2020, 2020-2021, 2021-2022). If so, please provide the numbers and sums of money paid out, broken down by year.

**LJMU Response 1:** LJMU does not hold records of any such complaint settlement.

**Your Request 2**: Has any legal action been taken against your university over the last five academic years (2017-18, 2018-19, 2019-2020, 2020-2021, 2021-2022) due to a research misconduct case? Please break this down by year and provide details of whether the legal action was brought by an external individual, a student or staff member, where possible.

**LJMU Response 2:** LJMU does not hold records of any such legal action.

**Your Request 3**: How much has your university spent in legal fees in connection with research misconduct complaints over the last five academic years (2017-18, 2018-19, 2019-20, 2020-21, 2021-22). Please breakdown by year.

**LJMU Response 3:** LJMU does not hold records of any such legal action.

## 23/015

**Your Request 1**: Total number of students enrolled per academic year from 2016/17 to 2021/22.

**LJMU Response 1:** This information is collected by and made available from the Higher Education Statistics Agency (HESA): <https://www.hesa.ac.uk/data-and-analysis>.

Under s.21 of the FOIA, there is no obligation to provide this information to you where it is reasonably accessible elsewhere.

**Your Request 2**: Total number of students accessing mental health, wellbeing and counselling services per academic year from 2016/17 to 2021/22.

**LJMU Response 2:** LJMU provides mental health, wellbeing support and counselling services to students via a number of easily accessible routes: you can find out more about our services on our website: <https://www.ljmu.ac.uk/discover/student-support/health-and-wellbeing>.

The numbers of individual students who have received formal assistance from these services is set out in the table below. Please note that the same individual may be counted within the figures for multiple services and for multiple years if their support was ongoing.

The way that wellbeing support has been provided has changed over recent years and therefore only data since the beginning of the 2020 academic year when the current team was formed is available.

|  |  |  |  |
| --- | --- | --- | --- |
| **Academic year** | **Counselling** | **Mental Health** | **Wellbeing Team** |
| **2016/17** | 1037 | 229 | - |
| **2017/18** | 1087 | 151 | - |
| **2018/19** | 1076 | 350 | - |
| **2019/20** | 813 | 450 | - |
| **20/2021** | 567 | 387 | 3623 |

## 23/016

**Your Request 1**: For the calendar years 2017, 2018, 2019, 2020, 2021 and 2022, I would like to be provided with details on accepted donations, gifts, grants, sponsorships, scholarships and funding (including research funding and teaching funding, as well as funding for university staff and professorships) that have come from oil and gas companies. For each, I would like the following information:

- The name of the oil/gas company that gave the donation, gift, grant, sponsorship, scholarship or funding

- The start and end date of the donation, gift, grant, sponsorship, scholarship or funding if available

- The sum and description of the accepted donation, gift, grant, sponsorship, scholarship and funding

- A description of what the donation, gift, grant, sponsorship, scholarship and funding was used for

If your records are held in such a way where it is difficult to search by sector (e.g. oil and gas), then I am happy to narrow the request to the following companies:

BP

Shell

Saudi Aramco

Gazprom

Total

Chevron

Equinor / Statoil

China Petroleum and Chemical Corporation (SINOPEC)

Eni

Exxon

Conoco

Phillips

PetroChina

Rosneft

Lukoi

China National Offshore Oil Corporation (CNOOC)

**LJMU Response 1:** The amount for each year is Nil. For further details of finical data concerning LJMU please see our annual financial reports which can be found on our website: <https://www.ljmu.ac.uk/about-us/public-information/financial-information/financial-statements>.

## 23/017

**Your Request 1**: For clarification:

By zero hours contract, I refer to the definition provided by section 27A of the Employment Rights Act 1996: "a contract for employment or other worker's contract under which

 - the undertaking to or perform work or services is an undertaking to do so conditionally on the employer making work available or services available to the worker, and

- there is no certainty that any such work or services will be made available to the worker."

By minimum hours contract, I mean a contract where the employer guarantees a small number of hours work, say 1 to 10 hours a week, which can be topped up by more hours if available.

What other terminology to do you use for contracts or arrangements meeting the above legal definition of zero hours contract?

**LJMU Response 1:** The university does not directly employ individuals on contracts that meet the above legal definition of zero hours contract.

**Your Request 2**: How many workers/employees do you currently directly employ on zero hours contracts? What is the breakdown of these figures according to:

(a) sex: Male, Female, Other, Prefer not to say

(b) age: 16-17, 18-20, 21-22, 23-24, 25-34, 35-44, 45-54, 55-64, 65+

(c) race: [breakdown supplied]

**LJMU Response 2:** Nil

**Your Request 3**: What is the minimum, maximum and average number of hours per week carried out by zero hours staff?

**LJMU Response 3:** N/A

**Your Request 4**: Do you have a policy to offer zero hours shifts with notice, pay for zero hours shifts cancelled at short notice and to offer a fixed hours contracts to zero hours staff based on actual hours worked?

**LJMU Response 4:** N/A

**Your Request 5**: How many workers/employees do you currently indirectly employ on zero hours contracts via agencies, contractors or sub-contractors?  If this data is not available, please provide the names of the agencies, contractors or sub-contractors that you use to employ workers indirectly.

**LJMU Response 5:** The university does not currently indirectly employ on zero hours via agencies, contractors or sub-contractors. Where employees are employed through agencies assignments are offered for a specific number of hours or duration.

**Your Request 6**: How many workers/employees do you currently directly employ on minimum hours contracts or via agencies, contractors or sub-contractors?

**LJMU Response 6:** The university does not employ employees on minimum hours contracts either directly or via agencies, contractors or sub-contractors.

## 23/018

**Your Request 1**: *Contract 1 - Telephony/Voice Services (Analogue, ISDN VOIP, SIP etc) 1. Telephony/Voice Services Provider- Please can you provide me with the name of the supplier for each contract. 2. Telephony/Voice Services - Contract Renewal Date- please provide day, month and year (month and year are also acceptable). If this is a rolling contract, please provide me with the rolling date of the contract. If there is more than one supplier, please split the renewal dates up into however many suppliers 3. Telephony/Voice Services - Contract Duration - the number of years the contract is for each provider, please also include any contract extensions. 4. Telephony/Voice Services - Type of Lines - Please can you split the type of lines per each supplier? PSTN, Analogue, SIP, ISDN, VOIP 5. Telephony/Voice Services Number of Lines / Channels / SIP Trunks - Please can you split the number of lines per each supplier? SIP trunks/connections, PSTN, Analogue, ISDN Contract 2 - Incoming and Outgoing of call services. 6. Minutes/Landline Provider- Supplier’s name (NOT Mobiles) if there is no information available, please can you provide further insight into why? 7. Minutes/Landline Contract Renewal Date- please provide day, month and year (month and year is also acceptable). If this is a rolling contract, please provide me with the rolling date of the contract. 8. Minutes Landline Monthly Spend- Monthly average spend on calls for each provider. An estimate or average is acceptable. If SIP services, please provide me with the cost of services per month. 9. Minute’s Landlines Contract Duration - the number of years the contract is for each provider, please also include any contract extensions. 10. Number of Extensions - Please state the number of telephone extensions the organisation currently has. An estimate or average is acceptable. Contract 3 - The organisation's broadband provider. 11. Broadband Provider- Supplier’s name if there is not information available, please can you provide further insight into why?* 12. Broadband Renewal Date - please provide day, month, and year (month and year is also acceptable). If this is a rolling contract, please provide me with the rolling date of the contract. If there is

more than one supplier, please split the renewal dates up into however many suppliers 13. Broadband Annual Average Spend - Annual average spend for each broadband provider. An estimate or average is acceptable. Contract 4 - Contracts relating to Wide Area Network [WAN] services, this could also include HSCN network services. 14. WAN Provider- please provide me with the main supplier(s) if there is no information available, please can you provide further insight into why? 15. WAN Contract Renewal Date - please provide day, month, and year (month and year are also acceptable). If this is a rolling contract, please provide me with the rolling date of the contract. If there is more than one supplier, please split the renewal dates up into however many suppliers 16. Contract Description: Please can you provide me with a brief description for each contract 17. The number of sites: Please state the number of sites the WAN covers. Approx. will do. 18. WAN Annual Average Spend- Annual average spend for each WAN provider. An estimate or average is acceptable. 19. For each WAN contract can you please provide me with information on how this was procured, especially around those procurement that used frameworks, please provide me with the framework reference. 20. Internal Contact: please can you send me their full contact details including contact number and email and job title for all the contracts above.

**LJMU Response 1:** This information is available in the “Information relating to IT provision and use” document available on our website at this address: <https://www.ljmu.ac.uk/about-us/public-information/data-protection-and-freedom-of-information-and-public-sector-information/freedom-of-information/published-information-and-open-data>.

 Under s.21 of the FOIA, there is no obligation to provide this information to you where it is reasonably accessible elsewhere.

## 23/019

***Your Request 1****: Contact Centre – target to organisations we know have a CC*

*a. Do you have a customer/ citizen facing contact centre? If not please skip these questions.*

*b. Do you employ and manage your own agents, or do you outsource to a third party? If you outsource who to?*

*c. How many contact centre agents do you have?*

*d. Do agents work from home? Or just your offices?*

*e. Please confirm the manufacturer of your contact centre system(s) that are currently in place?*

*f. When is your contract renewal date?*

*g. Who maintains your contact centre system(s)?*

**LJMU Response 1:** LJMU does not operate a Customer Contact centre.

***Your Request 2****: CRM*

*a. Do you use a CRM in the contact centre? What platform is used?*

*b. Do you use the same CRM for the rest of the organisation? What platform is used?*

*c. Do you use a knowledge base / knowledge management platform? What platform is used?*

**LJMU Response 2:** LJMU does not operate a Customer Contact centre.

***Your Request 3****: AI & Automation*

*a. Does your organisation have a customer or citizen facing chatbot? If so, who provides this chatbot technology?*

*b. Does your organisation utilise RPA technology? If so, which RPA technology provider do you use?*

**LJMU Response 3:** LJMU does not operate these systems.

## 23/020

***Your Request 1****: Telephony and UC/Collaboration*

*a. Please confirm the manufacturer of your telephony system(s) that are currently in place.*

*b. When is your contract renewal date?*

*c. Who maintains your telephony system(s)?*

*d. Do you use Unified Communications or Collaboration tools, if so which ones?*

***2. Microsoft***

*a) What Microsoft 365 licence do you have across the business e.g. E3, E5?*

*b) Which partner looks after your Microsoft tenant?*

*c) Where do you host your applications? Do you have on-premises infrastructure or do you host your applications in public or private cloud? Which?*

***3. Storage***

*a. Does your organisation use on-premises or cloud storage or both?*

*b. Please confirm the on-premises hardware manufacturer.*

*c. Please confirm your cloud storage provider.*

*d. What is your annual spend on cloud storage?*

*e. How do you back up your data and with who e.g. Backup as a Service*

**LJMU Response 1:** This information is available in the “Information relating to IT provision and use” document available on our website at this address: <https://www.ljmu.ac.uk/about-us/public-information/data-protection-and-freedom-of-information-and-public-sector-information/freedom-of-information/published-information-and-open-data>.

Under s.21 of the FOIA, there is no obligation to provide this information to you where it is reasonably accessible elsewhere.

## 23/021

***Your Request 1****: Connectivity and Network Services*

*a. Who provides your WAN and internet connectivity and the annual spend on each?*

*b. Who provides your SIP trunks and what is the annual spend?*

*c. Who provides your WAN services, is this MPLS, SD WAN or Internet, and what is the annual spend?*

*d. Who provides your LAN infrastructure and what is your annual spend?*

*e. Who provides your WIFI infrastructure and what is your annual spend?*

*f. Please confirm the manufacturer(s) of your wired network core and edge switching?*

*g. When was your core network installed?*

*h. Has it been updated subsequently?*

*i. Who maintains your core network?*

*j. When is the contract renewal date?*

*k. Please confirm value of the initial project?*

*l. Please confirm the value of annual support/maintenance services (in £)?*

**LJMU Response 1:** This information is available in the “Information relating to IT provision and use” document available on our website at this address: <https://www.ljmu.ac.uk/about-us/public-information/data-protection-and-freedom-of-information-and-public-sector-information/freedom-of-information/published-information-and-open-data>.

Under s.21 of the FOIA, there is no obligation to provide this information to you where it is reasonably accessible elsewhere.

## 23/022

***Your Request 1****:*

*1. Between 14 June 2017 and 14 November 2022, how many complaints has the university received from student tenants relating to mould and/or damp in university-owned accommodation (halls of residence)?*

*2. What action was taken in response to the complaints?*

**LJMU Response 1:** Nil – LJMU does not own or operate any student accommodation. LJMU works with partners to guarantee accommodation in Liverpool city centre for new students. You can find our more information about accommodation for LJMU students on our website: <https://www.ljmu.ac.uk/discover/your-student-experience/accommodation>

## 23/023

**Your Request 1**: [Further to your response to FOI 22\_157] Please provide the spend for HP SAN contract.

**LJMU Response 1:** We are not going to disclose the value of this contract because this is likely to prejudice our commercial interests. The public interest is in favour of withholding the information for this reason under the provisions of s.43 of the FOIA.

## 23/024

**Your Request 1**: Has your institution held a licence under the Animals (Scientific Procedures) Act 1986 to conduct animal experiments in each of the past five years?

**LJMU Response 1:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **2022** | **2021** | **2020** | **2019** | **2018** |
| Yes / No | Yes | Yes | Yes | Yes | Yes |

**Your Request 2**: Has your institution used any decapod crustaceans in scientific experiments in each of the past five calendar years?

**LJMU Response 2:**

Please note that decapod crustaceans are not “protected animals” under the provisions of the Animals (Scientific Procedures) Act 1986 (ASPA). LJMU can confirm that it does not use decapods crustaceans in scientific procedures or “experiments” that would be considered “regulated procedures” under the meaning of the ASPA nor has done so in the past 5 years.

**Your Request 3**: How many decapod crustacean animals has your institution used in each of the past five calendar years, broken down by species?

**LJMU Response 3:** LJMU does not use decapods crustaceans in scientific procedures or “experiments” that would be considered “regulated procedures” under the meaning of the ASPA. Each year our School of Biological and Environmental Sciences uses a number of crabs of a verity of species for teaching purposes.

40 live crabs are kept for teaching observations.

20 specimen deceased crabs used for observation and drawing are kept stored in ethanol.

Each year approximately 45 cooked/deceased *cancer pagurus* (edible crab) are obtained from a fishmonger for teaching dissection.

**Your Request 4**: Please list each individual experiment undertaken involving decapod crustaceans in the last five calendar years, noting a) the year, b) the species and c) number of animals used, and d) the severity classed as under the provisions of the Animals (Scientific Procedures) Act 1986?

**LJMU Response 4:** Not applicable

## 23/025

**Your Request 1**: Please can I request your IT recruitment spend, contract and permanent for the last financial year?

**LJMU Response 1:** £23,833

***Your Request 2****: Which recruitment agencies have you been in contact with over the last year?*

**LJMU Response 2:** Hays PLC

***Your Request 3****: Please send me a current IT Organisation Chart.*

**LJMU Response 3:** This information is available in the “Information relating to IT provision and use” document available on our website at this address: <https://www.ljmu.ac.uk/about-us/public-information/data-protection-and-freedom-of-information-and-public-sector-information/freedom-of-information/published-information-and-open-data>.

Under s.21 of the FOIA, there is no obligation to provide this information to you where it is reasonably accessible elsewhere.

## 23/026

**Your Request 1**: May I have the number of scientific procedures undertaken and split between species during the year 2022.

**LJMU Response 1:**

Rat – 75

Mouse – 54

**Your Request 2**: Could you please provide a numerical breakdown of the severity classification for procedures carried out.

Please split between sub threshold, mild, moderate, severe and non-recovery. These will be the figures provided by project licence holders in the annual returns to the Home Office.

**LJMU Response 2:** All licensed research undertaken in 2022 was within the severity banding “Moderate”.

**Your Request 3**: Please can you tell me the number and species of animals, that were killed without being used for regulated procedures? To be clear these would be the figures last published in 2017 re Additional statistics on breeding and genotyping of animals for scientific procedures, Great Britain 2017, under EU Directive (2010/63/EU).

[https://www.gov.uk/government/statistics/additional-statistics-on-breeding-and-genotyping-of-animals-for-scientific-procedures-great-britain-2017](https://ddec1-0-en-ctp.trendmicro.com:443/wis/clicktime/v1/query?url=https%3a%2f%2fwww.gov.uk%2fgovernment%2fstatistics%2fadditional%2dstatistics%2don%2dbreeding%2dand%2dgenotyping%2dof%2danimals%2dfor%2dscientific%2dprocedures%2dgreat%2dbritain%2d2017&umid=3330e7a8-bdee-4c1a-b997-c8867c85da4e&auth=6b639a990a359ff1d6cc8761081d57748ce3c81e-1cc406dd188b17632931e8b988725d28cde2bd77)

**LJMU Response 3:** Under Schedule 1, the following animals were not used in regulated procedures but humanely euthanised for other investigative purposes:

Rat

Microbiological Screening\* - 12

Tissue supply or dissection - 46

Mouse

Microbiological Screening - 6

Tissue supply or dissection - 63

Hamster

Microbiological Screening - 6

Zebrafish

Tissue supply or dissection - 68

\*Microbiological screening is where animals are tested for many pathogenic organisms by an accredited laboratory testing facility to identify possible health issues and maintain the future health status of the colonies. LJMU has an excellent health record.

**Your Request 4**: Were any animals rehomed in 2022? If so, please may I have their number and species?

**LJMU Response 4:** No animals were rehomed.

**Your Request 5**: Do you reconcile the statistics each project licence holder compiles for the annual returns to the data the establishment separately collects?

**LJMU Response 5:** Project Licence Holders are responsible for recording and submitting returns to the Home Office on an annual basis. These are copied to, and retained by, the Establishment Licence Holder (LJMU) for our records.

LJMU staff also keep brief records of animals used for investigations for internal finance purposes. The records kept are species, numbers, age, sex, user, purpose (regulated/non-regulated).

Project Licence holders may ask to cross reference/reconcile these records with theirs for confirmation prior to submission of Home Office returns every January.

**Your Request 6**: Can you please tell me for 2021 and 2022 how many project licences the Animal Welfare Ethical Review Body (AWERB) for your Establishment reviewed and decided to prevent them continuing for Home Office approval? This may be because for instance they identified a New Approach Methodology that could be used instead of animals.

**LJMU Response 6:** No new project licence applications were submitted to AWERB in 2022.

## 23/027

***Your Request 1***: The partnership between this university and JCB including research contracts, investment fundings, exchange programmes and procurement.

**LJMU Response 1:** No live partnerships

**Your Request 2**: The partnership between this university and Caterpillar including research contracts, investment fundings, exchange programmes and procurement.

**LJMU Response 2:** No live partnerships

**Your Request 3**: The partnership between this university and Expedia including research contracts, investment fundings, exchange programmes and procurement.

**LJMU Response 3:** No live partnerships

**Your Request 4**: The partnership between this university and PUMA including research contracts, investment fundings, exchange programmes and procurement.

**LJMU Response 4:** No live partnerships

## 23/028

**Your Request 1**: I am researching my MA dissertation into contributory factors towards increased graduate attainment in English universities (also known as ‘grade inflation’).

As part of this, I am trying to identify sector practices which contributed to the significant rise in first- and upper second-class awards in 2020 and 2021 before a subsequent drop in 2022.

Under the Freedom of Information Act, I would like to request the following information relating to your no-detriment policies during the pandemic. All responses will be aggregated and anonymised within my research report.

What changes, if any, were made to your undergraduate degree algorithm?

**LJMU Response 1:** Since 2020, the following two policies have been implemented in successive years that have temporarily impacted in the awarding of degrees at LJMU:

LJMU No Detriment Framework 2019-2020 – please find copy attached.

LJMU Safety Net Policy 2020-2021 – please find copy attached.

**Your Request 2**: What, if any, benchmarking exercises were undertaken to ensure marks were consistent with previous cohort performance?

**LJMU Response 2:** Please see annex 1 of the following policy:

LJMU No Detriment Framework 2019-2020 – please find copy attached.

**Your Request 3**: Were students permitted any late submission and/or re-submission of assessment without penalty?

**LJMU Response 3:** Yes, for the Academic Year 2020-2021. Please refer to our - LJMU Safety Net Policy 2020-2021 - please find copy attached.

**Your Request 4**: Was sector good practice maintained regarding internal moderation (typically ~10% of submissions) and External Examiner moderation?

**LJMU Response 4:** All assessments on modules that contributed to an award mark were internally and externally moderated as per our Assessment and Feedback policy.

**Your Request 5**: To which academic years did your no-detriment policies apply?

**LJMU Response 5:** LJMU No Detriment Framework 2019-2020; LJMU Safety Net Policy 2020-2021

## 23/029

**Your Request 1**: As per my records,Haplo Services Ltd hosting contract has expired. I would like to know whether this contract is still valid or replaced by any other supplier.

**LJMU Response 1:** This contract was renewed to run until 31st January 2024.

## 23/030

**Your Request 1**: Please can you disclose all information you hold on the Popular Front for the Liberation of Palestine, otherwise commonly known as the PFLP?

**LJMU Response 1:** LJMU does not hold any information on this organisation with relation to the operation of our Prevent Duty obligations.

**Your Request 2**: Please can you disclose the number of Prevent referrals made by or to your organisation regarding the Popular Front for the Liberation of Palestine, otherwise commonly known as the PFLP since 1st January 2012?

**LJMU Response 2:** We can confirm that we submit an annual return to The Office for Students (OfS) in relation to our compliance with the Prevent Duty. We will not be disclosing this or any of the other information requested however, under the exemption at Section 24 (1) of the FOIA that this action is required to safeguard National Security.

The University has chosen to Neither Confirm nor Deny whether it has referred any individuals through the Channel programme or the Prevent Duty by virtue of the exemptions listed below. No inference can be taken from this refusal that the information you have requested does or does not exist.

Section 24 provides provision for refusal of information in relation to the safeguarding of national security and allows public authorities exemption from the requirements of Section 1(1)a if confirming or denying would have an undesirable effect on national security. Section 24 is a qualified exemption and this requires the University to apply the Public Interest Test.

The University acknowledges that the public has a legitimate interest in being aware of and understanding any possible terrorist activities within Higher Education Institutions, and what actions are being taken to combat such activity. It also recognises that disclosure of the information could provide the general public with reassurances that the monitoring of criminals is conducted appropriately.

It has, however, taken the decision to provide a neither confirm nor deny response in relation to this part of your request, as to provide a response could indicate the effectiveness of the University’s monitoring activities. If a terrorist group were aware of the effectiveness of LJMU’s strategy under the Prevent Duty it could lead them to alter their activity and, as a result, impede any monitoring or investigation that may be required.

## 23/031

**Your Request 1**: The total number of fully online/fully distance learning students (not studying at a partner centre) by course (including level (UG/PG), course title and faculty) whether they are UK or non-UK domiciled.

The countries those students are registered from by each course.

**LJMU Response 1:** There are currently 336 students enrolled at LJMU on courses fully delivered through distance learning.

Please see Annex 1 for a breakdown of these students by Level, Programme and Domiciled Status.

Please see Annex 2 for a breakdown of those same students by just Programme and Level

Please see Annex 3 for a breakdown of those same students by just Level and Domiciled Status.

Section 40 (2) of the FOIA imposes a duty on our organisation to protect the Personal Data of individuals when we respond to a request. To avoid individual cases being identified and inferences being made about them, where a cell in the above table includes less than 5 instances, the symbol <5 has been used to ensure compliance.

## 23/032

**Your Request 1**: 2023/24 IT Department Documents - these types of documents have detailed information on the department's future plans and strategies. These documents could include:

ICT Strategy/Plan, ICT Department Plan, ICT Financial Plan

Corporate Procurement Strategy that covers 2023/24 and more.

**LJMU Response 1:** The University will not be disclosing this document because it would be prejudicial to our commercial interests to do so. We operate in a competitive sector and to be able to offer the best education to our students we need to ensure that our competition does not know our direction of travel. This detail may also limit our ability to achieve value for money in future procurement.

Section 43(2) of the FOIA allows us to withhold information in such cases and we do not consider there is public interest in disclosing it.

**Your Request 2**: ICT Org Chart - with names and job titles

**LJMU Response 2:** This information is published annually by LJMU. The document can be found in the Information relating to IT Provision and Use document on the LJMU website: <https://www.ljmu.ac.uk/about-us/public-information/data-protection-and-freedom-of-information-and-public-sector-information/freedom-of-information>.

## 23/033

**Your Request 1**: How do you manage your meetings (organise agenda, minutes etc)? Do you use a committee meeting management software such as a board portal (CMIS, Modern.Gov, iBabs etc.) or just emails etc.?

If yes, what is the name of the supplier?

If yes, what is the contract expiry and contract review date?

How many users are on the board portal/management solution?

What is your overall cost and cost per user?

Could I also kindly ask for contact details for the best lead regarding this?

**LJMU Response 1:** This information is available in the “Information relating to IT provision and use” document available on our website at this address: <https://www.ljmu.ac.uk/about-us/public-information/data-protection-and-freedom-of-information-and-public-sector-information/freedom-of-information/published-information-and-open-data>.

Under s.21 of the FOIA, there is no obligation to provide this information to you where it is reasonably accessible elsewhere.

## 23/034

**Your Request 1**: How many disclosures of sexual misconduct did your university receive, year on year for the past five years and how can that data be broken down under:

* specific definitions of the incident like sexual harassment, sexual touching, and rape
* Equality and diversity data of the survivor. Including the ethnicity, gender, religion, disability and sexuality of those that disclose they have experienced sexual harassment or abuse

**LJMU Response 1:** We have opened the following cases:

|  |  |
| --- | --- |
| 2019/2020 | 7 |
| 2020/2021 | 21 |
| 2021/2022 | 39 |
| 2022/2023 (up to 16.03.23) | 84 |
| Total | 148 |

**Your Request 2**: For the last academic year, what were the average wait times for counselling support experienced by:

* The general student body
* Self-identified survivors of sexual harassment, abuse, and/ or violence

**LJMU Response 2:** No information held

**Your Request 3**: What relationship does the university have to external services in relation to multi-agency support for survivors, including:

* Specialist, identity-based organisations (for example, local or national groups that support ethnically minoritised survivors)
* The police
* Sexual assault referral centres (also known as SARCs)
* Local women’s services like domestic and sexual abuse crisis centres

**LJMU Response 3:**

The police - we employ a University Police Officer.

Sexual assault referral centres (also known as SARCs) - informal professional referrals - SafePlace

Local women’s services like domestic and sexual abuse crisis centres - informal referral information and online professional referral

**Your Request 4**: What training is given to staff members in relation to violence against women?

**LJMU Response 4:**

Staff are invited to a ‘meet the SVLA (Sexual Violence Liaison Adviser) - about basic awareness of SV/DV, referral pathways and support.

**Your Request 5**: What staff members are involved with survivors going through the process of an investigation? This could include student discipline, advocates, sexual health professionals and investigative staff.

* Have any of these staff members received specialist training to work with survivors of sexualised trauma?

**LJMU Response 5:**

We have 1 full time trained ISVA (Independent Sexual Violence Advisor) and 3 trained SVLO’s (Sexual Violence Liaison Officers).

## 23/035

**Your Request 1**: I have an FOI request relating to your provision of: first aid training, life support/CPR training [and] resuscitation/defibrillator training.

*Do you require staff/contractors to take this training?*

**LJMU Response 1:**

First aid training: Yes

Life support/CPR training: No

Resuscitation/defibrillator training: No

**Your Request 2**: *Number of staff/contractors required to take training.*

**LJMU Response 2:**

First aid training: 101-250

Life support/CPR training: N/A

Resuscitation/defibrillator training: N/A

**Your Request 3**: *Person/post/email/department responsible for managing this training.*

**LJMU Response 3:** Contact details for LJMU can be found on our website: <https://www.ljmu.ac.uk/contact-us/key-contacts>.

**Your Request 4**: *Person/post/email/department responsible for commissioning this training.*

**LJMU Response 4:** Contact details for LJMU can be found on our website: <https://www.ljmu.ac.uk/contact-us/key-contacts>.

**Your Request 5**: *Is training provided in-house or is it contracted out?*

**LJMU Response 5:**

First aid training: Contracted out

Life support/CPR training: N/A

Resuscitation/defibrillator training: N/A

**Your Request 6**: If contracted, is it done so through a tender?

**LJMU Response 6:**

First aid training: No

Life support/CPR training: N/A

Resuscitation/defibrillator training: N/A

**Your Request 7**: If yes, when does current tender start/finish?

**LJMU Response 7:** This information is not held

**Your Request 8**: Where is tender published?

**LJMU Response 8:** This information is not held

## 23/036

**Your Request 1**: The number of current students (of all levels) who have supplied a permanent address located in each of the 9 Cheshire and Merseyside local authorities.

**LJMU Response 1:**

|  |  |
| --- | --- |
| Permanent Address by Local Authority | Current Student Headcount |
| Liverpool | 3932 |
| Wirral | 2089 |
| Sefton | 1428 |
| Knowsley | 983 |
| Cheshire West and Chester | 790 |
| St. Helens | 698 |
| Halton | 546 |
| Warrington | 485 |
| Cheshire East | 428 |

## 23/037

**Your Request 1**: The number of first-year entrants to your quantity surveying undergraduate course, broken down by gender - per year for the last 5 years.

**LJMU Response 1:**

|  |  |  |  |
| --- | --- | --- | --- |
| Academic year | Course Title | Gender | Headcount |
| 2017/18 | BSH.Quantity Surveying | F | 13 |
| 2017/18 | BSH.Quantity Surveying | M | 69 |
| 2018/19 | BSH.Quantity Surveying | F | 9 |
| 2018/19 | BSH.Quantity Surveying | M | 72 |
| 2019/20 | BSH.Quantity Surveying | F | 12 |
| 2019/20 | BSH.Quantity Surveying | M | 63 |
| 2020/21 | BSH.Quantity Surveying | F | 15 |
| 2020/21 | BSH.Quantity Surveying | M | 66 |
| 2021/22 | BSH.Quantity Surveying | F | 14 |
| 2021/22 | BSH.Quantity Surveying | M | 88 |

***Your Request 2****: The number of final year students studying your quantity surveying undergraduate course, broken down by gender - per year for the last 5 years.*

**LJMU Response 2:**

|  |  |  |  |
| --- | --- | --- | --- |
| Academic year | Course Title | Gender | Headcount |
| 2017/18 | BSH.Quantity Surveying | F | 11 |
| 2017/18 | BSH.Quantity Surveying | M | 43 |
| 2018/19 | BSH.Quantity Surveying | F | 12 |
| 2018/19 | BSH.Quantity Surveying | M | 63 |
| 2019/20 | BSH.Quantity Surveying | F | 14 |
| 2019/20 | BSH.Quantity Surveying | M | 75 |
| 2020/21 | BSH.Quantity Surveying | F | 13 |
| 2020/21 | BSH.Quantity Surveying | M | 79 |
| 2021/22 | BSH.Quantity Surveying | F | <5 |
| 2021/22 | BSH.Quantity Surveying | M | 58 |

***Your Request 3****: The total number of females who have withdrawn from the quantity surveying undergraduate course per year for the last 5 years.*

**LJMU Response 3:** These figures do not include students who have failed their courses, changed their programme or have died.

|  |  |  |  |
| --- | --- | --- | --- |
| Academic year | Course Title | Gender | Drop Out |
| 2017/18 | BSH.Quantity Surveying | F | 0 |
| 2018/19 | BSH.Quantity Surveying | F | 0 |
| 2019/20 | BSH.Quantity Surveying | F | <5 |
| 2020/21 | BSH.Quantity Surveying | F | <5 |
| 2021/22 | BSH.Quantity Surveying | F | <5 |

In accordance with Section 40 (2) of the FOIA, the university has not been able to give the exact numbers where small numbers of individuals are involved, so that an individual cannot be identified, or inferences be drawn about them. The University has inserted a “less than five” (<5) value in any appropriate cell.

## 23/038

***Your Request 1****:*

*1.* ***Telephony and UC/ Collaboration***

*a. Please confirm the manufacturer of your telephony system(s) that are currently in place*

*b. When is your contract renewal date?*

*c. Who maintains your telephony system(s)?*

*d. Do you use Unified Communications or Collaboration tools, if so which ones?*

*2.* ***Microsoft***

*a) What Microsoft 365 licence do you have across the business e.g. E3, E5?*

*b) Which partner looks after your Microsoft tenant?*

*c) Where do you host your applications? Do you have on-premises infrastructure or do you host your applications in public or private cloud? Which?*

*3.* ***Storage***

*a. Does your organisation use on-premises or cloud storage or both?*

*b. Please confirm the on-premises hardware manufacturer*

*c. Please confirm your cloud storage provider*

*d. What is your annual spend on cloud storage?*

*e. How do you back up your data and with who e.g. Backup as a Service*

**LJMU Response 1:** This information is available in the “Information relating to IT provision and use” document available on our website at this address: <https://www.ljmu.ac.uk/about-us/public-information/data-protection-and-freedom-of-information-and-public-sector-information/freedom-of-information/published-information-and-open-data>.

Under s.21 of the FOIA, there is no obligation to provide this information to you where it is reasonably accessible elsewhere.

## 23/039

***Your Request 1****: The total number of students studying at your university, in the academic year 2021 - 2022.*

**LJMU Response 1:** 28102

**Your Request 2**: The number of students seeking support from the University's Wellbeing Service - or other University, in house, mental health support service - in the academic year 2021 - 2022.

**LJMU Response 2:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Academic year** | **Counselling** | **Mental Health** | **Wellbeing Team** |
| **21/2022** | 903 | 511 | 3754 |

Details of theCounselling and Mental Health services available to LJMU students can be found on our website: <https://www.ljmu.ac.uk/discover/student-support/health-and-wellbeing/counselling-and-mental-health-service>.

## 23/040

**Your Request 1**: Please provide numbers of non-UK domiciled students, broken down by country of domicile, enrolled on the following courses, including part time and full-time options:

Policing and Criminal Investigation MSc

Terrorism, Policing and Security MSc

Counter-Terrorism Studies MSc

Security Studies MSc

Intelligence and Security Studies MSc

Security and Terrorism Law MA

Security Management MSc

Covert Investigation and Specialist Intelligence MSc

PGDip/ PGCert Evidence Informed Practice

For each country cohort of students, please state how many students are in employment and provide a breakdown of student numbers by profession.

For students who are members of their country’s security forces, please indicate the security force they are members of e.g. police, military, paramilitary, intelligence etc. For government workers please specify their department.

Please include data for the academic year commencing 2022, as well as 2021, 2020, 2019 and 2018.

**LJMU Response 1:** Please see attached at Annex 1, a breakdown of the domicile status of students excluding those domiciled in the UK on the above courses since the 2018/19 academic year.

Section 40 (2) of the FOIA imposes a duty on our organisation to protect the Personal Data of individuals when we respond to a request. To avoid individual cases being identified and inferences being made about them, where a cell in the above table includes less than 5 instances, the symbol <5 has been used to ensure compliance.

LJMU does not hold records of the employment status of these students.

**Your Request 2**: Does Liverpool John Moores University carry out any human rights due diligence on international students applying for any of the above-named courses, or have any other policies in place to assess human rights risks linked to course provision? If so, please provide details.

**LJMU Response 2:** No

**Your Request 3**: Does Liverpool John Moores University conduct any course provision for any of the above-named courses overseas? If so, please provide details.

**LJMU Response 3:** No

**Your Request 4**: Does Liverpool John Moores University hold any relationships with any overseas state security, government or educational institutions in relation to its provision of any of the above-named courses? If so, please provide details.

**LJMU Response 4:** No

## 23/041

**Your Request 1**: **Executive Team** - total number of members:

**LJMU Response 1:** 12 – details of our Executive Leadership Team can be found on our website: <https://www.ljmu.ac.uk/about-us/structure/executive-leadership-team>.

**Your Request 2**: **Executive Team** - number of BAME members:

**LJMU Response 2:** <5\* individuals have identified as such in voluntary monitoring data.

**Your Request 3**: **Executive Team** - number of Black or Black mixed heritage members:

**LJMU Response 3:** <5\* individuals have identified as such in voluntary monitoring data.

**Your Request 4**: **Professional services staff** - total number of professional services staff **below** Spine Point 30:

**LJMU Response 4:** The university’s spine points differ slightly from the UCEA spine points. For the purposes of this response staff employed in Professional Services areas (which includes campus support services) who earn less than £36,333 as of the 1st of February has been included.

No. of staff = 742

**Your Request 5**: **Professional services staff** - number of BAME professional services staff **below** Spine Point 30:

**LJMU Response 5:** Same criteria as Response 4 has been used.

No. of Staff = 40 individuals have identified as such in voluntary monitoring data.

**Your Request 6**: **Professional services staff** - number of Black or Black mixed heritage professional services staff **below** Spine Point 30:

**LJMU Response 6:** Same criteria as Response 4 has been used.

No. of staff = 17 individuals have identified as such in voluntary monitoring data.

**Your Request 7**: **Professional services staff** - total number of professional services staff **on** Spine Point 30 and **above**:

**LJMU Response 7:** The university’s spine points differ slightly from the UCEA spine points. For the purposes of this response staff employed in Professional Services areas (which includes campus support services) who earn £36,333 or more as of the 1st of February has been included.

No. of staff = 304

**Your Request 8**: **Professional services staff** - number of BAME professional services staff **on** Spine Point 30 and **above**:

**LJMU Response 8:** *Same criteria as Response 7 has been used.*

No. of staff = 15 individuals have identified as such in voluntary monitoring data.

**Your Request 9**: **Professional services staff** - number of Black or Black mixed heritage professional services staff **on** Spine Point 30 and **above**:

**LJMU Response 9:** *Same criteria as Response 7 has been used.*

No. of staff = 8 individuals have identified as such in voluntary monitoring data.

**Your Request 10**: **Professional services staff** - total number of professional services staff **not** on the Spine Point Scale (individual contract):

**LJMU Response 10:** No. of staff = 20

**Your Request 11**: **Professional services staff** - number of BAME professional services staff **not** on the Spine Point Scale (individual contract):

**LJMU Response 11:** No. of staff = <5\* individuals have identified as such in voluntary monitoring data.

**Your Request 12**: **Professional services staff** - number of Black or Black mixed heritage professional services staff **not** on the Spine Point Scale (individual contract):

**LJMU Response 12:** No. of staff = 0 individuals have identified as such in voluntary monitoring data.

**Your Request 13**: **General** - what was your mean ethnicity pay gap (%) in the 21/22 Academic year?

**LJMU Response 13:** -7.33% on average BAME staff members pay was higher than white colleagues.

**Your Request 14**: **General** - is there a university led initiative for decolonisation the curriculum? Yes/No

**LJMU Response 14:** Yes - the university has in place a number of initiatives focused on decolonising the curriculum.

**Your Request 15**: **General** - is there a specific university anti-racist strategy?

**LJMU Response 15:** The university does not have a specific anti-racist strategy. The University has set Diversity and Inclusion Priorities and Action Plan which covers Race Equality.

\*In accordance with Section 40 (2) of the FOIA, the university has not been able to give the exact numbers where small numbers of individuals are involved, so that an individual cannot be identified, or inferences be drawn about them. The University has inserted a “less than five” (<5) value in any appropriate cell.

## 23/042

***Your Request 1****: Since the start of this academic year (Sept 2022) how many complaints have been received by your accommodation office about the standard of student accommodation where part of the complaint has made specific reference to the fact that the*

*accommodation is not worth the price being charged for it, or a reduction in its price should be made to reflect the apparent defects?*

**LJMU Response 1:** None

**Your Request 2**: In relation to the most recent three such complaints please provide me with an exact transcript of the complaint as you received it, although I accept the name and address of the complainant as well as any other personal details will have to be redacted to comply with S.40 of the FOI Act.

**LJMU Response 2:** N/A

## 23/044

***Your Request 1****:* *By ‘edtech’ I mean any hardware, software technology, and digital platform services designed to improve learning and training, improve student outcomes, enhance individualized education, and reduce the teaching burden on university staff.*

*1. Please provide a complete list of all invitations to tender (ITT) for Educational Technology (edtech) services managed by the procurement / buying team at the university during the period 1st January 2020 - 31st December 2020. For each ITT included in this list, please provide the following details:*

*i. Title*

*ii. Description*

*iii. Value of contract (£GBP)*

*iv. Contract start date*

*v. Contract end date*

*vi. (Where publicly available) Name of third-party awarded the contract*

*2. Please provide a complete list of all invitations to tender (ITT) for Educational Technology (edtech) services managed by the procurement / buying team at the university during the period 1st January 2021 - 31st December 2021. For each ITT included in this list, please provide the following details:*

*i. Title*

*ii. Description*

*iii. Value of contract (£GBP)*

*iv. Contract start date*

*v. Contract end date*

*vi. (Where publicly available) Name of third-party awarded the contract*

*3. Please provide a complete list of all invitations to tender (ITT) for Educational Technology (edtech) services managed by the procurement / buying team at the university during the period 1st January 2022 - 31st December 2022. For each ITT included in this list, please provide the following details:*

*i. Title*

*ii. Description*

*iii. Value of contract (£GBP)*

*iv. Contract start date*

*v. Contract end date*

*vi. (Where publicly available) Name of third-party awarded the contract*

**LJMU Response 1:** This information is available in the “Information relating to IT provision and use” document available on our website at this address: <https://www.ljmu.ac.uk/about-us/public-information/data-protection-and-freedom-of-information-and-public-sector-information/freedom-of-information/published-information-and-open-data>.

Under s.21 of the FOIA, there is no obligation to provide this information to you where it is reasonably accessible elsewhere.

## 23/045

**Your Request 1**: I'm writing to you under the Freedom of Information Act (2000) to ask that you please disclose to me, following a previously sent request from this address regarding fossil fuel funding from 2017-2021/22, that you please complete the same search for a much more limited amount of information exclusively covering the current calendar year.

The companies I'm looking for are all oil, gas, and coal companies.

This would include grants, investments, research agreements, gifts, sponsorship, hospitality, and donations from the following companies please:

BP, Shell, Total, Equinor (Statoil), Eni, Chevron, Exxon (ExxonMobil), ConocoPhilip (Conoco), BHP Group, Enbridge, Chesapeake Energy, Petrofac, Kellas Midstream, Kuwait Petroleum, OEUK, Dong Energy, Cheniere, Premtech, Aker BP, Glencore, Petronas, Saudi Aramco, Petro-Canada, E&P, OMV, Inpex, Ithaca Energy, Enquest, Woodside, Chrysaor, China Petroleum and Chemical Corporation (SINOPEC), Hewett Petroleum, Institute of Gas and technology, Balmoral Offshore, Airpac Bukom, Abbot Group, Capricorn Energy, Enterprise Oil, Melrose Resources, Rovotics, Senergy, Scottish Power, Trident, Zenocean, Schlumberger, Stena Drilling, Anglo-American, Tokyo Gas.

**LJMU Response 1:** None

**Your Request 2**: I'd also like the same for the following investment banks please: JP Morgan, Blackrock, Citi, Wells Fargo, and Bank of America.

**LJMU Response 2:** None

## 23/046

***Your Request 1****: How many workers/employees in total do you currently employ? What is the breakdown of these figure [according to the criteria below] - please note this question concerns your entire workforce, not just zero hours staff.*

*(a) sex: Male, Female, Other, Prefer not to say*

*(b) age: 16-17, 18-20, 21-22, 23-24, 25-34, 35-44, 45-54, 55-64, 65+*

*(c) race:*

*White - English/Welsh/Scottish/Northern Irish/British Irish*

*White - Gypsy or Irish Traveller*

*White - any other background*

*Asian or Asian British - Indian*

*Asian or Asian British - Pakistani*

*Asian or Asian British - Bangladeshi*

*Asian or Asian British - Chinese*

*Asian or Asian British - Any other background*

*Black or Black British - Caribbean*

*Black or Black British - African*

*Black or Black British - Any other background*

*Mixed - White and Black Caribbean*

*Mixed - White and Black African*

*Mixed - White and Asian*

*Mixed - Any other mixed background*

*Other ethnic group*

*Prefer not to say*

**LJMU Response 1:**

a)

|  |  |
| --- | --- |
| **Row Labels** | **Count of Employee Number** |
| Arab | 32 |
| Asian - Bangladeshi | 6 |
| Asian - Indian | 26 |
| Asian - Pakistani | 21 |
| Asian Other | 32 |
| Black African | 46 |
| Black British | 13 |
| Black Caribbean | <5 |
| Black Other | <5 |
| Chinese | 49 |
| Chinese - Other | <5 |
| Information Refused | 28 |
| Mixed - White and Asian | 10 |
| Mixed - White and Black African | 10 |
| Mixed - White and Black Caribbean | 7 |
| Not Known | 32 |
| Other Ethnic Background | 13 |
| Other Mixed Background | 23 |
| White - British | 540 |
| White - English | 1313 |
| White - Irish | 69 |
| White - Scottish | 22 |
| White - Welsh | 50 |
| White Other | 234 |
| (blank) | 96 |
| **Grand Total** | **2681** |

b)

|  |  |
| --- | --- |
| **Row Labels** | **Count of Employee Number** |
| 18-20 | 1 |
| 21-22 | 12 |
| 23-24 | 50 |
| 25-34 | 372 |
| 35-44 | 718 |
| 45-54 | 789 |
| 55-64 | 642 |
| 65+ | 97 |
| **Grand Total** | **2681** |

c)

|  |  |
| --- | --- |
| **Row Labels** | **Count of Employee Number** |
| F | 1441 |
| M | 1240 |
| **Grand Total** | **2681** |

## 23/047

**Your Request 1**: Please could you reveal how many student suicides, or suspected suicides (if you hold this information), at your university have occurred since and including the academic year 2018/2019.

Please can you provide the figures broken up per academic year, or year, depending on how you hold the data.

E.g. 2018/2019, 2019/2020, 2020/2021, 2021/2022, 2022/2023 so far. Or 2018, 2019, 2021, 2021, 2022, 2023 so far.

Please distinguish between the number of student suicides and suspected suicides, if you hold information on the latter.

If you do not hold any information on suicides or suspected suicides, please could you provide reasoning for why this is the case.

**LJMU Response 1:** LJMU does not hold any records of having been informed by a coroner of any of our student’s deaths being ruled as a suicide.

We are not registered as an interested party with the coroner in any cases during this time.

In the 2020/2021 academic year LJMU started keeping a record of cases where our students were reported or otherwise known to have, or suspected to have committed suicide.

During both the 2020/2021 and 2021/22 academic years, the death of one LJMU student in each year is known to have been a suicide or suspected suicide. In addition, the university is

aware of one suspected suicide in 2020/21 but this has never been confirmed by either the family or the coroner. With regard to the suicide, we were informed by the family after the coroner’s review.

We do not hold formal records related to previous years, although we are aware of the existence of further cases prior to September 2020.

Direct support and counselling for students is available via our [Student Advice and Wellbeing](https://www.ljmu.ac.uk/discover/student-support) team. Third party organisations such as the [Samaritans](https://www.samaritans.org/) are also available to students and details are available on our [website](https://www.ljmu.ac.uk/discover/student-support/health-and-wellbeing/counselling-and-mental-health-service/what-to-do-in-a-crisis).

**Your Request 2**: Does your university request permission from a student to contact an individual, nominated by a student, if they have concerns for their mental health or welfare when a student registers at the university?

If so, please provide figures on how many students opted in or out of this consent for the last five years, or from when the policy was implemented.

If so please break these figures up by academic year, or year, depending on how you hold the data.

**LJMU Response 2:** We do not ask students to ‘opt-in’ at registration. Safety planning is done routinely with individual students through professional services within the university. In addition to routine safety planning, the university is working on a ‘Trusted contacts’ policy and aims to implement this by September 2023.

## 23/048

**Your Request 1**: How many care leavers, according to your institution’s definition of a care leaver (for example, the Department for Education defines a care leaver as “[a]ll children who had been looked after for at least 13 weeks which began after they reached the age of 14 and ended after they reached the age of 16”), started an undergraduate degree course at your university in the academic year 2021/22?

**LJMU Response 1:** This information is collected by and made available from the Higher Education Statistics Agency (HESA)

<https://www.hesa.ac.uk/data-and-analysis>

Tailored dataset services concerning the UK Higher Education sector including the data from LJMU can be obtained from Joint Information Systems Committee (JISC) <https://www.jisc.ac.uk/tailored-datasets>

Under s.21 of the FOIA, there is no obligation to provide this information to you where it is reasonably accessible elsewhere.

## 23/050

***Your Request 1****: [With regards to LJMU’s* [*IT Provision and Use Document*](https://www.ljmu.ac.uk/about-us/public-information/data-protection-and-freedom-of-information-and-public-sector-information/freedom-of-information/published-information-and-open-data)*] Has the Daisy contract been renewed as in the response it has expired?*

**LJMU Response 1:** Under the provisions of Section 22 of the FOIA, the University is not obliged to provide a response if the information requested is intended for future publication.

The University can confirm that the information requested is intended for update and publication each year and will be available on the website at:

<https://www.ljmu.ac.uk/about-us/public-information/data-protection-and-freedom-of-information-and-public-sector-information/freedom-of-information/published-information-and-open-data>

The University has considered the public interests and has found the balance to be in favour of withholding the information.

**Your Request 2**: *What is the monthly spend for the minutes contract? Is there a spend for the WAN contract?*

**LJMU Response 2:**  We are not going to disclose the value of IT contract because this is likely to prejudice our commercial interests. The public interest is in favour of withholding the information for this reason under the provisions of s.43 of the FOIA.

## 23/051

**Your Request 1**: What well-being/mental health support was available for students during the COVID-19 pandemic?

**LJMU Response 1:** During the pandemic, LJMU working at home delivered our Wellbeing and Mental Health services via phone initially and then via Microsoft Teams (in addition to by phone) as home working was established.

**Your Request 2**: Which languages other than English were the services available in?

**LJMU Response 2:** Services were not routinely available in languages other than English.

**Your Request 3**: Please answer the following questions regarding services post-COVID (2022-2023):

Did mental health services change after the pandemic? What other resources were made available and why?

**LJMU Response 3:** Post pandemic we have retained a blended model of service, using phone and Microsoft Teams to support students in addition to reinstating in-person appointments.

For more up-to-date details of the services available to students please see our website: <https://www.ljmu.ac.uk/discover/student-support/health-and-wellbeing/counselling-and-mental-health-service>*.*

**Your Request 4**: Are they available in languages other than English?

**LJMU Response 4:** Services are not routinely available in languages other than English, but we will source translation services as possible/required to do so.

## 23/052

**Your Request 1**: The university’s policy concerning the payment of external actors used by student filmmakers to help with their coursework. Information to include the university’s policy on this topic and how it ensures these films are legally compliant with the UK National Minimum Wage Act 1998.

**LJMU Response 1:** As student assessed work is produced for the purposes of their education and not as a profit-making commercial venture, students seek voluntary actors for the films they produce for assessment purposes. This is not in breach of either the National Minimum Wage regulations or other employment law obligations*.* LJMU’s legal advisors are consulted where necessary.

**Your Request 2**: Information relating to the budgets that the university provides to students to make their films, i.e. fiscal amount of budget.

**LJMU Response 2:** On some modules students can claim back a small budget so that they are not out of pocket for expenses such as food and travel. We encourage students to pay for actors’ expenses from this budget. Budgets depend on the type of production and number of students working on a production and vary between programmes.

**Your Request 3**: Any template contracts or documents concerning actors’ employment that are supplied by the university to student film makers and external actors for use with their coursework (templates are fine).

**LJMU Response 3:** This information is not held. As per our response to question 1, such actors give freely of their time to assist students’ education; they are not employed and so there are no contracts concerning actors’ employment.

**Your Request 4**: Information relating to how student film makers are educated or encouraged to promote on screen diversity in their student films and how student films are compliant with the university’s Equality and Diversity Policies and the UK Equalities Act 2010.

**LJMU Response 4:** Liverpool Screen School’s programmes discuss at a department and school level approaches to inclusivity, accessibility and diversity. The school shares good practice around decolonising the curriculum and is represented on the University working group for EDI. As a subject area, we are engaged in discussion with industry partners about inclusion in the media and film industry and the course team are committed to this ongoing conversation. As a practical programme, where students are generally engaged in producing media, this approach to tackling inclusivity in production, as well as ensuring diversity, is seen as key in our approach. Our staff represent a diverse demographic and we frequently work with guest producers who bring diverse perspectives. Our LJMU values are key to both

content and delivery of all our programmes and every aspect of our work complies with LJMU policy.

## 23/053

***Your Request 1****: Do you provide health, fitness, or performance testing to the public? This can include but may not be limited to body composition tests, Spirometry tests, Basal metabolism tests, Lactate threshold tests, Vo2 max tests and so forth. If not please disregard this request and provide me with a nil response.*

**LJMU Response 1:** Yes

***Your Request 2****: If you provide any of these services, please list them below.*

**LJMU Response 2:** VO2 Peak testing is currently available via our Faculty of Science.

***Your Request 3****: Please provide a link to any booking forms/ cost information that is available or outline the cost of each service.*

**LJMU Response 3:** <https://buyonline.ljmu.ac.uk/product-catalogue/ljmu/faculty-shop/faculty-of-science>. For further information about the service, please contact the Faculty of Science.

## 23/055

**Your Request 1**: Please provide a breakdown of your student population data for the following cohorts, if applicable at the University:

**Engineering (all in BSc/BEng or MSc)**

**Mathematics and Physics (all in BSc courses)**

**Computer Science (all BSc Courses)**

**Chemistry and Biological Sciences (Any/All BSc Courses)**

We have attached a spreadsheet, made by our team, that ideally we would want completing to show the breakdowns of these areas per area (i.e. 1 spreadsheet for each area), and then the specific population information in terms of total numbers of F/M ratio, WP, registered disabilities, year group etc.

We are only looking for this information on Home Students. Please do not include international students in the figures.

**LJMU Response 1:** Data relates to UK nationals in the below schools.

Contact information for our faculties can be found on our website: <https://www.ljmu.ac.uk/about-us/faculties>.

|  |  |
| --- | --- |
| All Levels by School |  |
|  |  |
| Prog School Name | Headcount |
| Astrophysics Research Institute | 72 |
| Biological and Environmental Sciences | 1118 |
| Civil Engineering and Built Environment | 1610 |
| Computer Science and Mathematics | 876 |
| Engineering | 718 |
| Pharmacy & Biomolecular Sciences | 1776 |
| Sport and Exercise Sciences | 1751 |
| Total | 7921 |

|  |  |
| --- | --- |
| First Degree by School |  |
|  |  |
| Prog School Name | Headcount |
| Biological and Environmental Sciences | 1045 |
| Civil Engineering and Built Environment | 1486 |
| Computer Science and Mathematics | 835 |
| Engineering | 641 |
| Pharmacy & Biomolecular Sciences | 1517 |
| Sport and Exercise Sciences | 1503 |
| Total | 7027 |

|  |  |  |
| --- | --- | --- |
| All Levels By Level in the |  |  |
|  |  |  |
| Year of Study | Headcount | % |
| MIX | 1 | 0.0 |
| NQ3 | 427 | 5.4 |
| NQ4 | 2381 | 30.1 |
| NQ5 | 2051 | 25.9 |
| NQ6 | 2045 | 25.8 |
| NQ7 | 757 | 9.6 |
| NQ8 | 259 | 3.3 |
| Total | 7921 |  |

|  |  |  |
| --- | --- | --- |
| First Degree By Level |  |  |
|  |  |  |
| Year of Study | Headcount | % |
| NQ3 | 427 | 6.1 |
| NQ4 | 2342 | 33.3 |
| NQ5 | 2039 | 29.0 |
| NQ6 | 2043 | 29.1 |
| NQ7 | 176 | 2.5 |
| Total | 7027 |  |

|  |  |  |
| --- | --- | --- |
| All Levels by Gender |  |  |
|  |  |  |
| Gender | Headcount | % |
| Female | 3078 | 38.9 |
| Male | 4792 | 60.5 |
| Not Specified | 51 | 0.6 |
| Total | 7921 |  |

|  |  |  |
| --- | --- | --- |
| First Degree by Gender |  |  |
|  |  |  |
| Gender | Headcount | % |
| Female | 2662 | 37.9 |
| Male | 4317 | 61.4 |
| Not Specified | 48 | 0.7 |
| Total | 7027 |  |

|  |  |  |
| --- | --- | --- |
| All Levels by Ethnicity |  |  |
|  |  |  |
| Ethnicity | Headcount | % |
| Asian | 517 | 6.5 |
| Chinese | 65 | 0.8 |
| Black | 306 | 3.9 |
| Mixed | 293 | 3.7 |
| White | 6420 | 81.1 |
| Other | 184 | 2.3 |
| Refused/NK | 136 | 1.7 |
| Total | 7921 |  |

|  |  |  |
| --- | --- | --- |
| First Degree by Ethnicity |  |  |
|  |  |  |
| Ethnicity | Headcount | % |
| Asian | 466 | 6.6 |
| Chinese | 52 | 0.7 |
| Black | 269 | 3.8 |
| Mixed | 266 | 3.8 |
| White | 5687 | 80.9 |
| Other | 166 | 2.4 |
| Refused/NK | 121 | 1.7 |
| Total | 7027 |  |

|  |  |  |
| --- | --- | --- |
| All Levels by Disability |  |  |
|  |  |  |
| Disability | Headcount | % |
| Disabled | 1233 | 15.6 |
| Not Disabled | 6688 | 84.4 |
| Total | 7921 |  |

|  |  |  |
| --- | --- | --- |
| First Degree by Disability |  |  |
|  |  |  |
| Disability | Headcount | % |
| Disabled | 1083 | 15.4 |
| Not Disabled | 5944 | 84.6 |
| Total | 7027 |  |

|  |  |  |
| --- | --- | --- |
| All Levels by Home Region |  |  |
|  |  |  |
|  |  |  |
| Government Office Region | Headcount | % |
| North East | 108 | 1.4 |
| North West | 4712 | 59.5 |
| South East | 192 | 2.4 |
| Scotland | 30 | 0.4 |
| Wales | 585 | 7.4 |
| London | 145 | 1.8 |
| None | 41 | 0.5 |
| South West | 115 | 1.5 |
| West Midlands | 572 | 7.2 |
| East of England | 154 | 1.9 |
| East Midlands | 281 | 3.5 |
| Yorkshire and The Humber | 400 | 5.0 |
| Northern Ireland | 586 | 7.4 |
| Total | 7921 |  |

|  |  |  |
| --- | --- | --- |
| First Degree by Home Region |  |  |
|  |  |  |
| Government Office Region | Headcount | % |
| North East | 98 | 1.4 |
| North West | 4127 | 58.7 |
| South East | 161 | 2.3 |
| Scotland | 10 | 0.1 |
| Wales | 524 | 7.5 |
| London | 126 | 1.8 |
| None | 34 | 0.5 |
| South West | 98 | 1.4 |
| West Midlands | 531 | 7.6 |
| East of England | 130 | 1.9 |
| East Midlands | 256 | 3.6 |
| Yorkshire and The Humber | 367 | 5.2 |
| Northern Ireland | 565 | 8.0 |
| Total | 7027 |  |

|  |  |  |
| --- | --- | --- |
| **Societies Contacts for this discipline** | **Society Contact Name/role** | **Society Email Address (if able to provide)** |
| FET Rocketry Student Society | Frederic Bezombes -Lecturer/Senior Lecturer | [F.Bezombes@ljmu.ac.uk](mailto:F.Bezombes@ljmu.ac.uk) |
| FET Engineering Student Society (which includes civil engineers) | Alec Robinson, Technical Resource Manger | [A.D.Robinson@ljmu.ac.uk](mailto:A.D.Robinson@ljmu.ac.uk) |
| Mathematics Student Society | Ian Jarman - Lecturer/Senior Lecturer | [I.H.Jarman@ljmu.ac.uk](mailto:I.H.Jarman@ljmu.ac.uk) |
| LJMU e-Racing Team | Alec Robinson, Technical Resource Manger | [A.D.Robinson@ljmu.ac.uk](mailto:A.D.Robinson@ljmu.ac.uk) |

John Moores Student Union may run other relevant student societies. This data is not held by Liverpool John Moers University for the purposes of the FOIA. Please see their website or contact them for more detail: <https://www.jmsu.co.uk/groups>.

Details of our Diversity Initiatives, including those for access to STEM subjects can be found on our website: <https://www.ljmu.ac.uk/about-us/edi>.

## 23/056

***Your Request 1****: Detailed Report of Number of Indian [Domiciled] Students Enrolled to UG, PG & Research Programs at LJMU for the Below Mentioned Intakes:*

*Sep - 2020,2021,2022*

*Jan 2020,2021,2022 & 2023*

**LJMU Response 1:**

|  |  |  |  |
| --- | --- | --- | --- |
| Start Year | Start Month | Study Level | Headcount |
| 2020 | Jan | PGT | 1 |
| 2020 | Jan | UG | 10 |
| 2020 | Sep | PGT | 79 |
| 2020 | Sep | UG | 31 |
| 2021 | Jan | PGT | 28 |
| 2021 | Sep | PGT | 167 |
| 2021 | Sep | UG | 5 |
| 2022 | Jan | PGT | 44 |
| 2022 | Sep | PGT | 198 |
| 2022 | Sep | UG | 9 |
| 2023 | Jan | PGT | 133 |
| 2023 | Jan | UG | 1 |

## 23/057

**Your Request 1**: How many students accessed support from your university counselling service in 2022?

**LJMU Response 1:** In the academic year 21/2022 903 individual students sought support from our Counselling service.

You can find our more information about the support services available to students on our website: <https://www.ljmu.ac.uk/discover/student-support/health-and-wellbeing>.

**Your Request 2**: What was the average waiting time to access the counselling service at your university in 2022?

**LJMU Response 2:** LJMU do not hold this information.

## 23/058

**Your Request 1**: I would be most grateful if you would provide me, under the Freedom of Information Act, the following details in respect to your washroom services contract.

What is the contractual performance KPIs for this contract?

**LJMU Response 1:** Service visits completed in accordance with the specification; Respond to all operational enquiries within agreed response times; No. of complaints resolved within 5 working days; Invoice accuracy; Invoice timeliness – as per the framework user guide.

**Your Request 2**: Suppliers who applied for inclusion on each framework/contract and were successful & not successful at the PQQ & ITT stages.

**LJMU Response 2:** Direct award off the framework to the top ranked supplier - PHS.

**Your Request 3**: Actual spend on this contract/framework (and any sub lots), from the start of the contract to the current date.

**LJMU Response 3:** The University is withholding the value of spend under the current contract under s.43 of the FOIA because we believe that disclosure of any information that could be used to calculate the contract value is likely to prejudice our commercial interests. In using the exemption at s.43 we have considered that the public interest is in favour of withholding the value and protecting our ability to achieve value for money in future procurement exercises.

**Your Request 4**: Start date & duration of framework/contract?

**LJMU Response 4:** January 2023, initial 2 years.

**Your Request 5**: Could you please provide a copy of the service/product specification given to all bidders for when this contract was last advertised?

**LJMU Response 5:** This information is not held.

**Your Request 6**: Is there an extension clause in the framework(s)/contract(s) and, if so, the duration of the extension?

**LJMU Response 6:** Yes, two 12-month extensions.

**Your Request 7**: Has a decision been made yet on whether the framework(s)/contract(s) are being either extended or renewed?

**LJMU Response 7:** No

**Your Request 8**: Who is the senior officer responsible for this contract?

**LJMU Response 8:** Head of Campus Support (Facilities)

## 23/059

**Your Request 1**:

1. Which ERP (Enterprise Resource Management) or Finance and HR is currently used?
2. What was the total value of the contract?
3. What is the annual contract value?
4. What is the duration of the contract?
5. When does your contract expire?
6. Do you have any planned upgrades of the software? If so, when?
7. Are you planning to go to market for a different ERP/ Finance system? If so, when?
8. Who is the person responsible for your ERP / Finance system? Please provide full name, title and contact information if possible.
9. If your finance or ERP is Unit4 please advise if this is:
10. Unit4 Cloud, On Premise or other cloud
11. If you have access to the Unit4 Extension Kit
12. Unit4 software version number (e.g. MS 6.7)
13. Has the University implemented a Integration platform as a service (iPaaS), such as Dell Boomi, Informatica, Clover etc.

**LJMU Response 1:** Please read our “Information relating to IT provision and use” document available on our website at this address: <https://www.ljmu.ac.uk/about-us/public-information/data-protection-and-freedom-of-information-and-public-sector-information/freedom-of-information/published-information-and-open-data>.

 Under s.21 of the FOIA, there is no obligation to provide this information to you where it is reasonably accessible elsewhere.

## 23/060

**Your Request 1**: For [the] cohort in the Summer Semester [BA (Hons) Commerce] Programme (May-Oct [2012])

What is the total number of students enrolled in the programme?

**LJMU Response 1:** 152

**Your Request 2**: How many students have completed (passed) the programme without deferment?

**LJMU Response 2:** 150

**Your Request 3**: Based on the award classification,

(a) The number of students who were awarded "First Class"

(b) The number of students who were awarded "Second Upper Class"

(c) The number of students who were awarded "Second Lower Class"

(d) The number of students who were awarded "Third Class"

**LJMU Response 3:**

|  |  |
| --- | --- |
| Degree Class | Headcount |
| First | 37 |
| 2:1 | 92 |
| 2:2 | 21 |

## 23/061

**Your Request 1**: Who at your university is responsible for the procurement of a BSL service? Do you have their email address?

**LJMU Response 1:** You can contact LJMU using the details available on our website: <https://www.ljmu.ac.uk/Contact%20us/Key%20contacts>.

**Your Request 2**: Who at your university is responsible for your external communications, such as website and social media content? Do you have their email address?

**LJMU Response 2:** You can contact LJMU using the details available on our website: <https://www.ljmu.ac.uk/Contact%20us/Key%20contacts>.

**Your Request 3**: Are your external comms/content currently provided in BSL for the Deaf community?

**LJMU Response 3:** On occasion when required.

**Your Request 4**: If yes, do you outsource these BSL translations to an agency?

**LJMU Response 4:** Yes

**Your Request 5**: If no, do you have any plans to provide your comms/content in BSL?

**LJMU Response 5:** N/A

## 23/062

***Your Request 1:***

*1. What are the names of the IT Systems or Applications you are running for the following functions:*

*a) Finance?*

*Is this hosted on premise or in the Cloud?*

*Contract Value?*

*Contract Length?*

*Contract Expiry Date?*

*b) HR?*

*Is this hosted on premise or in the Cloud?*

*Contract Value?*

*Contract Length?*

*Contract Expiry Date?*

*c) Payroll?*

*Is this hosted on premise or in the Cloud?*

*Contract Value?*

*Contract Length?*

*Contract Expiry Date?*

*2. What are the names of the IT Systems or Applications are you running for Research Management or Current Research Information System (CRIS) as specified below:*

*a) Pre-Awards*

*Is this hosted on premise or in the Cloud?*

*b) Contracts*

*Is this hosted on premise or in the Cloud?*

*c) Ethics*

*Is this hosted on premise or in the Cloud?*

*d) Post-Awards*

*Is this hosted on premise or in the Cloud?*

*What is the Contract Value for the system(s) above and the start and end date of the current contract(s)? If separate systems, please state contract value and end dates for each system.*

**LJMU Response 1:** This information is available in the “Information relating to IT provision and use” document available on our website at this address: <https://www.ljmu.ac.uk/about-us/public-information/data-protection-and-freedom-of-information-and-public-sector-information/freedom-of-information/published-information-and-open-data>.

Under s.21 of the FOIA, there is no obligation to provide this information to you where it is reasonably accessible elsewhere.

## 23/063

***Your Request 1****: Can you provide what is included in the taught content, number of hours allocated and how the knowledge is assessed specifically linking to 4 of the NMC proficiency standards/ domains (see below 6.2, 7.12, 5.5 and 5.6) in your nursing (Adult, Child, and Mental health fields) and your Midwifery courses for 3rd year undergraduate BSc students?*

**NMC Nursing proficiency standards**

Domain 6.2. Understands the relationship between safe staffing levels, appropriate skills mix, safety, and quality of care, recognising risks to public protection and quality of care, escalating concerns appropriately

Domain 7.12. Demonstrate an understanding of the processes involved in developing a basic business case for additional care funding by applying knowledge of finance, resources and safe staffing levels

**NMC Midwifery proficiency standards**

Domain 5.5 Understand the relationship between safe staffing levels, effective team working, appropriate skill mix, and the safety and quality of care

Domain 5.6 Recognise risks to public protection and quality of care and know how to escalate concerns in line with local/national escalation guidance and policies

**LJMU Response 1:**

|  |  |
| --- | --- |
| Nursing | For nursing level 6 Learners have a whole day of teaching dedicated (7 hours on module 6105NRS) to safe staffing and associated elements (it is also included in levels four and five modules although not in as much depth.  The teaching in level 6 is underpinned from previous years. We have a spiral curriculum where themes are revisited as learners progress). Knowledge is assessed via a written assignment. This is a critical reflection on a practice related incident to explore the role of the multi-disciplinary team. Learners are asked to reflect of all aspects of safety in the workplace. |
| Midwifery | In midwifery, we have a spiral curriculum where themes are revisited as learners progress. The teaching in level 6 is underpinned and explored further in depth from that taught in level 4 and 5.  Effective team working, quality and safety of care is threaded throughout the three-year curriculum as learning from across the childbirth continuum.  Domain 5.5 and Domain 5.6 are explored in depth throughout the programme.  The Autonomous and Accountable Midwifery module (6103MW) covers specialist sessions, and workshops including leadership, safe staffing levels, professional body regulations, commissioning strategies, developmental and collaboration in practice, and have a dedicated day with a clinical governance & risk management midwife.  Knowledge is assessed through analysis of the care/case-loading undertaken by learners, through critical reflection and developing safe practice in the level 6 practice module (6100MW).  These aspects are further supported in the Midwifery Ongoing Record of Achievement (MORA) clinical practice document which links to a practice module at each level of study (4100MW, 5100MW 6100MW). Learners are asked to reflect of all aspects of safety in the workplace and recognise risks to public protection and quality of care throughout. |

**Your Request 2**: Do you include the National Quality Board guidance 2016 in both the nursing and midwifery undergraduate BSc courses?

**LJMU Response 2:**

|  |  |
| --- | --- |
| Nursing | No, there are more up to date materials utilised – but there is a link to these documents is made available to learners. |
| Midwifery | Yes, is a link to these documents made available to learners in level 6 (6103MW) in preparation for qualification as further supporting resources; but more relevant resources are utilised. |

**Your Request 3**: Do you include the Developing Workforce Standards guidance 2018 in both the nursing and midwifery undergraduate BSc courses?

**LJMU Response 3:**

|  |  |
| --- | --- |
| Nursing | No, there are more up to date materials used – but there is a link to these documents is made available to learners. |
| Midwifery | Yes, is a link to this document made available to learners in level 6 (6103MW) in preparation for qualification as further supporting resources; but more relevant resources are utilised. |

**Your Request 4**: Do you include evidence-based staffing tools to use to support safe staffing levels and which ones in your undergraduate BSc Nursing and Midwifery courses?

**LJMU Response 4:**

|  |  |
| --- | --- |
| Nursing | No, although learners spend 50% of their time in a wide variety of placements so some may be aware of this. |
| Midwifery | No, evidence-based staffing tools used to support safe staffing levels are not directly taught, although midwifery students spend 50% of their time in clinical practice (including gynaecology and neonatal areas) so some may be aware of the Safer Nursing Care Tool. |

**Your Request 5**: Do you teach the following specific topics as part of your undergraduate BSc Nursing and Midwifery courses?

* *How to raise a staffing concern when in clinical practice?*
* *Do you teach about Freedom to speak up guardian role and how to access within healthcare settings?*
* *The outcomes and recommendations from the healthcare inquiry into the Mid-Staffordshire NHS Foundation Hospital (also known as the Francis report)?*
* *The outcomes and recommendations made in both the Kirkup 2015 and Ockenden 2020 and 2022 reports following healthcare failings in midwifery?*
* *The requirement for monthly reporting on staffing fill rates and ways in how this is monitored.*
* *Triangulation of staffing fill rates with patient and staff quality and safety metrics monthly from ‘ward to board’?*
* *What is a staffing establishment setting review and how they should be reviewed every 6 months at board level?*
* *NICE red flags and reporting and monitoring requirements?*

**LJMU Response 5:**

|  |  |  |
| --- | --- | --- |
|  | **Nursing** | **Midwifery** |
| How to raise a staffing concern when in clinical practice? | Yes – also made aware of the system for raising any concerns whilst in practice | Yes, at the onset of their training, student midwives are made aware of how to raise a staffing concern when in clinical practice. Students can do this via their clinical practice document virtual learning environment (VLE), PARE, or directly through the Lead Midwife for Education (LME). |
| Do you teach about Freedom to speak up guardian role and how to access within healthcare settings? | Yes | Yes, the Freedom to speak up guardian role and how to access within healthcare settings is incorporated into the level 6 theory module, Autonomous and Accountable Midwifery (6103MW). |
| The outcomes and recommendations from the healthcare inquiry into the Mid-Staffordshire NHS Foundation Hospital (also known as the Francis report)? | Yes | Yes, at point of application, midwifery applicants are expected to demonstrate knowledge of the 6Cs at application and in interview.  The outcomes and recommendations from the healthcare inquiry into the Mid-Staffordshire NHS Foundation Hospital (Francis report) and more recent publications are taught in a level 6 theory module, Autonomous and Accountable Midwifery (6103MW).  This is further explored in the level 6 practice module (6100MW). |
| The outcomes and recommendations made in both the Kirkup 2015 and Ockenden 2020 and 2022 reports following healthcare failings in midwifery? | Yes - module 4101(nursing) Numerous examples of incidents reported at national level used in relation to safe staffing in module 6105 | Yes, numerous examples of incidents reported at national level (in relation to safe staffing) are discussed in the level 6 midwifery practice module (6100MW), and the outcomes and recommendations are further explored at all levels of study and in depth in the level 6 in the module, Autonomous and Accountable Midwifery (6103MW). |
| The requirement for monthly reporting on staffing fill rates and ways in how this is monitored? | No | No |
| Triangulation of staffing fill rates with patient and staff quality and safety metrics monthly from ‘ward to board’? | No | No |
| What is a staffing establishment setting review and how they should be reviewed every 6 months at board level? | No | No |
| NICE red flags and reporting and monitoring requirements? | Yes | Yes. For example, NICE red flags for sepsis and the subsequent reporting and monitoring requirements are included in a level 5 theory module (5102MW), and the level 6 practice module (6100MW). |

## 23/064

***Your Request 1:*** *Could you please supply me with the following information:*

*A full list of all contracts for facilities services delivered by an external provider on behalf of the University relating to the following areas:*

* *Cleaning*
* *Catering*
* *Security*
* *Other Facilities Management*

*For each, please provide the following information:*

*The name of the provider for each contract*

* *The value of each contract*
* *The number of staff employed on each contract*
* *The end date of each contract; and the date that any decision would need to be made regarding renewal*
* *Details of any break clauses within the contact, and/or details of whether each contract carries an option to extend the duration of the contract*
* A named contact for the responsible manager for that service

**LJMU Response 1:**

LJMU operates a hard FM contract for estates services. This contract with Salisbury Group runs from 01/11/2021 to 31/10/2026. No decision is expected to be made about extension of this contract until 2026.

The majority of LJMU’s soft FM services are delivered through our internal team (catering, receptions, security, cleaning and campus support etc.)

We do outsource two cleaning contracts only to buildings we lease: Exchange Station (LJMU demised areas) and Liverpool Science Park (LJMU demised areas).

12th month rolling contracts for both – general office cleaning services only (Exchange Station ends 1st November 2023. Liverpool Science Park ends June 2023).

No decision has yet been made about renewal of these two contracts.

## 23/065

**Your Request 1**: With reference to [Domestic Abuse Policy Guidance for UK Universities](https://ddec1-0-en-ctp.trendmicro.com:443/wis/clicktime/v1/query?url=https%3a%2f%2fclok.uclan.ac.uk%2f37526%2f7%2f37526%2520Domestic%2520Abuse%2520Policy%2520Guidance%2520for%2520UK%2520Universities%25202021.pdf&umid=b27bd428-8800-4a2a-a2bf-960af4df3233&auth=6b639a990a359ff1d6cc8761081d57748ce3c81e-0b95bcbb94d81529ea663c2928f549d92b42c77a), published by HARM network, University of Central Lancashire in 2021, and **distributed to all UK universities** via email.

On behalf of HARM network, UCLan, Dr Khan is writing to you to request information relating to domestic abuse policies, training, and communications at your university.

The purpose of this request is to inform a national evaluation research project, funded by Research England (QR SPF), to investigate the impact of HARM’s Domestic Abuse Policy Guidance for UK universities, 2021 (the intervention).

Specifically, we want to know how, if at all, this Guidance has been used by your university.

*Have you, or your University HR colleagues, VC Group or Policy Team, read Domestic Abuse Policy Guidance for UK Universities? Yes / No*

*If NO, were you, or your university HR colleagues, VC Group or Policy Team, aware of this Guidance prior to this email contact? Yes /No*

If you answered NO to both question 1, please skip to question [9].

If you answered YES to either questions 1, please complete the following:

**LJMU Response 1:** Yes. As an employer, the University is already committed to supporting all victims of domestic abuse regardless of gender, age, ethnicity, sexuality, or any other characteristics.  We are committed to developing a workplace culture where there is zero tolerance for abuse and we will ensure that people have the right to access information, guidance and/ support from us and should be assured that they will receive an appropriate and informed response.

The University is committed to ensuring staff are aware of up-to-date information on domestic abuse through its commitment to the Merseyside Police and Crime Commissioner Domestic Abuse Workplace Champions Scheme, providing support for staff by ensuring appropriate training for those with designated responsibilities as workplace domestic abuse champions, and supported by the introduction of a Policy.

**Your Request 2**: Policy

Has your university used, or been prompted by, this Guidance to create or update a Domestic Abuse Policy?

Yes - we created new policy

Yes - we used it to update existing policy

No - we already had a policy in place

No - other

**LJMU Response 2:** No - we already had a policy in place. We did, however, review and attend some of the sessions by the network to ensure we were working in the right way.

**Your Request 3**: If YES, is this for

Students

Staff

Both staff and students

**LJMU Response 3:** Staff

**Your Request 4**: Is this policy publicly available on your university website?

If YES, please provide a link:

If NO, please tell us where you have made or intend to make this Policy available (e.g. intranet):

**LJMU Response 4:** No. This policy is available to all LJMU staff via our intranet and on request.

**Your Request 5**: If your university does NOT have a Domestic Abuse Policy, do you intend to use this Guidance to create one in future?

**LJMU Response 5:** N/A

**Your Request 6**: Training

Has your University used, or been prompted by, this Guidance to train staff and/or students around the issue of domestic abuse?

Is this training advertised publicly on your University Website?

If YES, please provide a link:

If NO, please tell us where or how you have made or intend to make this training available (e.g. intranet):

**LJMU Response 6:** No. We already trained our staff. Details can be found on our website: <https://www.ljmu.ac.uk/about-us/news/articles/2022/12/15/pcc-praises-ljmu-for-raising-awareness-of-domestic-abuse-support>.

**Your Request 7**: If your university does NOT offer Domestic Abuse Training, do you intend to use this Guidance to create training internally or instruct an external provider in future?

**LJMU Response 7:** N/A

**Your Request 8**: Communications

Has your university used, or been prompted by, this Guidance to issue communications to staff or students around the issue of domestic abuse?

Yes

No

If NO, do you intend to use this Guidance to inform the development of any communications in future?

**LJMU Response 8:** No but we do intend to in the future.

**Your Request 9**: Use of this guidance in future

Please only complete this section If you answered NO to both questions 1 and 2.

Now that you are aware of this Guidance, do you intend to use it in future?

**LJMU Response 9:** N/A

## 23/072

**Your Request 1**: (1) For the financial years 2017/18, 2018/19 and 2019/20 and information available for 2020/21 and up until the end of 2022, I would like to be provided with details on accepted donations (worth over £10,000), gifts (worth over £10,000), grants (worth over £10,000) and research funding (worth over £10,000) that have come from Chinese individuals, Chinese companies, Chinese charities, Chinese government departments/agencies, and other Chinese organisations.  
  
For each donation, gift, grant and research funding, I would like the following information:   
- Provide the name of the Chinese individual/company/charity/government department/agency/organisation that gave the donation/gift/grant/research funding   
- The date the university accepted such donation, gift, grant and research funding   
- The sum and description of the accepted donation, gift, grant and research funding   
- A description of what the donation, gift, grant and research funding was used for

**LJMU Response 1:** Section 12 of the FOIA puts a limit of £450 on the costs the University should need to incur in responding to a request for information. Any request costing in excess of this should be refused. Unfortunately, the University’s finance team has analysed your question and is not able to answer it without detailed manual analysis of all donations and gifts and grants and research funding.

Due to the volume of finance records covering the five years that you have requested the costs of the required analysis would be in excess of £450.

**Your Request 2**: Also, for the financial years 2017/18, 2018/19 and 2019/20 and information available for 2020/21 and up until the end of 2022, I would like to be provided with details on donations (worth over £10,000), gifts (worth over £10,000), grants (worth over £10,000) and research funding (worth over £10,000) that have come from Chinese individuals, Chinese companies, Chinese charities, Chinese government departments/agencies, and other Chinese organisations which have been rejected by the university.  
  
For each rejected donation, gift, grant and research funding, please provide the following information:   
  
- Provide the name of the Chinese individual/company/charity/government department/agency/organisation that gave the donation/gift/grant/research funding   
- The date the university rejected such donation, gift, grant and research funding   
- The sum and description of the rejected donation, gift, grant and research funding   
- The reasons why the donation, gift, grant and research funding was rejected

**LJMU Response 2:** Section 12 of the FOIA puts a limit of £450 on the costs the University should need to incur in responding to a request for information. Any request costing in excess of this should be refused. Unfortunately, the University’s finance team has analysed your question and is not able to answer it without detailed manual analysis of all donations and gifts and grants and research funding.

Due to the volume of finance records covering the five years that you have requested the costs of the required analysis would be in excess of £450.

## 23/066

**Your Request 1**: The amount of plagiarism cases since 2013, broken down by each year.

**LJMU Response 1:**

|  |  |
| --- | --- |
| 2013/14 | Information not held |
| 2014/15 | Information not held |
| 2015/16 | Information not held |
| 2016/17 | Information not held |
| 2017/18 | 119 |
| 2018/19 | 59 |
| 2019/20 | 94 |
| 2020/21 | 106 |
| 2021/22 | 159 |
| 2022/23\* | 64 |

(\*) This academic year has yet to conclude so this number is provisional.

## 23/067

**Your Request 1**: Please could you provide the annual spend for the below suppliers (see table) from April 2022 to March 2023?

**LJMU Response 1:**

|  |  |
| --- | --- |
|  | Annual Spend April 2022 to March 2023 |
| Alan Wilson Electrical Supplies | £0 |
| Albion Electric | £0 |
| AN Supplies Ltd | £0 |
| B E D Electrical Distributions | £0 |
| Bennett & Fountain | £0 |
| Bridge Electrical Supplies | £0 |
| C & K Supplies | £0 |
| CEL Electrical | £0 |
| City Electrical Factors | £0 |
| Contact Electrical Distributor | £0 |
| CRS Electrical Supplies Ltd | £0 |
| Cumberland Electrical Wholesalers Ltd | £0 |
| Dinning Electrical Wholesale | £0 |
| Edmundson Electrical | £0 |
| Electric Base | £0 |
| Electric Centre | £0 |
| Electrical Wholesale Supplies Ltd (EWS) | £0 |
| Electrical Wholesale Supplies Swansea Ltd | £0 |
| Expert Electrical Supplies Ltd | £0 |
| Eyre and Elliston Ltd | £0 |
| Fylde Electrical Supplies Ltd | £0 |
| GCG Electrical Wholesalers Limited | £0 |
| Gilbey Electrical Wholesalers Ltd | £0 |
| Giltbrook Electrical Distributors Ltd | £0 |
| Hardings Electrical | £0 |
| Impact Electrical Distributors Ltd | £0 |
| Independent Electrical Supplies | £0 |
| Juice Electrical Supplies | £0 |
| Kew Electrical Distributors Ltd | £0 |
| LH Evans | £0 |
| Lincs Electrical Wholesalers Ltd (LEW) | £0 |
| Links Electrical Supplies | £0 |
| Mains Electrical Distributors Ltd | £0 |
| Medlock | £0 |
| Newey & Eyre | £0 |
| Northern & Central Ormskirk Electrical Ltd | £0 |
| Park Electrical Distribution | £0 |
| Phase Electrical Distributors | £0 |
| Quality Electrical Supplies and Technology Ltd | £0 |
| R & M Electrical | £0 |
| Rexel | £0 |
| Roblett Electrical Supplies Ltd | £0 |
| RS Components | £99,128.12 |
| Ryness Electrical | £0 |
| S & A Electrical Distribution | £0 |
| Screwfix | £0 |
| Service Electrical Wholesale | £0 |
| Smith Brothers | £0 |
| Stearn Electrical | £0 |
| Swift Electrical Supplies | £0 |
| The Wholesale Lighting & Electrical Company | £0 |
| TJ Electrical Wholesale Ltd | £0 |
| TLC Electrical Supplies | £0 |
| TN Robinson | £0 |
| Trafford Elec Wholesalers | £0 |
| Upex Electrical Distributors Ltd | £0 |
| WF Senate | £0 |
| Wilson Electrical Distributors Ltd | £0 |
| Wilts Wholesale | £0 |
| Wyeverne Electrical | £0 |
| YESSS Electrical | £0 |
| Cu-Plas | £0 |

## 23/068

**Your Request 1**: Please find attached a request for information from the Royal College of Midwives. The request is for information about students and staffing within your midwifery education department. We are making this request under the Freedom of Information Act 2000.

**LJMU Response 1:** Please see attached response sheet. Some data is withheld under the provisions of s.40(2) of the FOIA due to the small number of individuals in the team - disclosing this information may result in breaches of their data protection rights.

## 23/069

**Your Request 1**: Over the past five years, broken down by year -  
a) how many staff members used the Cycle to Work scheme?  
b) what percentage of staff was this?  
c) what was the average value of the vouchers claimed on the scheme?  
d) what was the number of those who took up the scheme, who then failed to complete, leaving the council with costs?

**LJMU Response 1:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | 2018 | 2019 | 2020 | 2021 | 2022 | 2023\* (to 12 April) |
| a) | 31 | 33 | 58 | 23 | 36 | 10 |
| b) | 1.19% | 1.27% | 2.23% | 0.88% | 1.38% | 0.38% |
| c) | £768 | £696 | £723 | £1,133 | £1,182 | £921 |
| d) | 0 | 0 | 0 | 0 | 0 | 0 |

**Your Request 2**: What tools does the organisation use to encourage cycling for their staff -  
a) on a work basis  
b) on a leisure/health basis

**LJMU Response 2:** Promotional campaigns relating the cycle to work scheme, Active Travel Plan encouraging sustainable travel to and from the University.

**Your Request 3**: With regards to staff, does the organisation -  
a) have any monitoring for what modes of transport staff use -  
i) for their journey to work  
ii) for journeys during work time  
b) and if this data is recorded, I request a copy of such data as detailed as it can be reasonably given, while still protecting personal data rights

**LJMU Response 3:** No information held.

**Your Request 4**: How many of the following does the organisation have available for staff use  
a) pedal cycles  
b) electric bikes  
c) motorbikes  
d) internal combustion cars  
e) electric or hybrid cars  
f) internal combustion vans  
g) electric or hybrid vans  
h) heavy trucks

**LJMU Response 4:** No vehicles are available for general use by staff. Members of our estates team operate the following vehicles in our fleet.

a) pedal cycles - 0  
b) electric bikes - 0  
c) motorbikes - 0  
d) internal combustion cars - 0  
e) electric or hybrid cars - 4  
f) internal combustion vans - 16  
g) electric or hybrid vans – 3 (all BEV)  
h) heavy trucks - 0

**Your Request 5**: Does the organisation mileage scheme clearly state the claim rate for cycling?

**LJMU Response 5:** Yes

**Your Request 6**: How many cycling miles have been claimed by the organisation's staff in the past five years?

**LJMU Response 6:**

From April 2018 to May 2023 89 miles have been claimed in relation to cycling expenses.

**Your Request 7**: Regarding your current cycle to work scheme -   
a) what scheme is currently in place?  
b) what is the maximum limit on the cost of a bike, if a limit is currently in place?

**LJMU Response 7:**

1. Cycle Solutions
2. £2000

## 23/070

**Your Request 1**: As per my records, **Hireserve hosting** contract has expired. I would like to know whether this contract is still valid or replaced by any other supplier.

If all the information besides the contract dates are the same, I am happy to just receive an update on the contract dates

**Below highlighted original FOI request for your reference only**.

I wish to submit a request to the organisation around their hosting contract(s) with 3rd party providers.

The type of contract I wish to see is below:

1. Dedicated hosting - managed environment

2. Co-Location - hosting allows a business to still own their own server equipment; however, instead of storing it in their own data centre, they instead are able to store it in rented space in a colocation hosting centre.

3. Cloud Hosting - [Cloud hosting services](https://ddec1-0-en-ctp.trendmicro.com:443/wis/clicktime/v1/query?url=https%3a%2f%2feur03.safelinks.protection.outlook.com%2f%3furl%3dhttp%253A%252F%252Fwww.interoute.com%252Funified%2dict%252Fcomputing%252Fcloud%2dservices%26data%3d01%257C01%257Cjade.roche%2540kcl.ac.uk%257Ceef7e5d9733c40335edf08d713448dd4%257C8370cf1416f34c16b83c724071654356%257C0%26sdata%3djgW%252F1MhCgRFihZGCL9j0Oj5KjsV4ZfX2x45JV%252Be5KiM%253D%26reserved%3d0&umid=7fc9cff8-6ca7-4ba7-8b1a-0169dee6a7bc&auth=6b639a990a359ff1d6cc8761081d57748ce3c81e-a3b29e4c14d0a8f179263281fc607a9cecaef623) provide hosting for websites on virtual servers, which pull their computing resources from extensive underlying networks of physical web servers.

Not all of these will be applicable to the organisation.

For the different types of hosting services, can you provide me with the following information:

1. Type of hosting – Dedicated, Co-Location, Cloud Hosting, Other?

2. Who is the supplier of the contract? If possible, can you also provide me with the name of the vendor, if applicable?

3. What is the annual contract value for each contract?

4. What type of cloud environment?

**Private Cloud** - a distinct and secure cloud-based environment in which only the specified client can operate.

**Public Cloud** - where cloud services are provided in a virtualized environment, constructed using pooled shared physical resources, and accessible over a public network such as the internet.

**Hybrid** - integrated cloud service utilising both private and public clouds to perform distinct functions within the same organisation.

5. What is the original start date of the contract agreement? If there is more than one contract please provide me with the start date for each contract.

6. What is the actual expiry date of the contract agreement? If there is more than one contract please provide me with the expiry date for each contract.

7. When will the organisation plan to review this contract? If there is more than one contract please provide me with the review date for each contract.

8. What is the contract period in years? Please include whether the agreement has any extension periods?

9. What services are provided under the contract? Please do not put hosting information such as web hosting, file storage, hosted application. The more information the better,

10. Can you please provide me with the contract officer responsible for this contract? Complete contact details if possible - name, title, contact email and number.

**LJMU Response 1:** This information is available in the “Information relating to IT provision and use” document available on our website at this address: <https://www.ljmu.ac.uk/about-us/public-information/data-protection-and-freedom-of-information-and-public-sector-information/freedom-of-information/published-information-and-open-data>.

Under s.21 of the FOIA, there is no obligation to provide this information to you where it is reasonably accessible elsewhere.

## 23/071

**Your Request 1**: The amount of money spent on developing inclusivity guidance in the years:

- 2022-23

- 2021-22

- 2020-21

**LJMU Response 1:**

|  |  |
| --- | --- |
| 2022-23 | £3270 |
| 2021-22 | £9100 |
| 2020-21 | £5000 |

2022-23

* Online modules: Expanded our offer for online modules in terms of topic areas, including menopause at work and neurodiversity. This is alongside our standard EDI training that covers all areas of EDI as per the Equality Act 2010.
* Getting it Right campaign (Names) - Materials for a campaign focused on inclusive language around name pronunciation. Internal staff and student video created.

2021-22

* Online modules available to all staff as part of their learning and development – this is compulsory for all new staff members.
* In-person / online live training: Disability, Allyship, Courageous Conversations
* Pride materials for staff, students, alumni and prospective students.
* Liverpool Against Racism Conference: Materials supporting the citywide conference.

2020-21

* Race equality: Given significant international events during this time, the focus for this time primarily fell on race equality. This included web resources, which have a minimal cost and the running of a key project involving senior leaders and students: reciprocal mentoring. As this project was hosted internally, overall costs equated to about.
* The D&I Team also hired two student interns to help develop race equality materials and specifically a Canvas module for staff and for students.

**Your Request 2**: The amount of money spent on developing inclusivity guidance specifically related to pronouns in the years:

- 2022-23

- 2021-22

- 2020-21

**LJMU Response 2:**

|  |  |
| --- | --- |
| 2022-23 | £1545 |
| 2021-22 | £645 |
| 2020-21 | £0 |

2022-2023

* Pronoun Badges - we designed and distributed pronoun badges created in collaboration with John Moores Students Union. Wearing a pronoun badge (and encouraging others to) helps normalise the non-assumption of pronouns, which reduces the frequency with which trans people are misgendered. It's therefore an effective act of allyship with the trans community. For trans people, pronoun badges are also an important tool to facilitate sharing their pronouns.
* Trans Awareness Workshop for HR Team.
* Trans Awareness Workshop for Staff/Students x 2.  
  Attendees are introduced to key topics explaining Trans\* people’s identities, the importance of using pronouns, trans communities, and lives, this workshop is delivered by a lived-in experience facilitator. Delegates are encouraged to ask questions throughout the sessions.

2021-2022

* Trans Awareness Workshop - Attendees are introduced to key topics explaining Trans\* people’s identities, the importance of using pronouns, trans communities, and lives, this workshop is delivered by a lived-in experience facilitator. Delegates are encouraged to ask questions throughout the sessions.
* Getting it Right campaign (Pronouns) - Materials for a campaign focused on inclusive language around pronouns. Internal staff and student video created.

2020-2021

* As the university was still operating in a hybrid mode (for some areas, more colleagues off campus than for the following academic year) the team took the decision not to produce any printed materials. As a result, costs were minimal. The team focused more on race equality in 2020-2021 following world events at the time.

**Your Request 3**: The amount of money spent on rolling out inclusivity guidance for students (e.g. seminars) in the years:

- 2022-23

- 2021-22

- 2020-21

**LJMU Response 3:**

|  |  |
| --- | --- |
| 2022-23 | £3215 |
| 2021-22 | £1400 |
| 2020-21 | £0 |

2022-2023

* In-person / online live training:   
  Internal training on neurodiversity (how best to support colleagues and students)/.
* International Day of Persons with Disabilities (open to staff and students only).
* Black History Month guidance - Focused on Black hair and texture.

2021-2022

* International Day (Celebrating Cultures).

**Your Request 4** The amount of money spent on implementing inclusivity guidance for staff (e.g. seminars) in the years:

- 2022-23

- 2021-22

- 2020-21

**LJMU Response 4:**

|  |  |
| --- | --- |
| 2022-23 | £7125 |
| 2021-22 | £2625 |
| 2020-21 | £0 |

2021-2022

* Leaders’ Reciprocal Mentoring - this programme is hosted by LJMU with the Black community of Liverpool.
* Reciprocal Mentoring training - this is an internal programme between students and staff of different ethnic backgrounds.
* Disability History Month (virtual event).

2022-2023

* Let’s talk about Disability - Managers Workshop to provide managers who work with staff or students with disabilities, long-term health conditions, mental health issues or are neurodiverse.
* Tackling Violence, Harassment and Hate Incidents 2023 – The aim of this online event was to understand the national guidance and share best practice across the sector.
* Aurora Women’s Programme x 3. This programme supports the career progression of academic and professional services staff within the university. It is specific to higher education and it involves both the attendee and their manager.
* Staff Networks Events.

## 23/074

***Your Request 1****: The number of suspected student suicides in the years:*

*- 2022-23 (to April 1)*

*- 2021-22*

*- 2020-21*

*- 2019-20*

*- 2018-20*

*The number of suspected student suicides in university accommodation or on campus in the years:*

*- 2022-23 (to April 1)*

*- 2021-22*

*- 2020-21*

*- 2019-20*

*- 2018-20*

*The number of confirmed student suicides in the years:*

*- 2022-23 (to April 1)*

*- 2021-22*

*- 2020-21*

*- 2019-20*

*- 2018-20*

*The number of confirmed student suicides in university accommodation or on campus in the years:*

*- 2022-23 (to April 1)*

*- 2021-22*

*- 2020-21*

*- 2019-20*

*- 2018-20*

**LJMU Response 1:** LJMU does not hold any records of having been informed by a coroner of any of our students’ deaths being ruled as a suicide during these years.

We have not been registered as an interested party with the coroner in any cases during this time.

In the 2020/2021 academic year, LJMU started keeping a record of cases where our students were reported or otherwise known to have or suspected to have died as a result of suicide. We do not hold formal records related to previous years although we are aware of the existence of further cases prior to September 2020.

In 2020/2021, the death of one LJMU student is known to have been a suicide as we were informed by the family after the coroner’s review. In addition, the university is aware of one suspected suicide in 2020/21 but this has never been confirmed by either the family or the coroner.

In 2021/22, the death of one LJMU student has been recorded by our Student Advice and Wellbeing team as having suspected to be a suicide.

During the current 2022/23 academic year, there has been one student death prior to 01 April and a second case since 01 April, that we understand may have been suicides but at this stage no coroners ruling has taken place.

LJMU does not own or operate any student accommodation. None of these deaths occurred on university property.

## 23/075

***Your Request 1****: How many care leavers, according to your institution’s definition of a care leaver\**

*- applied for an undergraduate degree course at your university*

*- was offered a place at an undergraduate degree course at your university*

*For the years 2019/20, 2020/21, 2021/22.*

*\*(for example, the Department for Education defines a care leaver as “[a]ll children who had been looked after for at least 13 weeks which began after they reached the age of 14 and ended after they reached the age of 16”)*

**LJMU Response 1:**

|  |  |  |
| --- | --- | --- |
| **Year** | **In Care Applications** | **In Care Offers (conditional and un-conditional)** |
| 2019 | 340 | 235 |
| 2020 | 360 | 247 |
| 2021 | 401 | 287 |

## 23/076

**Your Request 1**: I would like to request details on what cybersecurity education your students studying on degrees related to primary school teaching receive.

**LJMU Response 1:** To support their understanding of cyber security, we teach our students about the safe use of social media. For example, not including personal information as part of a social media post and not using full names when creating a social media profile. We teach students about how to password protect folders that may contain potentially sensitive information to prevent unauthorised access. This includes access to the LJMU OneDrive so they can store data in a secure manner. In addition, we teach students that they should not store data about pupils at home.

## 23/077

**Your Request 1**: Please could you provide the annual spend for the below suppliers from April 2022 to March 2023?

* *Camfil Ltd*
* *Filtrex Ltd*
* *Jasun Envirocare PLC*
* *Mann + Hummel Vokes-Air Limited*
* *Westbury Filtermation Ltd*

**LJMU Response 1:** Nil

## 23/078

***Your Request 1****:*

* *How many potential victims of modern-slavery have been referred to the National Referral Mechanism?\**
* *How many of those referred were students?*
* *Of these referred students, how many were a) British and how many were b) international?*

*I am aware that universities cannot refer individuals to the NRM. I would specifically like to know if you hold data on students who were studying at the university at the time of their referral to the NRM by another first responder organisation, and what first responder organisation referred them to the NRM.*

*\*These potential victims can be referred by any organisation, including but not limited to the University.*

**LJMU Response 1:** None

***Your Request 2****: Does the University provide training on modern-slavery. If so:*

* *What is the frequency of this training?*
* *Who has to do it?*
* *What is the process of referral?*

**LJMU Response 2:** The university provides training on Understanding Modern Slavery through an online training course. Staff are expected to complete this once during employment with new starters asked to complete it within their induction period.

## 23/079

**Your Request 1**: Please could you provide me with detail of your recruitment agency spend in FY 2022 and any information you might have for FY 2023, including the agencies in which you have engaged.

**LJMU Response 1:** Our spend on “recruitment commission/placement fees/executive search fees” related to recruitment agencies in the 2022/23 academic financial year totals £86,516.32 (inclusive of VAT).

The recruitment agencies we have worked with in this time are:

Agility Resourcing Ltd, Anderson Quigley Limited, Curtin Wood Limited, Michael Page International Recruitment Limited, Morgan Hunt UK Limited, Perrett Laver Ltd, Sellick Partnership Limited.

**Your Request 2**: Please could you also provide me with a current organisation chart for Human Resources, Finance, Procurement and Technology, or any information that you could provide me with regarding these teams.

**LJMU Response 2:** Our HR and Finance teams do not hold current versions of these documents. An ITS organisational chart can be found in the ITS provision and usage document found on our website: <https://www.ljmu.ac.uk/about-us/public-information/data-protection-and-freedom-of-information-and-public-sector-information/freedom-of-information/published-information-and-open-data>.

## 23/080

**Your Request 1**: Did your university conduct experiments on animals in the year 2022?

**LJMU Response 1:** Yes

**Your Request 2**: How many animals were used in experiments (species & number of each)?

**LJMU Response 2:** The following number of each species were used in regulated procedures at LJMU during 2022:

Rat – 75

Mouse – 54

**Your Request 3**: How many animals were bred on the premises (species & number of each)?

**LJMU Response 3**: Total animals bred in 2022:

Rats - 110

Hamsters - 71

Mice – 128

Zebrafish - 92

**Your Request 4:** What was the nature and outcome of these experiments?

**LJMU Response 4:** Regulated procedures were conducted in the course of research, the nature of which was the investigation of musculoskeletal activation, growth, loss and repair and antigen induced arthritis.

Outcomes included scientific research publications, knowledge gain and transfer.

**Your Request 5**: What are the Home Office licence classifications for these experiments in terms of pain, lasting harm, etc. if classified (species & number of each)?

**LJMU Response 5:**

Mice - moderate severity

Rats - moderate severity

**Your Request 6**: Were the animals used for medical or non-medical research?

**LJMU Response 6:** Both

**Your Request 7**: Which departments of your university were or are engaged in such research?

**LJMU Response 7:**

SPS, Sport and Exercise Science

**Your Request 8**: How many animals were killed without being used for experiments (species & a number of each)?

**LJMU Response 8:**

Under Schedule 1, the following animals were not used in regulated procedures but humanely euthanised for other investigative purposes:

Rat

Microbiological Screening\* - 12

Tissue supply or dissection - 46

Mouse

Microbiological Screening - 6

Tissue supply or dissection - 63

Hamster

Microbiological Screening - 6

Zebrafish

Tissue supply or dissection - 68

\*Microbiological screening is where animals are tested for many pathogenic organisms by an accredited laboratory testing facility to identify possible health issues and maintain the future health status of the colonies. LJMU has an excellent health record.

**Your Request 9**: How many animals were rehomed (species & number of each)?

**LJMU Response 9:** No animals were rehomed.

**Your Request 10**: Of those that were not re-homed, why not?

**LJMU Response 10:** To allow re-homing of animals, a Home Office approved policy is required to be included in each project license.

**Your Request 11**: Does the university receive an income for performing animal research?

**LJMU Response 11:** The funding arrangements for each project license are considered on a case-by-case basis.

**Your Request 12**: Does the university incur any costs by performing animal research?

**LJMU Response 12:** Yes

**Your Request 13**: Were there more non-animal research methods used than animal methods? E.g. 70% where non-animal models were used and 30% where animal models were used.

**LJMU Response 13:**

We are unsure of the scope of this question, only a tiny fraction of all of research undertaken at LJMU are regulated procedures using animals. Within the SPS, Sports Exercise Science team live animal use is always the last possible resort after all other alternative suitable avenues for undertaking desired research have been explored.

**Your Request 14**: Which non-animal research methods are available at the university? E.g. 3D printing, human skin cells, organ-on-a-chip.

**LJMU Response 14:** Examples of research methods that do not require the use of animals within the SPS, Sports Exercise Science team include computer model analysis, human volunteers and use of lower organisms.

## 23/081

***Your Request 1****: I am requesting data under The Freedom of Information Act about allegations of sexual assault:*

1. *How many allegations have been made of a sexual assault by a student within your University?*

*Please state the gender of the complainant and accused in the following years:*

*2022/23*

*2021/22*

*2020/21*

*2019/20*

*2018/19*

1. *For how many of those in Question 1 did the University conduct a Formal Misconduct Investigation?  Please break this down by gender and year as in Question 1.*

1. *Please state the outcome of each complaint – i.e.  Upheld / dismissed / considered a false allegation – and please break down by gender and year.*

1. *Please state the length of time between a Formal Misconduct Investigation and the final outcome for each case above broken down by gender and financial year.*
2. *Was the accused, 1) a staff member at the University, 2) another student at the University or 3) neither?*
3. *During the Formal Misconduct Investigation, for any person who was falsely accused of sexual assault within the last 5 years, please state if they were;*
4. *removed from their course or post (even if temporarily)*
5. *excluded from certain parts of the campus (even if temporarily)*
6. *not another student or staff member*
7. *Of the cases where the accusation was upheld, was the perpetrator;*
8. *removed from their course or post*
9. *excluded from certain parts of the campus*
10. *Fined*
11. *not another student or staff member*

**LJMU Response 1: Student Complaints**

Cases where a complaint of sexual assault is raised, and the alleged perpetrator is an LJMU student are dealt with under a number of procedures dependent on how the incident is reported.  These include:

* Student Complaint Procedure
* Student Code of Behaviour and Disciplinary Procedures
* When allegations are made to the police, the case is dealt with initially under the Applicant and Student Criminal Convictions Policy.

Details of LJMU student policies and procedures are available at: <https://www.ljmu.ac.uk/about-us/public-information/student-regulations/guidance-policy-and-process>.

Prior to September 2020, LJMU recorded cases of sexual misconduct investigated under the University’s Student Disciplinary Procedure in an easily reportable format. This information has been provided in the table below.

However, the University’s Student Governance team did not record the nature of the incident (i.e. sexual assault) in Criminal Convictions Procedure and Student Complaints cases in a reportable data form prior to September 2020.

Section 12 of the FOIA puts a limit of £450 on the costs the university should need to incur in responding to a request for information. Any request costing in excess of this should be refused.  Due to the volume of files held by the service over the years you have requested the costs of manual analysis would be in excess of £450.

## 23/082

**Your Request 1**: I would like to request information under the Freedom of Information Act. The information that I require relates to the telephony and video conferencing/meeting space solutions used by Liverpool John Moores University

Please can you advise the following information:

Hardware Brand: The primary hardware brand of the organisation’s telephone system.

Type of telephone system- is it PBX, VOIP or cloud based?

Number of telephone users?

Contract Duration: please include any extension periods.

Contract Expiry Date: Please provide me with the day/month/year.

Contract Review Date: Please provide me with the day/month/year.

Is there a Call Centre?

How many Call Centre Agents?

Do you have any speech analytics software in use?

How do you currently quality monitor calls? Is it done by an individual or small team who listen to a small portion of calls?

Existing Supplier: If there is more than one supplier, please split each contract up individually. Telephony supplier - , Call Centre supplier - , Speech Analytics supplier -

Annual Average Spend: The annual average spends for this contract and please provide the average spend over the past 3 years for each provider

Go to Market: How where these services procured, please provide me with either the tender notice or the framework reference number. Please specify if procured through other routes.

Crown Commercial Services frameworks - Do you procure through the Networks Services 2 framework? (RM3808 previously RM1045) Do you procure through the G-Cloud framework?

Are you planning to procure future services via Network Services 3 framework?

Contact Detail: Of the person from within the organisation responsible for each contract full Contact details including full name, job title, direct contact number and direct email address.

Microsoft - What Microsoft 365 licence do you have across the organisation e.g. E3, E5

Do you use Microsoft Teams for internal collaboration?

Have you consider enabling voice on Microsoft Teams to effectively replace your current telephone system?

What is the primary brand of your current video conferencing solution(s) ?

How many meeting spaces does the organisation currently have? (include huddle spaces, meeting rooms, boardroom etc) and approximately how many staff would each room fit?

Are you considering migrating to Microsoft Teams meeting rooms?

Do you have a room booking solution?

Contract Duration for any video conferencing solution/service and/or meeting room solution: please include any extension periods.

Contract Expiry Date: Please provide me with the day/month/year.

Contract Review Date: Please provide me with the day/month/year.

Existing Supplier: If there is more than one supplier, please split each contract up individually.

Annual Average Spend: The annual average spends for this contract and please provide the average spend over the past 3 years for each provider.

Go to Market: How where these services procured, please provide me with either the tender notice or the framework reference number. Please specify if procured through other routes.

Crown Commercial Services frameworks - Do you procure through the Networks Services 2 framework? (RM3808 previously RM1045)

Do you procure through the G-Cloud framework?

Are you planning to procure future services via Network Services 3 framework?

Contact Detail: Of the person from within the organisation responsible for each contract full Contact details including full name, job title, direct contact number and direct email address.

**LJMU Response 1:** This information is available in the “Information relating to IT provision and use” document available on our website at this address: <https://www.ljmu.ac.uk/about-us/public-information/data-protection-and-freedom-of-information-and-public-sector-information/freedom-of-information/published-information-and-open-data>.

Under s.21 of the FOIA, there is no obligation to provide this information to you where it is reasonably accessible elsewhere.

## 23/083

**Your Request 1**: Is the topic of tongue-tie (ankyloglossia) included in the curriculum for this course?

**LJMU Response 1:** Tongue tie is included in Module 6101MW Enhanced Care of the Newborn.

**Your Request 2**: If so in which year(s) is it included?

**LJMU Response 2:**

Level 6 (3rd year)

**Your Request 3**: What are the learning objectives and outcomes in relation to the tongue-tie (ankyloglossia) element of the course?

**LJMU Response 3:**

1. Undertake the newborn infant physical examination, demonstrating professional responsibility and accountability for the validation of normality. 2. Refer any abnormalities appropriately using NIPE guidelines. 3. Demonstrate and apply skills and knowledge regarding infant feeding. 4. Evidence the ability to have sensitive conversations with women and their families around care of the newborn infant, including infant feeding, complications and additional care needs.

**Your Request 4**: Are people who complete your Midwifery course expected to be able to assess a baby for a tongue-tie (ankyloglossia)?

**LJMU Response 4:** Student midwives will leave the course having had different experiences of supporting infant feeding in clinical practice, and this may not have included identification and referral for ankyloglossia. Students leaving the course are not expected to be able to diagnose tongue tie. However, they are expected to be able to consider possible reasons for non-effective infant feeding and this could include tongue tie.

**Your Request 5**: Are there any limitations in terms of scope of practice noted in the course in relation to midwives and tongue-tie (ankyloglossia)?

**LJMU Response 5:** Midwives abide by the Nursing and Midwifery Council (NMC) Professional Standards, and our scope of practice encompasses **the range of things that the midwife has the skills, knowledge and proficiency to do.** Midwives are involved with all aspects of infant feeding, and this will include problem solving and identification of potential barriers to effective feeding, including consideration of ankyloglossia (tongue tie). Midwives have a responsibility to refer the infant to a Paediatrician, or a specialist clinician trained to diagnose and treat ankyloglossia, if this possibility has been identified.

**Your Request 6**: Is the topic of frenulotomy included in the course?

**LJMU Response 6:** The procedure of frenulotomy will be shown as part of the discussion around ankyloglossia, however students are not taught how to perform frenulotomy themselves.

**Your Request 7**: If so, in which year(s) is it [frenulotomy] covered?

**LJMU Response 7:** In Level 6, students complete Newborn Infant Physical Exam (NIPE) training - module 6101MW. Frenulotomy will be covered within the NIPE syllabus.

**Your Request 8**: What are the learning objectives and outcomes in relation to frenulotomy?

**LJMU Response 8:**

1. Undertake the newborn infant physical examination, demonstrating professional responsibility and accountability for the validation of normality.

2. Refer any abnormalities appropriately using NIPE guidelines.

3. Demonstrate and apply skills and knowledge regarding infant feeding.

4. Evidence the ability to have sensitive conversations with women and their families around care of the newborn infant, including infant feeding, complications and additional care needs.

**Your Request 9**: Are people who complete your course educated on how to conduct a frenulotomy?

**LJMU Response 9:** No. Not to conduct the procedure themselves but they are shown pictures of what happens during a frenulotomy.

**Your Request 10**: Are there any limitations in terms of scope of practice noted in the course in relation to midwives and frenulotomy?

**LJMU Response 10:** Midwives abide by the Nursing and Midwifery Council (NMC) Professional Standards, and our scope of practice encompasses **the range of things that the midwife has the skills, knowledge and proficiency to do.** Midwives are involved with all aspects of infant feeding, and this will include problem solving and identification of potential barriers to effective feeding, including consideration of ankyloglossia (tongue tie). Midwives have a responsibility to refer the infant to a Paediatrician, or a specialist clinician trained to diagnose and treat ankyloglossia, if this possibility has been identified.

Request of 5th May:

***Your Request 1****: How many hours of tuition are dedicated to the topic of tongue-ties?*

**LJMU Response 1:** Tongue tie is included in Module 6101MW Enhanced Care of the Newborn. This year approximately 1 hour of teaching was given plus comprehensive resources were posted onto the Canvas site.

***Your Request 2****: Who performs this teaching? Are they e.g. a frenulotomist, midwife etc.? What qualifications do they hold in relation to infant feeding and tongue-tie?*

**LJMU Response 2:** The course leader for 6101MW has completed the NIPE qualification and is a midwife. With regard to infant feeding, all the lecturers in the LJMU Midwifery Team have completed the Unicef UK Baby Friendly Initiative Breastfeeding and Relationship Building course for university lecturers. LJMU has been awarded BFI Gold accreditation.

***Your Request 3****: Is this a signed-off skill?*

**LJMU Response 3:** Tongue tie may be identified/discussed when students are learning to complete the NIPE examination in their practice Trust and also when they work with their Practice Supervisors (midwives) to support infant feeding on the postnatal wards and in the community setting. It is not a signed-off skill. Students are encouraged to attend frenulotomy clinics should they operate within their allocated Trust.

## 23/084

**Your Request 1**: For the previous 5 years please provide the total numbers of reports received by the university of incidents in which students have been spiked, plus any figures available for 2023 (specifying period). Please could you provide this data broken down by calendar year or by academic year, whichever is more convenient for you.

**LJMU Response 1:** Section 12 of the FOIA puts a limit of £450 on the costs the university should need to incur in responding to a request for information. Any request costing in excess of this should be refused. Unfortunately, the University’s Student Advice and Wellbeing Team does not record incidents of suspected or proved drink spiking in a reportable format within its referral files.

To ascertain how many referrals related to drink spiking would require manual analysis of each file. Due to the volume of student referrals received over the 5 years you have requested, we estimate the cost of manual analysis would be in excess of £450.

Our Student Advice and Wellbeing team can confirm that any student contacting them in regard of a case of suspected drink spiking is routinely referred to the University Police Officer.

**Your Request 2**: For the previous 5 years, please provide the total number of spiking allegations made against a student or staff member of the university, plus any figures available for 2023 (specifying period). Please could you provide this data broken down by calendar year or by academic year, whichever is more convenient for you.

**LJMU Response 2:** Our Student Governance team records for the past 5 years contain no incidents of investigations related to drink spiking where the alleged perpetrator is an LJMU student or staff member.

**Your Request 3**: For each of the spiking allegations detailed in the previous question, please state whether disciplinary proceedings were held and what the outcome of these disciplinary proceedings were?

**LJMU Response 3:** N/A

## 23/085

***Your Request 1****: Detailed report of the number of Indian students enrolled for PG courses in LJMU, course wise [breakdown]*

*Sept – 2022*

*Jan – 2022 & 2023*

**LJMU Response 1:** Please see the tables below.

Where there is a risk of breaching the principles of the General Data Protection Regulation (GDPR), Section 40 (2) of the FOIA allows our organisation to protect the personal data of individuals when we respond to a request. So that an individual cannot be identified, or inferences be drawn about them the University has inserted a “less than five” (<5) value in any appropriate cell.

**January 2022 Starters - Postgraduate - Indian domiciled**

|  |  |
| --- | --- |
| CPM.Advanced Health Care Practice | <5 |
| CPM.Pathophysiology Advanced Practice | <5 |
| ML.International Business Corporate & Finance Law | <5 |
| MS.Electrical Power and Control Engineering | 13 |
| MS.Embedded Systems and IC Design | 17 |
| MS.Sensors, Data and Management | <5 |
| MS.Wireless Communications | 9 |
| **Total** | **46** |

**September 2022 Starters - Postgraduate - Indian domiciled**

|  |  |
| --- | --- |
| CPM. Development of Special and Intensive Care of the Newborn | <5 |
| CPM.Clinical Diagnostics | <5 |
| CPM.Clinical Examination | <5 |
| MA.Education | <5 |
| MA.Immersive Media | <5 |
| MA.Urban Design | <5 |
| MArch.Architecture | <5 |
| ML.International Business Corporate & Finance Law | <5 |
| ML.Law | <5 |
| MS.Artificial Intelligence (Machine Learning) | <5 |
| MS.Audio Forensics and Restoration | <5 |
| MS.Biomedical Sciences | 5 |
| MS.Civil Engineering | <5 |
| MS.Clinical Exercise Physiology | <5 |
| MS.Computer Science (Virtual and Augmented Reality) | <5 |
| MS.Computing and Information Systems | <5 |
| MS.Construction Project Management | 9 |
| MS.Cosmetic Science | 19 |
| MS.Cyber Security | 5 |
| MS.Data Science | 10 |
| MS.Digital Marketing | 6 |
| MS.Drug Discovery, Development and Delivery | 8 |
| MS.Electrical Power and Control Engineering | 9 |
| MS.Embedded Systems and IC Design | 10 |
| MS.Exercise Physiology | <5 |
| MS.Forensic Anthropology | <5 |
| MS.Health Psychology | <5 |
| MS.Industrial Biotechnology | 7 |
| MS.International Business and Management | 25 |
| MS.International Public Health | <5 |
| MS.International Transport, Trade and Logistics | 7 |
| MS.Investment and Finance | <5 |
| MS.Management | <5 |
| MS.Management and Digital Business | <5 |
| MS.Maritime Operations Management | <5 |
| MS.Natural Products Discovery | <5 |
| MS.Project Management | <5 |
| MS.Public Health | 11 |
| MS.Sport Nutrition | <5 |
| MS.Sport Psychology | <5 |
| MS.Strength and Conditioning | <5 |
| MS.Water, Energy and The Environment | <5 |
| MS.Wireless Communications | <5 |
| MS240.International Business and Management (with Advanced Practice) | 13 |
| MS240.Investment and Finance (with Advanced Practice) | <5 |
| MS240.Management (with Advanced Practice) | <5 |
| **Total** | **199** |

**January 2023 Starters - Postgraduate - Indian domiciled**

|  |  |
| --- | --- |
| CPM.Clinical Diagnostics | <5 |
| CPM.Clinical Examination | <5 |
| CPM.Independent and Supplementary Prescribing | <5 |
| CPM.Pathophysiology Advanced Practice | <5 |
| ML.International Business Corporate & Finance Law | 12 |
| MS.Electrical Power and Control Engineering | 11 |
| MS.Embedded Systems and IC Design | 13 |
| MS.International Transport, Trade and Logistics | 61 |
| MS.Marine and Offshore Engineering | <5 |
| MS.Maritime Operations Management | 7 |
| MS.Port Management | 16 |
| MS.Sensors, Data and Management | 5 |
| MS.Wireless Communications | 8 |
| **Total** | **144** |

## 23/086

***Your Request 1****: The name of the Enterprise Resource Planning (ERP) system used to support the following areas to include the date of purchase.*

**LJMU Response 1:** This information is available in the “Information relating to IT provision and use” document available on our website at this address: <https://www.ljmu.ac.uk/about-us/public-information/data-protection-and-freedom-of-information-and-public-sector-information/freedom-of-information/published-information-and-open-data>.

Under s.21 of the FOIA, there is no obligation to provide this information to you where it is reasonably accessible elsewhere.

## 23/087

***Your Request 1****: I would like to know whether the university operates any CCTV equipment manufactured by Hikvision (Hangzhou Hikvision Digital Technology Co.) or Dahua (Zhejiang Dahua Technology Co.) on its property. If this is the case, I would like to find out how many CCTV cameras this applies to.*

**LJMU Response 1:** The university does not operate any cameras manufactured by Hikvision (Hangzhou Hikvision Digital Technology Co.) or Dahua (Zhejiang Dahua Technology Co.).

## 23/088

***Your Request 1****: How many hours of tuition are dedicated to the topic of tongue-ties?*

**LJMU Response 1:** Tongue tie is included in Module 6101MW Enhanced Care of the Newborn. This year approximately 1 hour of teaching was given plus comprehensive resources were posted onto the Canvas site.

***Your Request 2****: Who performs this teaching? Are they e.g. a frenulotomist, midwife etc.? What qualifications do they hold in relation to infant feeding and tongue-tie?*

**LJMU Response 2:** The course leader for 6101MW has completed the NIPE qualification and is a midwife. With regard to infant feeding, all the lecturers in the LJMU Midwifery Team have completed the UNICEF UK Baby Friendly Initiative Breastfeeding and Relationship Building course for university lecturers. LJMU has been awarded BFI Gold accreditation.

***Your Request 3****: Is this a signed-off skill?*

**LJMU Response 3:** Tongue tie may be identified/discussed when students are learning to complete the NIPE examination in their practice Trust and also when they work with their Practice Supervisors (midwives) to support infant feeding on the postnatal wards and in the community setting. It is not a signed-off skill. Students are encouraged to attend frenulotomy clinics should they operate within their allocated Trust.

## 23/089

***Your Request 1****: Statistical data collected and held by your institution as part of your HR processes/records regarding Sexual Orientation and Gender Identity/Reassignment, over the past three years, broken down by:*

* 1. *Percentage of staff identifying as LGBTQIA+ by Faculty*
  2. *Percentage of staff identifying as LGBTQIA+ by job family*

**LJMU Response 1:** This information is published by [HESA](https://www.hesa.ac.uk/data-and-analysis) on their website. Under s.21 of the FOIA, there is no obligation to provide this information to you where it is reasonably accessible elsewhere.

***Your Request 2****: Statistical data collected and held by your institution through your HESA returns/records regarding Sexual Orientation and Gender Identity/Reassignment, over the past three years, broken down by:*

* 1. *Percentage of students identifying as LGBTQIA+ by Faculty*
  2. *Percentage of students identifying as LGBTQIA+ by Overseas/Home status*
  3. *Percentage of students identifying as LGBTQIA+ by level of study (i.e. UG/PGT/PGR)*

**LJMU Response 2:** This information is published by [HESA](https://www.hesa.ac.uk/data-and-analysis) on their website. Under s.21 of the FOIA, there is no obligation to provide this information to you where it is reasonably accessible elsewhere.

***Your Request 3****: Qualitative and quantitative data collected and analysed which pertains to LGBTQIA+ staff and student experiences within your university, for example as part of Athena Swan or people and culture surveys.*

**LJMU Response 3:** We run an annual survey to determine how staff feel about working at LJMU. The survey covers areas such as working environment, well-being and work/life balance, through to line management and leadership. Staff responses to these surveys are anonymous to give staff the confidence to share their thoughts and feedback on working at

LJMU, and are aggregated by protected characteristics. We also run pulse surveys for our Athena and Race Charter Mark work.

***Your Request 4****: Data collected on reported incidents of hate crimes, bullying, harassment and discrimination as a result of staff or student LGBTQIA+ identities (i.e. homophobia and/or transphobia) in the previous 12 months.*

**LJMU Response 4:**

Students: <5

Staff: None

***Your Request 5****: Initiatives that your university has in place to support LGBTQIA+ students/staff, including training and specific EDI resources.*

**LJMU Response 5:**

We featured a ‘Get it Right’ campaign during Trans Awareness Week to support our trans and non-binary communities. A pronouns video was created by staff and students which was shared on social media and on the university’s digital screens.

As part of Trans Awareness Week, the University hosts workshops as an opportunity to raise awareness of trans and non-binary issues and the complex challenges people within these communities may face. It’s an opportunity for people to ask questions, learn more and take action to become an active ally and show support. We will usually invite guest speakers to our workshops so that staff and students can speak about their lived experience of transitioning.

<https://www.ljmu.ac.uk/about-us/news/articles/2022/11/11/transgender-awareness-week-and-transgender-day-of-remembrance>

LGBT History Month: The EDI team work in partnership with the LGBTQI+ network to host event(s) for February LGBT history month / write blogs on the University Website to raise awareness of LGBTQI+ Equality.

***Your Request 6****: Details of processes and resources that you have in place to specifically to support trans and/or non-binary staff and students.*

**LJMU Response 6:** We have a trans guidance document which we have developed into a policy document in preparation for the start of the new academic year. The document has a step-by-step guide on how the University will provide adequate support and promote a sense of belonging to our trans staff and students. The guidance has been developed in Partnership with GIRES and GenderSpace.

<https://policies.ljmu.ac.uk/UserHome/Policies/PolicyDisplay.aspx?&id=458&l=1>

## 23/090

**Your Request 1**: How many of your students committed suicide in the years 2017, 2018, 2019, 2021, 2022 and so far in 2023? Please provide for as many years as you are able.

**LJMU Response 1:** LJMU does not hold any records of having been informed by a coroner of any of our student’s deaths being ruled as a suicide during these years.

We have not been registered as an interested party with the coroner in any cases during this time.

In the 2020/2021 academic year, LJMU started keeping a record of cases where our students were reported to have, or otherwise known or suspected to have, died as a result of suicide. We do not hold formal records related to previous years although we are aware of the existence of further cases prior to September 2020.

In 2020/2021, the death of one LJMU student is known to have been a suicide as we were informed by the family after the coroner’s review. In addition, the University is aware of one suspected suicide in 2020/21 but this has never been confirmed by either the family or the coroner.

In 2021/22, the death of one LJMU student has been recorded by our Student Advice and Wellbeing team as having suspected to be a suicide.

During the current 2022/23 academic year there have been two student deaths that we understand may have been suicides but at this stage no coroners ruling has taken place.

**Your Request 2**: What was your annual expenditure for 2017/8, 2021/22, 2022/2023?

**LJMU Response 2:** This information is available in the “Financial Information” section available on our website at this address: <https://www.ljmu.ac.uk/about-us/public-information/financial-information>.

Under s.21 of the FOIA, there is no obligation to provide this information to you where it is reasonably accessible elsewhere.

**Your Request 3**: What was your annual expenditure on mental health services for 2017/18, 2021/22 and 2022/23?

**LJMU Response 3:**

2017/18: £325,714

2021/22: £490,736

2022:23: £527,078

**Your Request 4**: What is the waiting time for your counselling services as of the date of this request?

**LJMU Response 4:** The current waiting time is approximately one week.

**Your Request 5**: How many students are on the waiting list for your counselling services currently?

**LJMU Response 5:** There are currently four students on the counselling waiting list.

**Your Request 6**: How many exceptional circumstance claims did you receive in 2017, 2020 and 2022?

**LJMU Response 6:**

2017: 2268

2020: 5930

2022: 3467

**Your Request 7**: How many of those claims did you reject?

**LJMU Response 7:**

2017: 152

2020: 114

2022: 325

**Your Request 8**: How many of your staff are trained in mental health awareness?

**LJMU Response 8:** Information not held.

## 23/091

**Your Request 1**: Could you provide me with the statistics of total international students who enrolled in the university in the 2020/21, 2021/22 and 2022/23 academic years – can this information include their country of origin?

**LJMU Response 1:** This information is collected by and made available from the Higher Education Statistics Agency (HESA): <https://www.hesa.ac.uk/data-and-analysis>.

Tailored dataset services concerning the UK Higher Education sector including the data from LJMU can be obtained from Joint Information Systems Committee (JISC): <https://www.jisc.ac.uk/tailored-datasets>.

Under s.21 of the FOIA, there is no obligation to provide this information to you where it is reasonably accessible elsewhere.

## 23/092

**Your Request 1**: Under the Equality Act 2010 it is possible to provide single-sex facilities for males and females, including toilets, changing rooms and accommodation (see: [www.equalityhumanrights.com/sites/default/files/guidance-separate-and-single-sex-service-providers-equality-act-sex-and-gender-reassignment-exceptions.pdf](https://ddec1-0-en-ctp.trendmicro.com:443/wis/clicktime/v1/query?url=http%3a%2f%2fwww.equalityhumanrights.com%2fsites%2fdefault%2ffiles%2fguidance%2dseparate%2dand%2dsingle%2dsex%2dservice%2dproviders%2dequality%2dact%2dsex%2dand%2dgender%2dreassignment%2dexceptions.pdf&umid=09969752-eb5d-4246-8820-706ee967fb4d&auth=6b639a990a359ff1d6cc8761081d57748ce3c81e-10cdf2a32ca4aaa6037220cecda3e9b606f13faf)).

Does your institution consider that privacy, decency, the prevention of trauma or the health and safety of female staff and students is a legitimate aim as per the above EHRC guidance?

**LJMU Response 1:** This is not a request for information that is ‘held’ by LJMU as a public body, therefore, it is not appropriate for us to respond to this question under the provisions of the FOIA. A response under FOIA must provide records of information held where that information is requested. You have asked us to provide an explanation; this is not a request for a record of information held and would require LJMU to create new additional documentation.

**Your Request 2**: Does your institution provide single-sex toilets, changing rooms or accommodation (including halls of residence and on residential field trips) for staff and/or students?

**LJMU Response 2:** Yes

**Your Request 3**: If your institution does consider 1 to be a legitimate aim, but does not provide single-sex facilities as per 2, then please detail who signed off the decision that single-sex accommodation, toilets and changing rooms were not a proportionate means to achieving this legitimate aim? Please provide meeting minutes if this was decided at a committee or similar meeting and any Equality Impact Assessment that was conducted.

**LJMU Response 3:** N/A

**Your Request 4**: Please provide a list of buildings and the number of single-sex male toilets and changing rooms, single-sex female toilets and changing rooms, gender-neutral toilets and changing rooms and accessible toilets and changing rooms on the institution’s estate.

**LJMU Response 4:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Building (all) |  |  |  |  |
| **Count of Gender** | **Type** |  |  |  |
| **Gender** | **Changing Room** | **Toilet** | **WC/Shower** | **Total** |
| Female | 5 | 93 | 1 | 99 |
| Male | 5 | 87 | 1 | 93 |
| Unisex | 1 | 52 | 3 | 56 |
| Not recorded | 6 | 2 |  | 8 |
| Accessible |  | 105 |  | 105 |
| **Total** | **17** | **339** | **5** | **361** |

**Your Request 5**: Please provide a copy of any trans and/or non-binary policies and guides, or any other policies and guides which detail the criteria for access to toilets, changing rooms and/or accommodation, and the associated Equality Impact Assessment/s.

**LJMU Response 5:** Section 6.6 of LJMU’s Gender Diversity Guidance Document (Gender Reassignment) states:

**6.6 Toilets and changing facilities (students and staff)**

Where facilities are designated ‘men’, ‘women’ or similar, a person who has transitioned, to live in their affirmed gender may, from that moment, use the toilets that accord will their gender identity (not the sex assigned at birth). University buildings may also have unisex/gender neutral facilities, which are particularly useful for non-binary people, but trans people must not be required to use these unless they choose to. Building regulations require a given percentage of disabled toilets to be available at all times for disabled people. Care must be taken not reduce the number of these unreasonably by relabelling them ‘gender neutral’ and allowing other students without disabilities to use them.

Changing facilities may also be accessed in the same way in accordance with the individual’s gender identity. The University will ensure that sufficient privacy exists in all facilities so that individuals, trans or otherwise, can be accommodated.

## 23/093

**Your Request 1**: How many students have been investigated for the use of ChatGPT or a similar AI chatbot in any form for a piece of university-assessed work since December 2022?

**LJMU Response 1:** 17

**Your Request 2**: Of those investigations (outlined in Question 1), how many students were found guilty of this academic offence?

**LJMU Response 2:** 9

**Your Request 3**: For each investigation, what was the reason for the decision which was reached (i.e. whether the student was found to have used ChatGPT or a similar AI chatbot or not) and, if applicable, the punishment for the student?

**LJMU Response 3:**

Cases of students found guilty of utilising ChatGPT or similar technology for university-assessed work during this time have been investigated and outcomes of these cases, in no particular order, included:

* Students receiving a penalty of ‘Zero for assessment component and module mark capped’
* Students receiving a penalty of ‘Zero for all module components’

Please note that as of 23 May 2023 the outcome of a number of these cases is yet to be heard at an Academic Misconduct Panel.

In accordance with Section 40 (2) of the FOIA, the University has not been able to give the exact numbers of disciplinary in each year where small numbers of individuals are involved, so that an individual cannot be identified, or inferences be drawn about them.

Further, the University will not provide details of specific incidents in response to this request to ensure compliance with the principles of the data protection legislation.

## 23/095

***Your Request 1****: We would be grateful if you could help in answering our request for information for the following questions; answering for A-J on questions 1-8.*

*a) Photocopiers/MFDs (Multi-Functional Devise)*

*b) Printers*

*c) Print room / reprographic*

*d) Desktops*

*e) Laptops*

*f) Displays*

*g) Network cyber security*

*i) Audio Visual*

*j) infrastructure*

*Q1. Please name all the IT resellers that you have contacts with and buy from.  
Q2. What is the length of the contracts, more specifically their end date, with the named IT resellers in question 1.  
Q3. What year and month is the next hardware refresh due?  
Q4. Please name the number of devices deployed by the NHS/Fire service/university/council/school?  
Q5. In reply to question 4, which department/facility are those located?  
Q6. Please name the brand and model of the devices mentioned and the spend for each product.  
Q7. Details on how these were procured. i.e. By Framework  
i. Procurement method  
ii. If Framework, please state which one.  
Q8. Do you normally purchase equipment as services or as a capital?  
Q9. What is your annual print/copy volume and spend?  
Q10. Who is the person(s) within your organization responsible for the MFD's, print hardware, and supplies contract(s)? Please provide their title and their contact details.  
Q11. Who is responsible for purchasing end user devices such as laptops, desktops, networking, infrastructure, cyber security, displays and accessories? Please provide their title, and their contact details.*

**LJMU Response 1:** This information is available in the “Information relating to IT provision and use” document available on our website at this address: <https://www.ljmu.ac.uk/about-us/public-information/data-protection-and-freedom-of-information-and-public-sector-information/freedom-of-information/published-information-and-open-data>.

Under s.21 of the FOIA, there is no obligation to provide this information to you where it is reasonably accessible elsewhere.

## 23/096

**Your Request 1**: Do you hold any potential pandemic pathogens (PPPs) in any of your labs? If yes, what are they?

**LJMU Response 1:** No.

**Your Request 2**: Are you working with any infectious agents under a Specified Animal Pathogens Order (SAPO)?  If yes, what are they?

**LJMU Response 2:** No.

**Your Request 3**: If applicable, what biosecurity level is used during work with PPPs and SAPO infectious agents?

**LJMU Response 3:** N/A

**Your Request 4**: Are you currently carrying out any gain of function work or experiments to enhance the infectiousness of transmissibility of PPPs or SAPO infectious agents?

**LJMU Response 4:** No.

**Your Request 5**: Have you had any incidents of biosecurity lapses, leaks or safety breaches in the past five years? If so, can you list these?

**LJMU Response 5:** No.

## 23/097

**Your Request 1**: What Analytics System (e.g. Google Analytics, Open Web, Adobe Analytics etc) do you use on your website?

**LJMU Response 1:** Google Analytics

***Your Request 2:*** *When was it first installed?*

**LJMU Response 2:** This data is not held.

***Your Request 3:*** *A copy of your Analytics Policy.*

**LJMU Response 3:** LJMU does not have a “Analytics Policy”. For details of cookies used on our website please see our “information about cookies page”: <https://www.ljmu.ac.uk/legal/privacy-and-cookies/information-about-cookies>.

***Your Request 4:*** *A copy of any DPIA completed in relation to Website Analytics (either as part of an overall website DPIA or a separate 'Analytics specific' DPIA) or the reason why no DPIA was undertaken.*

**LJMU Response 4:** No data held, requesting a reason for not holding information is not a request for information that is ‘held’ by LJMU as a public body, therefore it is not appropriate for us to respond to this question under the provisions of the FOIA. A response under FOIA must provide records of information held where that information is requested. You have asked us to provide an explanation; this is not a request for a record of information held and would require LJMU to create new additional documentation.

## 23/098

**Your Request 1**: In the below request, the phrase "arms companies", relates to, but is not limited to:

1. BAE Systems

2. Babcock International

3. QinetiQ

4. Rolls-Royce

5. Airbus

6. General Dynamics

7. Leonardo MW

8. MBDA

9. GKN Aerospace

10. Caterpillar

11. MOD (Ministry of Defence)

12. Dstl (Defence Science and Technology Laboratory)

13. AWE (Atomic Weapons Establishment)

Please provide the number of undergraduates (BSc and BA) and postgraduates (MSc and MA) from Liverpool John Moores Faculty of Engineering and Technology who were in employment in any of these arms companies within 15 months of graduation, separated year by year, and broken down by academic school, from 2016 to 2022.

**LJMU Response 1:** In accordance with Section 40 (2) of the FOIA, the university has not given the exact numbers where small numbers of individuals are involved, so that an individual cannot be identified, or inferences be drawn about them. The University has inserted a “less than five” (<5) value in any appropriate cell.

Prior to 2017-2018, Graduate Outcomes data was not collected at fifteen months, therefore data for the 2016-2017 academic year is not held.

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **School** | **Company** | **Head Count** |
| 2017-2018 | School of Engineering | Caterpillar | <5 |
|  | School of Engineering | Babcock International Group | <5 |
|  | School of Engineering | BAE Systems | <5 |
|  | School of Engineering | MBDA | <5 |
|  | School of Computer Science and Mathematics | Rolls-Royce | <5 |
| 2018-2019 | School of Engineering | Babcock International Group | <5 |
|  | School of Engineering | BAE Systems | <5 |
|  | School of Civil Engineering and Built Environment | Caterpillar | <5 |
|  | School of Civil Engineering and Built Environment | Ministry of Defence | <5 |
|  | School of Engineering | QinetiQ | <5 |
| 2019-2020 | School of Engineering | Babcock International Group | <5 |
|  | School of Engineering | BAE Systems | <5 |
|  | School of Computer Science and Mathematics | MBDA | <5 |
|  | School of Computer Science and Mathematics | Ministry of Defence | <5 |
|  | School of Computer Science and Mathematics | Rolls-Royce | <5 |
| 2020-2021 | School of Civil Engineering and Built Environment | Airbus | <5 |
|  | School of Engineering | BAE Systems | 6 |
|  | School of Engineering | Ministry of Defence | <5 |
|  |  |  | **Total: 28** |

**Your Request 2**: The total number of undergraduates (BSc and BA) and postgraduates (Msc and MA) that were in attendance in Liverpool John Moores Faculty of Engineering and Technology separated by year by year, and broken down by academic school, from 2016 to 2022.

**LJMU Response 2:** This data pertains to all students within LJMU's Faculty of Engineering and Technology excluding PG Research students. The data for 2022-23 is subject to change before the end of the academic year so should not be considered a final number.

|  |  |  |  |
| --- | --- | --- | --- |
| **HESA Year** | **School** | **Level** | **Head Count** |
| 2016-2017 | Astrophysics Research Institute | PGT | 81 |
| 2016-2017 | School of Civil Engineering and Built Environment | PGT | 212 |
| 2016-2017 | School of Civil Engineering and Built Environment | UG | 1211 |
| 2016-2017 | School of Computer Science and Mathematics | PGT | 39 |
| 2016-2017 | School of Computer Science and Mathematics | UG | 1165 |
| 2016-2017 | School of Engineering | PGT | 143 |
| 2016-2017 | School of Engineering | UG | 1283 |
| 2017-2018 | Astrophysics Research Institute | PGT | 91 |
| 2017-2018 | School of Civil Engineering and Built Environment | PGT | 169 |
| 2017-2018 | School of Civil Engineering and Built Environment | UG | 1483 |
| 2017-2018 | School of Computer Science and Mathematics | PGT | 33 |
| 2017-2018 | School of Computer Science and Mathematics | UG | 1217 |
| 2017-2018 | School of Engineering | PGT | 119 |
| 2017-2018 | School of Engineering | UG | 1315 |
| 2018-2019 | Astrophysics Research Institute | PGT | 80 |
| 2018-2019 | School of Civil Engineering and Built Environment | PGT | 165 |
| 2018-2019 | School of Civil Engineering and Built Environment | UG | 1723 |
| 2018-2019 | School of Computer Science and Mathematics | PGT | 22 |
| 2018-2019 | School of Computer Science and Mathematics | UG | 1206 |
| 2018-2019 | School of Engineering | PGT | 86 |
| 2018-2019 | School of Engineering | UG | 1205 |
| 2019-2020 | Astrophysics Research Institute | PGT | 95 |
| 2019-2020 | School of Civil Engineering and Built Environment | PGT | 169 |
| 2019-2020 | School of Civil Engineering and Built Environment | UG | 1765 |
| 2019-2020 | School of Computer Science and Mathematics | PGT | 36 |
| 2019-2020 | School of Computer Science and Mathematics | UG | 1226 |
| 2019-2020 | School of Engineering | PGT | 177 |
| 2019-2020 | School of Engineering | UG | 1111 |
| 2020-2021 | Astrophysics Research Institute | PGT | 83 |
| 2020-2021 | School of Civil Engineering and Built Environment | PGT | 204 |
| 2020-2021 | School of Civil Engineering and Built Environment | UG | 1766 |
| 2020-2021 | School of Computer Science and Mathematics | PGT | 58 |
| 2020-2021 | School of Computer Science and Mathematics | UG | 1194 |
| 2020-2021 | School of Engineering | PGT | 210 |
| 2020-2021 | School of Engineering | UG | 1038 |
| 2021-2022 | Astrophysics Research Institute | PGT | 124 |
| 2021-2022 | School of Civil Engineering and Built Environment | PGT | 164 |
| 2021-2022 | School of Civil Engineering and Built Environment | UG | 1652 |
| 2021-2022 | School of Computer Science and Mathematics | PGT | 66 |
| 2021-2022 | School of Computer Science and Mathematics | UG | 1082 |
| 2021-2022 | School of Engineering | PGT | 254 |
| 2021-2022 | School of Engineering | UG | 935 |
| 2022-2023 | PGT | ARI | 76 |
| 2022-2023 | PGT | CBE | 147 |
| 2022-2023 | PGT | CSM | 74 |
| 2022-2023 | PGT | ENR | 352 |
| 2022-2023 | UG | CBE | 1589 |
| 2022-2023 | UG | CSM | 922 |
| 2022-2023 | UG | ENR | 803 |

## 23/099

**Your Request 1**: Please provide a list of which Industry Advisory Groups (IAGs), or similar industry advisory bodies, at the University currently have representative(s) from any of the following companies: BP, Shell, Total, Equinor, Eni, Chevron, Exxon, ConocoPhillip or Harbour - if representative(s) from any of these companies are present on any IAGs or similar advisory bodies at the University, please provide which school/department the advisory body is involved with.

**LJMU Response 1:** None

**Your Request 2**: Please provide who the relevant company representative(s) are and their title(s).

**LJMU Response 2:** N/A

**Your Request 3**: Please provide when the relevant company representative(s) joined the advisory body, that is, the representatives from the above companies.

**LJMU Response 3:** N/A

**Your Request 4**: Please provide which course(s) the advisory body has advised on.

**LJMU Response 4:** N/A

**Your Request 5**: Please provide a copy of the "terms of reference" for this advisory body, if available.

**LJMU Response 5:** N/A

## 23/100

**Your Request 1**: [Since 2018] how many grievances [or complaints from staff] have been raised against LJMU? *How many have been upheld?*

**LJMU Response 1:**

Complaints under the HR staff Grievance Policy: 39

Of these 39 the following outcomes are recorded:

4 upheld in full

14 upheld in part

**Your Request 2**: [Since 2018] how many grievances [or complaints from students] have been raised against LJMU? *How many have been upheld?*

**LJMU Response 2:**

Formal complaints under stage 2 of the Student Complaints Procedure: 555

Of these 555 the following outcomes are reported:

74 upheld in full

72 upheld in part

## 23/101

**Your Request 1**: Do you outsource your car parking management/enforcement to a 3rd party? If so, to which company/companies?

**LJMU Response 1:** No

**Your Request 2**: Are you currently in the process of tendering for these services? If so, what portal are you using to request an ITT?

**LJMU Response 2:** No

**Your Request 3**: If not currently in process, when are you next expecting to go out to tender for your parking management/enforcement services?

**LJMU Response 3:** Currently unknown.

**Your Request 4**: What platform will you use to request ITTs?

**LJMU Response 4:** In-tend.

**Your Request 5**: Do you charge for parking, and if so, do you use parking payment machines?

**LJMU Response 5:** We do charge for parking. We do not use parking payment machines. Staff who utilise university parking spaces have the fee deducted from their salaries.

**Your Request 6**: When were the existing payment machines installed, and can people pay using a credit/debit card at all machines?

**LJMU Response 6:** N/A

**Your Request 7**: If debit/credit cards can be used, are these 3G connections and will you be upgrading all payment machines as 3G is decommissioned?

**LJMU Response 7:** N/A

**Your Request 8**: What is the make/model/number of payments machines being used?

**LJMU Response 8:** N/A

**Your Request 9**: Can users pay to park using an app that could be used via mobile device/telephone/web? If so, which one?

**LJMU Response 9:** N/A

## 23/102

**Your Request 1**: I am writing to you under the Freedom of Information Act 2000 to request copies of the six policies listed below:

1. A copy of your most up to date procurement policy
2. A copy of your most up to date I.T. procurement policy
3. A copy of your most up to date software asset management policy
4. A copy of your most up to date hardware asset management policy
5. A copy of your most up to date corporate/purchasing credit card policy
6. A copy of your most up to date expenses policy

**LJMU Response 1:**

1. Procurement at LJMU is currently covered by guidance rather than policy. A Sustainable Procurement Policy has been drafted and is currently going through our internal approval process.
2. Please see the attached document ‘IT Procurement Policy’.
3. LJMU does not hold this information
4. LJMU does not hold this information
5. Please see the attached document ‘Credit Card Policy’.
6. Please see the attached document ‘Expenses Policy and Procedures’.

## 23/103

**Your Request 1**: What number of alumni do you have that are female? [Could ‘Alumni’ please consider any students that have graduated in the last 3 years across any subject?]

**LJMU Response 1:** 12,624

**Your Request 2**: What subject did they study?

**LJMU Response 2:** Please see the attached spreadsheet for a full breakdown.

**Your Request 3**: How many of them are now business founders? [When considering business founders, those that have joined the LJMU Connect Alumni Network will be okay if this is the only way to find this data].

**LJMU Response 3:** We are unable to provide an answer to this, as upon registration to our ‘LJMU Connect Alumni Network’ an individual is not asked to provide their gender. Although a function was recently added which allows individuals to provide their personal pronouns, this does not cover the years you have requested, therefore we are unable to answer this question with any accuracy.

**Your Request 4**: How many alumni do you have in total (male and female)?

**LJMU Response 4:** 34,423

## 23/104

**Your Request 1**: What are the standard contractual arrangements for research-only staff at your institution?

**LJMU Response 1:** Research only staff are employed on a mix of open ended and fixed term contracts.

**Your Request 2**: How many research-only staff do you currently employ on a fixed-term contract with less than 4 years' service?

**LJMU Response 2:** 108 staff (as at 31st May 2023)

**Your Request 3**: How many research-only staff do you currently employ on a fixed-term contract with at least 4 years' service?

If yes, please state how long you offer redeployment.

**LJMU Response 3:** 17 staff (as at 31st May 2023)

**Your Request 4**: Do you offer a period of redeployment to fixed-term research staff (or those with an identified 'at risk' date) where they have priority for suitable vacant or new posts?

**LJMU Response 4:** Yes, if the member of staff has more than 12 months service – this is the case for permanent members of staff as well as FTRs.  As a minimum, they are put onto the redeployment register during their notice period, but usually added one month before notice is served.

**Your Request 5**: In the last 24 months, when members of research staff have come to the end of their fixed-term contract or the project they have been working on has come to an end, what percentage have been successfully redeployed (or had their contract renewed / extended)?

**LJMU Response 5:** 64.77%

**Your Request 6**: Do you offer any form of 'bridging' funding to allow research only staff to maintain employment between externally funded projects or other sources of work? If yes, please give details (including any criteria that just be met to access such funding)

**LJMU Response 6:** Local discretion about how the pay budget is managed to accommodate brief intervals between funding contracts being formally signed off and contracts extended.

**Your Request 7** Do you offer an enhanced paid notice period to research only staff on fixed-term contracts? If yes, please give details.

**LJMU Response 7:** The confirmation of employment letter and contract stipulate the end date and notice is served in line with contractual and statutory periods.

**Your Request 8**: Do you offer an enhanced redundancy payment to research only staff if they are dismissed at the end of a fixed-term contract?

**LJMU Response 8:** LJMU pay statutory redundancy pay.

**Your Request 9:** Is the institution a signatory to the Concordat to Support the Career Development of Researchers [**https://researcherdevelopmentconcordat.ac.uk/**](https://researcherdevelopmentconcordat.ac.uk/)?

**LJMU Response 9:** Yes

**Your Request 10:** Are there on-going efforts improve the security of employment of research only staff at your institution within the next 12 months?

**LJMU Response 10:** Yes

**Your Request 11:** If yes,please give details, including whether the local branch of UCU is involved in these on-going efforts.

**LJMU Response 11:** LJMU will engage via Joint Consultative and Negotiation Committee (JCNC) at the appropriate stage.

## 23/105

***Your Request 1****: For the calendar years 2017, 2018, 2019, 2020, 2021 and 2022, I would like to be provided with details on accepted donations, gifts, grants, sponsorships, scholarships and funding (including research funding and teaching funding, as well as funding for university staff and professorships) I would like to be provided with details on accepted donations, gifts, grants, sponsorships, scholarships and funding (including research funding and teaching funding, as well as funding for university staff and professorships) that have come from oil, gas and mining companies. For each, I would like the following information:*

*- The name of the oil/gas/mining company that gave the donation, gift, grant, sponsorship, scholarship or funding*

*- The start and end date of the donation, gift, grant, sponsorship, scholarship or funding if available*

*- The sum and description of the accepted donation, gift, grant, sponsorship, scholarship and funding*

*- A description of what the donation, gift, grant, sponsorship, scholarship and funding was used for*

*If your records are held in such a way where it is difficult to search by sector (e.g. oil/gas/mining), then I am happy to narrow the request to the following companies:*

*- Petrobras*

*- Repsol*

*- National Iranian Oil Co.*

*- Pemex*

*- Sonatrach*

*- Jiangxi Copper*

*- Vale*

*- Coal India*

*- Aluminium Corporation of China*

*- Zijin Mining Group*

*- Tata Steel*

*- Hindalco*

*- CMOC*

*- Freeport-McMoRan*

*- Cleveland Cliffs*

*- United States Steel*

*- Nornickel*

**LJMU Response 1:** The amount for each year is Nil. For further details of finical data concerning LJMU please see our annual financial reports which can be found on our website: <https://www.ljmu.ac.uk/about-us/public-information/financial-information/financial-statements>.

## 23/106

**Your Request 1**: Please provide the following information broken down either by calendar year (1st January to 31st December) or academic year (please clearly specify the start and finish dates for each academic year concerned) from 1973 to 2022. I am requesting only information relating to 'Aegrotat' degrees awarded by the University at Bachelors level.

During any of the last 50 calendar years specified, has the University awarded any 'Aegrotat' degrees?

**LJMU Response 1:** Yes

**Your Request 2**: Please specify the total number of 'Aegrotat' degrees awarded by the University for each of the calendar years specified above.

**LJMU Response 2:** The following data pertains to the years including and between 1995 and 2022. We do not hold data on awards prior to this. You may be able to retrieve this information from the Open University. The email address for the Open University’s FOI team is: [freedom-of-information@open.ac.uk](mailto:freedom-of-information@open.ac.uk).

|  |  |
| --- | --- |
| **Year** | **Number Awarded** |
| 1995/96 | 2 |
| 1996/97 | 1 |
| 2008/09 | 1 |
| 2017/18 | 1 |
| 2020/21 | 1 |
| 2021/22 | 3 |

**Your Request 3**: Where possible, please state the total number of 'Aegrotat' degrees awarded by the University during the entire 50 year period specified above.

**LJMU Response 3:** As the above data shows, the University awarded 9 aegrotat degrees between 1995 and 2022. Data for the years preceding this is not held.

## 23/107

**Your Request 1**: I am writing to you under the Freedom of Information Act 2000 to request statistics and data related to referrals from your institution under the government's Prevent duty that took place between 01/01/2015 and 31/12/2022. I would like the following information:

1. The date of referral
2. The reason for the referral (how/why you became concerned)
3. The ideology attached to the referral (far-right, Islamist extremism, other, unclear)
4. The age of the person referred

**LJMU Response 1:** We can confirm that we submit an annual return to The Office for Students (OfS) in relation to our compliance with the Prevent Duty. We will not be disclosing this or any of the other information requested under the exemption at Section 24 (1) of the FOIA because this action is required to safeguard National Security.

The University has chosen to Neither Confirm nor Deny whether it has referred any individuals through the Channel programme or the Prevent Duty by virtue of the exemptions listed below. No inference can be taken from this refusal that the information you have requested does or does not exist.

Section 24 provides refusal of information in relation to the safeguarding of national security and allows public authorities exemption from the requirements of Section 1(1)a if confirming or denying would have an undesirable effect on National Security. Section 24 is a qualified exemption and this requires the University to apply the Public Interest Test.

The University acknowledges that the public has a legitimate interest in being aware of and understanding any possible terrorist activities within Higher Education Institutions, and what actions are being taken to combat such activity. It also recognises that disclosure of the information could provide the general public with reassurances that the monitoring of criminals is conducted appropriately.

It has, however, taken the decision to provide a neither confirm nor deny response in relation to this request, as to provide a response could indicate the effectiveness of the University’s monitoring activities. If a terrorist group were aware of the effectiveness of LJMU’s strategy under the Prevent Duty it could lead them to alter their activity and, as a result, impede any monitoring or investigation that may be required.

## 23/108

***Your Request 1****: I ask that the following information be provided to me in digital format about the academic year 2023-2024 and 2024-2025:*

The partnership between this university and Coca-Cola including research contracts, investment fundings, exchange programmes and procurement.

**LJMU Response 1:** No current partnership with this company.

**Your Request 2**: The partnership between this university and G4S including research contracts, investment fundings, exchange programmes and procurement.

**LJMU Response 2:** No current partnership with this company.

**Your Request 3**: The partnership between this university and Barclays including research contracts, investment fundings, exchange programmes and procurement.

**LJMU Response 3:** No current partnership with this company.

Please note, as confirmed in our 2022 Financial Statements, Barclays Bank PLC provides LJMU with banking services including provision of cash current and business accounts, loan facilities and credit card services. These services are not considered to be a partnership or investment funding. Our Financial statements are published on our website: <https://www.ljmu.ac.uk/about-us/public-information/financial-information/financial-statements>.

**Your Request 4**: The partnership between this university and Samsung including research contracts, investment fundings, exchange programmes and procurement.

**LJMU Response 4:** No current partnership with this company.

## 23/109

**Your Request 1**: *Have you appointed, or do you intend to appoint in the next 12-24 months, a 'Data Protection Representative' in any overseas territory (for example, in the EU, Switzerland, China, Turkey etc) with the appropriate authority?*

**LJMU Response 1:** No

**Your Request 2**: *If you have not appointed a representative, please provide any documented decisions explaining why not (for example, “considered exempt as a public authority” or “do not believe the risk levels warrant it”, "No, but not recorded", etc)?*

**LJMU Response 2:** No record held

**Your Request 3**: *If you have appointed a representative, please provide any documented decisions explaining why along with details of each appointed representative by territory/country.*

**LJMU Response 3:** N/A

## 23/110

***Your Request 1****: From 2019 to present, please may I have: The number of animals who have died or were harmed during animal tests at your university. As well as overall figures for both, can I have this sorted by what species they are, and what tests were being conducted on them too.*

**LJMU Response 1:**

The following number of each species were used in regulated procedures at LJMU over the following years:

2022:

Rats - 75

Mice - 54

2021:

Rats - 9

Mice - 22

2020:

Rats - 40

Mice - 17

2019:

Rats - 44

Mouse - 55

Research in which these animals here used has been undertaken to further understand mechanisms and treatments of Alkaptonuria and arthritis, as well as muscle function and physiology.

## 23/111

**Your Request 1**: (1) Financial income

(a) The university's total financial income for each of the latest three available financial years.

(b) For each of the latest three available financial years, please specify the university's total financial income from tuition fees paid by students from the People's Republic of China.

(c) For each of the latest three available financial years, please specify the university's total financial income from tuition fees paid by students from Russia.

(d) For each of the latest three available financial years, please specify the university's total financial income from tuition fees paid by students from Belarus.

(e) For each of the latest three available financial years, please specify the university's total financial income from tuition fees paid by students from Iran.

**LJMU Response 1:**

(a) LJMU Total Income:

2022 - £255,449,000

2021 - £249,017,000

2020 - £236,401,000

(b) LJMU Tuition fees invoiced for students domiciled in People’s Republic of China:

2020 - £840,671

2021 - £701,652

2022 - £792,350

(c) LJMU Tuition fees invoiced for students domiciled in People’s the Russian Federation:

2020 - £41,100

2021 - £47,800

2022 - £36,950

(d) LJMU Tuition fees invoiced for students domiciled in the Republic of Belarus:

2020 - Nil

2021 - Nil

2022 - Nil

(e) LJMU Tuition fees invoiced for students domiciled in the Islamic Republic of Iran:

2020 - £112,850

2021 - £175,450

2022 - £486,050

**Your Request 2**: (2) Make up of undergraduate courses

For each of your undergraduate programmes in 2022/23, please specify:

(a) the number of enrolled students;

(b) the number of enrolled students from the People's Republic of China;

(c) the number of enrolled students from Russia;

(d) the number of enrolled students from Belarus;

(e) the number of enrolled students from Iran.

**LJMU Response 2:** Please see the data in the table at Annex 1 – the data has been provided based on the domiciled status (country of Permanent residence) of the individual.

**Your Request 3**: (3) Internal correspondence

Any internal correspondence between the management board concerning:

(a) Allegations of industrial espionage or IP theft linked to China;

(b) the conduct of the university’s local branch of the Chinese Students and Scholars Association;

(c) complaints by the Embassy or its associated Consulates about the contents of academic lectures.

**LJMU Response 3:** No information held.

**Your Request 4**: (4) Written correspondence between Chinese Embassy and the university

Any written correspondence between the university and the UK Embassy of the People's Republic of China, and/or its Consulates-General in Manchester, Edinburgh and/or Belfast, regarding:

(a) demonstrations by Hong Kong students on campus;

(b) the conduct of the university’s local branch of the Chinese Students and Scholars Association;

(c) complaints by the Embassy or its associated Consulates about the contents of academic lectures.

**LJMU Response 4:** No information held.

**Annex 1**

2022/23 academic year

Undergraduate programmes only. Count of individuals by programme title.

In accordance with Section 40 (2) of the FOIA, the university has not been able to give the exact numbers where small numbers of individuals are involved, so that an individual cannot be identified, or inferences be drawn about them. The University has inserted a “less than five” (<5) value in any appropriate cell.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Country of Permanent Residence | | | |  |
| Program Title | China Domiciled Students | Russia Domiciled Students | Belarus Domiciled Students | Iran Domiciled Students | All Undergraduate Students |
| Accounting and Finance | <5 | 0 | 0 | 0 | 606 |
| Advancing Tissue Viability | 0 | 0 | 0 | 0 | 7 |
| Animal Behaviour | 0 | 0 | 0 | 0 | 160 |
| Applied Biomedical Science | 0 | 0 | 0 | 0 | 14 |
| Architectural Engineering | 0 | 0 | 0 | 0 | 91 |
| Architectural Technology | 0 | 0 | 0 | 0 | 55 |
| Architecture | 0 | 0 | 0 | 0 | 287 |
| Audio and Music Production | 0 | 0 | 0 | 0 | 51 |
| Biochemistry | 0 | 0 | 0 | 0 | 112 |
| Biological and Environmental Sciences | 0 | 0 | 0 | 0 | <5 |
| Biology | 0 | 0 | 0 | 0 | 187 |
| Biomedical Science | 0 | 0 | 0 | 0 | 403 |
| Biotechnology | 0 | 0 | 0 | 0 | 28 |
| Building Services Engineering | 0 | 0 | 0 | 0 | 68 |
| Building Services Engineering Project Management | 0 | 0 | 0 | 0 | <5 |
| Building Surveying | 0 | 0 | 0 | 0 | 96 |
| Business and Human Resource Management | 0 | 0 | 0 | 0 | 7 |
| Business and Management Practice | 0 | 0 | 0 | 0 | 27 |
| Business and Public Relations | 0 | 0 | 0 | 0 | 56 |
| Business Management | <5 | 0 | 0 | 0 | 888 |
| Business with Digital Marketing | 0 | 0 | 0 | 0 | 133 |
| Business with Finance | 0 | 0 | 0 | 0 | 258 |
| Business with International Business Management | 0 | 0 | 0 | 0 | 296 |
| Business with Marketing | 0 | 0 | 0 | 0 | 261 |
| Business with Media Communications | 0 | 0 | 0 | 0 | 24 |
| Chemistry | 0 | 0 | 0 | 0 | 22 |
| Civil and Environmental Engineering | 0 | 0 | 0 | 0 | 25 |
| Civil and Offshore Engineering | 0 | 0 | 0 | 0 | <5 |
| Civil and Structural Engineering | 0 | 0 | 0 | 0 | 32 |
| Civil and Transportation Engineering | 0 | 0 | 0 | 0 | <5 |
| Civil Engineering | 0 | <5 | 0 | 0 | 461 |
| Civil Engineering and Architecture | 0 | 0 | 0 | 0 | <5 |
| Civil Engineering and Built Environment | 0 | 0 | 0 | 0 | <5 |
| Civil Engineering and Construction Management | 0 | 0 | 0 | 0 | <5 |
| Climate Change | 0 | 0 | 0 | 0 | 18 |
| Community Justice | 0 | 0 | 0 | 0 | 91 |
| Computer Forensics | 0 | 0 | 0 | 0 | 78 |
| Computer Games Development | 0 | 0 | 0 | 0 | 104 |
| Computer Networks | 0 | 0 | 0 | 0 | 7 |
| Computer Science | 0 | 0 | 0 | 0 | 256 |
| Computer Science and Mathematics | 0 | 0 | 0 | 0 | <5 |
| Computer Security | 0 | 0 | 0 | 0 | 159 |
| Computer Studies | 0 | 0 | 0 | 0 | 21 |
| Computing | 0 | 0 | 0 | 0 | 29 |
| Computing and Smart Devices | 0 | 0 | 0 | 0 | <5 |
| Construction & Property | 0 | 0 | 0 | 0 | 21 |
| Construction Management | 0 | 0 | 0 | 0 | 168 |
| Control and Automation Engineering | 0 | 0 | 0 | 0 | 12 |
| Creative Writing | 0 | 0 | 0 | 0 | 69 |
| Creative Writing and Film Studies | 0 | 0 | 0 | 0 | 58 |
| Criminal Justice | 0 | 0 | 0 | 0 | 119 |
| Criminology | 0 | 0 | 0 | 0 | 483 |
| Criminology and Psychology | 0 | 0 | 0 | 0 | 280 |
| Criminology and Sociology | 0 | 0 | 0 | 0 | 243 |
| Critical Care Developments | 0 | 0 | 0 | 0 | 17 |
| Data Science | 0 | 0 | 0 | 0 | 8 |
| Development in Special and Intensive Care of the Newborn | 0 | 0 | 0 | 0 | 13 |
| Developments in Renal Care | 0 | 0 | 0 | 0 | 7 |
| Digital and Technology Solutions | 0 | 0 | 0 | 0 | <5 |
| Drama | 0 | 0 | 0 | 0 | 117 |
| Drama and Creative Writing | 0 | 0 | 0 | 0 | 20 |
| Drama and English Literature | 0 | 0 | 0 | 0 | 22 |
| Early Childhood Studies | 0 | 0 | 0 | 0 | 195 |
| Education | <5 | 0 | 0 | 0 | 8 |
| Education and Primary Studies | 0 | 0 | 0 | 0 | 111 |
| Education and Special Educational Needs | 0 | 0 | 0 | 0 | 135 |
| Education Studies | 0 | 0 | 0 | 0 | 39 |
| Education Studies and Early Years | 0 | 0 | 0 | 0 | 99 |
| Education Studies and Inclusion | 0 | 0 | 0 | 0 | <5 |
| Electrical and Electronic Engineering | <5 | 0 | 0 | 0 | 164 |
| Electronic Information Engineering | 13 | 0 | 0 | 0 | 13 |
| Engineering Exchange | 0 | 0 | 0 | 0 | 7 |
| English Literature | <5 | 0 | 0 | 0 | 112 |
| English Literature and Creative Writing | 0 | 0 | 0 | 0 | 50 |
| English, Media and Cultural Studies | 0 | 0 | 0 | 0 | 58 |
| Environmental Health | 0 | 0 | 0 | 0 | 51 |
| Events Management | 0 | 0 | 0 | 0 | 190 |
| Examination of the Newborn | 0 | 0 | 0 | 0 | <5 |
| Fashion: Design and Communication | 0 | 0 | 0 | 0 | 270 |
| Film Studies | <5 | 0 | 0 | 0 | 182 |
| Fine Art | 0 | 0 | 0 | 0 | 197 |
| Forensic Anthropology | 0 | 0 | 0 | 0 | 131 |
| Forensic Psychology and Criminal Justice | 0 | 0 | 0 | 0 | 296 |
| Forensic Science | 0 | 0 | 0 | 0 | 299 |
| Geography | 0 | 0 | 0 | 0 | 141 |
| Graphic Design and Illustration | 0 | 0 | 0 | 0 | 223 |
| Health & Social Care Development | 0 | 0 | 0 | 0 | <5 |
| Health and Social Care | 0 | 0 | 0 | 0 | 74 |
| Health Care Science Practitioner (Biomedical Science) | 0 | 0 | 0 | 0 | 16 |
| History | 0 | 0 | 0 | 0 | 280 |
| History and English Literature | 0 | 0 | 0 | 0 | 28 |
| History of Art and Museum Studies | 0 | 0 | 0 | 0 | 65 |
| Human Evolution and Behaviour | 0 | 0 | 0 | 0 | 15 |
| Human Resource Management | 0 | 0 | 0 | 0 | 97 |
| Humanities and Social Science | <5 | 0 | 0 | 0 | 21 |
| Improving Access to Psychological Therapies for Psychological Well Being Practitioners | 0 | 0 | 0 | 0 | <5 |
| Infection Control for Healthcare | 0 | 0 | 0 | 0 | 11 |
| Interior Architecture | 0 | 0 | 0 | 0 | 91 |
| International Journalism | 0 | 0 | 0 | 0 | <5 |
| International Relations and Politics | 0 | 0 | 0 | 0 | 121 |
| International Tourism Management | 0 | 0 | 0 | 0 | 107 |
| Introduction to Lower GI Endoscopy Part 1 | 0 | 0 | 0 | 0 | 9 |
| Introduction to Upper GI Endoscopy | 0 | 0 | 0 | 0 | 7 |
| Journalism | 0 | 0 | 0 | 0 | 114 |
| Justice Studies | 0 | 0 | 0 | 0 | <5 |
| Law | 0 | 0 | 0 | 0 | 855 |
| Law and Business | 0 | 0 | 0 | 0 | 88 |
| Law and Criminal Justice | 0 | 0 | 0 | 0 | 267 |
| Leadership Development Through Action Learning | 0 | 0 | 0 | 0 | 7 |
| Learning, Development and Support (LaWP) | 0 | 0 | 0 | 0 | 95 |
| Liverpool Business School | <5 | 0 | 0 | 0 | 50 |
| Liverpool School of Art and Design | 0 | 0 | 0 | 0 | <5 |
| Liverpool Screen School | 0 | 0 | 0 | 0 | 9 |
| Marine and Mechanical Engineering | 0 | 0 | 0 | 0 | 60 |
| Maritime Business and Management | 0 | 0 | 0 | 0 | 6 |
| Marketing | 0 | 0 | 0 | 0 | 245 |
| Mathematics | 0 | 0 | 0 | 0 | 95 |
| Mathematics with Finance | 0 | 0 | 0 | 0 | 36 |
| Mechanical Engineering | 0 | <5 | 0 | 0 | 357 |
| Mechanical Engineering with Management | 0 | 0 | 0 | 0 | <5 |
| Mechatronics and Autonomous Systems | 0 | 0 | 0 | 0 | 38 |
| Media Production | 0 | 0 | 0 | 0 | 160 |
| Media, Culture, Communication | <5 | 0 | 0 | 0 | 145 |
| Midwifery | 0 | 0 | 0 | 0 | 130 |
| Multimedia Computing | 0 | 0 | 0 | 0 | 13 |
| Musical Theatre Practice | 0 | 0 | 0 | 0 | 22 |
| Nautical Science | 0 | 0 | 0 | 0 | <5 |
| Nursing and Allied Health | 0 | 0 | 0 | 0 | <5 |
| Nursing Associate | 0 | 0 | 0 | 0 | 101 |
| Nursing Studies | 0 | 0 | 0 | 0 | 34 |
| Nursing with Registered Nurse Status (Adult) | 0 | 0 | 0 | 0 | 1341 |
| Nursing with Registered Nurse Status (Child) | 0 | 0 | 0 | 0 | 166 |
| Nursing with Registered Nurse Status (Mental Health) | 0 | 0 | 0 | 0 | 290 |
| Nutrition | <5 | 0 | 0 | 0 | 94 |
| Out of Hospital Care | 0 | 0 | 0 | 0 | <5 |
| Paediatric Clinical Examination and Minor Illness | 0 | 0 | 0 | 0 | 24 |
| Palliative Care for Adults | 0 | 0 | 0 | 0 | <5 |
| Paramedic Approach Within an Integrated Urgent Care Service | 0 | 0 | 0 | 0 | 5 |
| Paramedic Science | 0 | 0 | 0 | 0 | 149 |
| Paramedicine | 0 | 0 | 0 | 0 | 43 |
| People Management and Practice | 0 | 0 | 0 | 0 | 23 |
| Pharmaceutical and Cosmetic Science | 0 | 0 | 0 | 0 | 64 |
| Pharmaceutical Science | 0 | 0 | 0 | <5 | 45 |
| Pharmaceutical Studies | 0 | 0 | 0 | 0 | <5 |
| Pharmacy | 0 | 0 | 0 | 0 | 604 |
| Pharmacy and Biomolecular Sciences | 0 | 0 | 0 | 0 | <5 |
| Physical Education | 0 | 0 | 0 | 0 | 148 |
| Policing Studies | 0 | 0 | 0 | 0 | 95 |
| Policing Studies and Cybercrime | 0 | 0 | 0 | 0 | <5 |
| Policing Studies and Forensic Psychology | 0 | 0 | 0 | 0 | 33 |
| Policing Studies and Forensics | 0 | 0 | 0 | 0 | 72 |
| Practice Education for Paramedics | 0 | 0 | 0 | 0 | 6 |
| Primary Education | 0 | 0 | 0 | 0 | 210 |
| Product Design Engineering | 0 | 0 | 0 | 0 | 95 |
| Professional Policing | 0 | 0 | 0 | 0 | 188 |
| Professional Policing Practice | 0 | 0 | 0 | 0 | 737 |
| Psychological Wellbeing Practitioner | 0 | 0 | 0 | 0 | 6 |
| Psychology | 0 | 0 | 0 | 0 | 726 |
| Public Health | 0 | 0 | 0 | 0 | 32 |
| Quantity Surveying | 0 | 0 | 0 | 0 | 450 |
| Real Estate | 0 | 0 | 0 | 0 | 114 |
| Research Project | 0 | 0 | 0 | 0 | <5 |
| Return to Practice Nursing | 0 | 0 | 0 | 0 | 8 |
| Science and Football | <5 | 0 | 0 | 0 | 158 |
| Social Work | 0 | 0 | 0 | 0 | 49 |
| Sociology | 0 | 0 | 0 | 0 | 136 |
| Software Engineering | 0 | 0 | 0 | 0 | 108 |
| Specialist Bowel Cancer Screening Practitioner | 0 | 0 | 0 | 0 | 42 |
| Specialist Community Practitioner (District Nursing) | 0 | 0 | 0 | 0 | 5 |
| Specialist Community Public Health Nursing | 0 | 0 | 0 | 0 | <5 |
| Specialist Practitioner Community Children's Nursing | 0 | 0 | 0 | 0 | <5 |
| Sport and Exercise Science | 0 | 0 | 0 | 0 | 700 |
| Sport and Exercise Sciences | 0 | 0 | 0 | 0 | 17 |
| Sport and Nutrition for Health | 0 | 0 | 0 | 0 | 30 |
| Sport Business | <5 | 0 | 0 | 0 | 306 |
| Sport Coaching | 0 | 0 | 0 | 0 | 183 |
| Sport Development | 0 | 0 | 0 | 0 | <5 |
| Sport Development and Coaching | 0 | 0 | 0 | 0 | 13 |
| Sport Nutrition | 0 | 0 | 0 | 0 | 54 |
| Sport Psychology | 0 | 0 | 0 | 0 | 207 |
| Sports Journalism | 0 | 0 | 0 | 0 | 133 |
| Suicide Prevention in Adults: A Psychosocial Approach | 0 | 0 | 0 | 0 | <5 |
| Tourism and Hospitality Management | 0 | 0 | 0 | 0 | 5 |
| Video Production and Streaming | 0 | 0 | 0 | 0 | <5 |
| Violence Prevention, Reduction and Public Health | 0 | 0 | 0 | 0 | 8 |
| Wildlife Conservation | 0 | 0 | 0 | 0 | 112 |
| Zoology | 0 | 0 | 0 | 0 | 314 |
| **Total** | **35** | **<5** | **0** | **<5** | **22322** |

## 23/112

**Your Request 1**: Does your organisation use any applications or software to record Record of Processing Activity (ROPA)?

If so, please state the product name(s) and version numbers(s) (if known)

**LJMU Response 1:** Yes, Microsoft Office 365

**Your Request 2**: Does your organisation use any applications or software to support preparation for, or maintenance of ISO 27001 and/or ISO 27701 compliance?

If so, please state the product name(s) and version numbers(s) (if known)

**LJMU Response 2:** No

**Your Request 3**: Does your organisation use any applications or software associated with data breach management?

**LJMU Response 3:** Yes, Microsoft Office 365, Microsoft SharePoint

**Your Request 4**: Does your organisation use any applications or software associated with Freedom of Information management? If so, please state the product name(s) and version numbers(s) (if known)

**LJMU Response 4:** Yes, Microsoft Office 365

**Your Request 5**: Does your organisation use any applications or software for Policy Management? If so, please state the product name(s) and version numbers(s) (if known)

**LJMU Response 5:** Yes - 4policies module of Insight4GRC V1

**Your Request 6**: Does your organisation use any eLearning for Data Protection and Security Awareness? If so, please state the product name(s) and version numbers(s) (if known)

**LJMU Response 6:** Yes - KnowB4

**Your Request 7**: Has your organisation reviewed / explored the market regarding the provision of technology which supports the delivery of Information Governance functions?

If yes - please specify what actions have been taken?

If no - does your organisation have any plans to review / explore this market in the next 3 years?

**LJMU Response 7:** No records held

**Your Request 8**: Has your organisation allocated budget / financial resources regarding the commissioning / procurement of technology which supports the delivery of Information Governance functions?

If yes - please specify what actions have been taken?

If no - does your organisation have any plans to allocate budget / financial resources in the next 3 years?

**LJMU Response 8:** Yes - staff training

**Your Request 9**: Has your organisation developed a business case (outline or otherwise) regarding the commissioning / procurement of technology which supports the delivery of Information Governance functions?

If yes - please specify what actions have been taken?

If no - does your organisation have any plans to develop a business case in the next 3 years?

**LJMU Response 9:** No

**Your Request 10**: Will there be any opportunities to engage with your organisation regarding the commissioning / procurement of technology which supports the delivery of Information Governance function in the next three years? If so, please explain how?

**LJMU Response 10:** No records held

## 23/113

**Your Request 1**: What IT Service management (ITSM) platform are you currently using? (e.g. ServiceNow, BMC, Freshworks, 4ME, Ivanti, Halo, Hornbill, ManageEngine, etc) Please provide the platform name.

If you do not have an ITSM platform, please outline how you deal with IT issues within your organisation.

When is your current ITSM platform contract due for renewal? Please provide month/year.

Who (if there is one) is your current supplier of professional and managed services for your ITSM platform?

How many user licences do you have for your ITSM platform?

Is there budget allocation for digital transformation or other enhancements of your service delivery in the next 3-5 years?

Who is the principal contact for IT Services within your organisation? i.e. Director of IT or Head of Service Delivery.

Please provide Linkedin, email or available contact details (where appropriate).

**LJMU Response 1:** This information is available in the “Information relating to IT provision and use” document available on our website at this address: <https://www.ljmu.ac.uk/about-us/public-information/data-protection-and-freedom-of-information-and-public-sector-information/freedom-of-information/published-information-and-open-data>.

Under s.21 of the FOIA, there is no obligation to provide this information to you where it is reasonably accessible elsewhere.

## 23/114

***Your Request 1****: Name of Organisation*

**LJMU Response 1:** Liverpool John Moores University

**Your Request 2**: *Have you set a Net Zero Carbon Target and what is your timeline for reaching net zero (if you have phased targets, please outline what they are)?*

**LJMU Response 2:** Yes, 2035

**Your Request 3**: *What metrics do you use to measure your carbon footprint and your progress towards net zero?*

**LJMU Response 3:** Tonnes of co2e per annum

**Your Request 4**: *Do you have an action plan in place to achieve targets in a timely manner?*

**LJMU Response 4:** We have a [Climate Action Plan](https://www.ljmu.ac.uk/-/media/files/ljmu/about-us/climate-action/ljmu-climate-action-plan.pdf) and are developing a Decarbonisation Plan and Carbon Management Plan.

**Your Request 5**: *Does sustainability feature within your organisational strategy/strategic plan as a distinct objective, a strategic principle, brief mention or not at all?*

**LJMU Response 5:** Yes, sustainability is a key principle of our University Strategy - [Our Mission and Strategy | Liverpool John Moores University (ljmu.ac.uk)](https://www.ljmu.ac.uk/about-us/our-vision-and-values/mission-and-strategy).

**Your Request 6**: *Please outline whether you have Executive and Non-Executive Board level sustainability leads?*

**LJMU Response 6:** Yes - the PVC for Faculty of Science is our Executive Climate Lead.

Our Board of Governors includes a nominated Climate Change Champion who is the non-Executive lead on sustainability.

**Your Request 7**: *Do you have an Environmental Steering Group that oversees and/or directs the organisation’s overall environmental impact.*

**LJMU Response 7:** LJMU has an Environmental Management & Sustainability Panel.

**Your Request 8**: *Does climate change appear as a risk on your corporate risk register?*

**LJMU Response 8:** Yes

**Your Request 9**: *Do you have a Climate Change Adaption Plan?*

**LJMU Response 9:** No

**Your Request 10**: *How many dedicated Sustainability roles do you have within your organisation?*

**LJMU Response 10:** Current relevant roles: Energy Manager, Climate Change Programme Manager, Safety Health and Environment Manager.

We will be recruiting imminently for a Sustainability Project Manager and an Environmental Sustainability Coordinator.

**Your Request 11**: *Do you have designated capital and revenue budgets for environmental improvement (over and above any designated staff cost budgets)?*

**LJMU Response 11:** Yes, we have a designated revenue budget. Infrastructure improvements are funded from within the capital budget.

**Your Request 12**: *Please outline the degree to which sustainability features in your induction and mandatory training programme?*

**LJMU Response 12:** Our Health and Safety Induction Workbook for new staff and students contains a section on environmental management and sustainability. We will introduce mandatory sustainability training module for new starters in 2023.

**Your Request 13**: *Do you have a staff forum for raising and developing environmental ideas?*

**LJMU Response 13:** No

**Your Request 14**: *How frequently do you routinely engage with your key internal service users on environmental performance and improvement, and what methods do you adopt for engagement?*

**LJMU Response 14:** The Environmental Management and Sustainability Panel meet a minimum of three times a year with representatives of John Moores Student Union. We use the website to communicate environmental activity and performance.

**Your Request 15**: *How frequently do you routinely engage with your key external service users on environmental performance and improvement, and what methods do you adopt for engagement?*

**LJMU Response 15:** We publish an Environment and Sustainability report annually.

***Your Request 16****: Do you require an evaluation of sustainability impact, and in particular environmental impact, in the development and submission of business cases?*

**LJMU Response 16:** No

**Your Request 17**: *Do you evaluate the sustainability of service delivery and equipment performance in your procurement tenders (excluding ‘green’ schemes such as solar arrays)?*

**LJMU Response 17:** Yes, we include sustainability as part of our tender evaluations.

**Your Request 18**: *If yes, have you ever awarded a tender based on sustainability credentials over most competitive price (excluding any ‘green’ schemes such as solar panels)?*

**LJMU Response 18:** No

**Your Request 19**: *Do you promote yourself as a ‘green’ organisation either in your brand design or overtly on your external literature/website?*

**LJMU Response 19**: Our Climate Action Plan is positioned prominently on our website Mission and Strategy page: <https://www.ljmu.ac.uk/about-us/our-vision-and-values/mission-and-strategy>.

We highlight on our website that LJMU is in the top third of universities in the [People and Planet League](https://peopleandplanet.org/university-league) and is a member of [Universities Climate Network](https://www.gla.ac.uk/research/cop26/).

**Your Request 20**: *Do you have Intranet Content on sustainability for staff, and is it directly accessed from your home page?*

**LJMU Response 20:** Yes, via drop down menus - <https://www.ljmu.ac.uk/about-us/ljmu-climate-action>.

**Your Request 21**: *Does your public website include content on sustainability, and is it directly accessed from your home page?*

**LJMU Response 21:** Yes, via drop down menus - <https://www.ljmu.ac.uk/about-us/ljmu-climate-action>.

## 23/115

**Your Request 1**: Please provide me, as of the 2022/2023 academic year, the number of overseas students studying at your institution. Please break this down by the following:

a) Undergraduates/postgraduates/other

b) by faculty and subject

**LJMU Response 1:** Please see our response in the table at Annex 1.

To avoid individuals being identified and inferences being made about them, we will not provide specific numbers if they relate to a small number of individuals.

Where there is a risk of breaching the principles of the General Data Protection Regulation (GDPR), Section 40 (2) of the FOIA allows our organisation to protect the personal data of individuals when we respond to a request. So that an individual cannot be identified, or inferences be drawn about them, the University has inserted a “less than five” (<5) value in any appropriate cell.

**Your Request 2**: Secondly, please could you confirm whether there is, anywhere in institution, the provision for remote/digital/distance learning.

**LJMU Response 2:** Yes

## 23/116

**Your Request 1**: I request information under the Freedom of Information Act 2000 about your institution's scholarships, bursaries, grants, and/or any other types of student funding programs - for ease I will refer to these below as "funding program":

* *Names and descriptions of each funding program*
* *Eligibility criteria for each funding program*

**LJMU Response 1:** For full details please see our website: <https://www.ljmu.ac.uk/discover/fees-and-funding/bursaries-and-scholarships>.

**Your Request 2**: Number of recipients for each funding program over the past 5 years, per year. Total funding awarded per funding program over the past 5 years, per year. Recipient demographics for each funding program over the past 5 years (age, gender, ethnicity, socioeconomic background, POLAR quintile, domicile city/region etc.). I'm interested in aggregated data only, not personal information in compliance with GDPR. Courses studied by recipients of financial support from a funding program.

**LJMU Response 2:** Section 12 of the FOIA puts a limit of £450 on the costs the university should need to incur in responding to a request for information. Any request costing in excess of this should be refused. Unfortunately, the university’s Academic Registry team does not record the information you have requested in a reportable format.

To ascertain details such as program of study and demographics about scholarship and bursary recipients would require manual analysis of each file. Due to the volume of student finance files over the five years you have requested we estimate the costs of manual analysis would be in excess of £450.

## 23/117

**Your Request 1**: Number of recipients for each funding program over the past 3 years, per year. Total funding awarded per funding program over the past 3 years, per year. Recipient demographics for each funding program over the past 3 years (age, gender, ethnicity, socioeconomic background, POLAR quintile, domicile city/region etc.). I'm interested in aggregated data only, not personal information in compliance with GDPR. Courses studied by recipients of financial support from a funding program. If this cannot be done, is it possible to look only at centrally administered funding?

**LJMU Response 1:**

Please find attached the Scholarship Panel Annual Reports for the last three academic years.

## 23/119

**Your Request 1**: Please can you supply information on all students who began courses in the academic years we have asked for, regardless of which month your university’s academic year begins. If a student has stepped off from their studies, or otherwise taken a break in the academic year we have asked for completion rates for, please count this as a non-completion.

Please note the request for all fields of nursing to be included, as detailed in question 3.

1. How many undergraduate students began three-year pre-registration nursing degree courses [in any field of nursing] at your university in the academic year 2019-20 (this includes any cohorts that started in September 2019 or January 2020)? [If your institution only has four-year pre-registration nursing degree courses, please give us the figures for those with the same start point]
2. How many undergraduate students completed this three-year pre-registration nursing degree course [of any field of nursing] at your university in the academic year 2021-22? [Please don’t include figures for nursing students who had previously stepped off programmes that started prior to 2019-20, if at all possible, but please state if you have had to include these].
3. As well as providing an overall total of nursing students who began and completed these courses, please also supply the same information on starters and completers but broken down into nursing field of study, e.g; ‘Mental Health Nursing’ students; ‘Adult Nursing’ students; ‘Learning Disability Nursing’ students; ‘Children’s Nursing’ students:

**LJMU Response 1:**

|  |  |  |
| --- | --- | --- |
|  | How many students started three-year pre-reg nursing degrees in **2019-20**? | How many completed these three-year courses in **2021-22**? |
| **Total** | 434 | 328 |
| Mental Health Nursing | 79 | 58 |
| Learning Disability Nursing | LJMU does not offer this course | LJMU does not offer this course |
| Children’s Nursing | 29 | 22 |
| Adult Nursing | 326 | 248 |

## 23/120

**Your Request 1**: Does your university, and/or any wholly owned subsidiary, own any agricultural land in the UK?

We define a "wholly owned subsidiary" to be a company or other formally recognised organisation that is under full ownership or control of the university.

“agriculture” includes horticulture, fruit growing, seed growing, dairy farming and livestock breeding and keeping, the use of land as grazing land, meadow land, osier land, market gardens and nursery grounds, and the use of land for woodlands where that use is ancillary to the farming of land for other agricultural purposes.

**LJMU Response 1:** No

**Your Request 2**: What is the approximate total area, in hectares, of the agricultural land holdings owned by your university, and/or wholly owned subsidiary, in the UK?

**LJMU Response 2:** N/A

**Your Request 3**: If the agricultural land that your university, and/or any wholly owned subsidiary, owns is split over multiple holdings under separate management, please could you tell us the number of separately managed agricultural holdings?

**LJMU Response 3** N/A

**Your Request 4**: How many hectares of the agricultural land owned by your university, and/or any wholly owned subsidiary, are managed by staff employed directly by your university and/or the subsidiary?

**LJMU Response 4:** N/A

**Your Request 5**: How many hectares of the agricultural land owned by your university, and/or any wholly owned subsidiary, are leased to one or more tenant farmers?

**LJMU Response 5:** N/A

**Your Request 6**: Please tell us the type of leases in place on that tenanted land: (a) farm business tenancy (subject to the Agricultural Tenancies Act 1995), (b) annual grazing/cropping license, (c) full agricultural tenancy (subject to the Agricultural Tenancies Act 1986), (d) other (please specify)

**LJMU Response 6:** N/A

## 23/121

**Your Request 1**: Revenues and spending on university owned/operated student housing for the academic year 2022/23 and 2021/22.

**LJMU Response 1:** Nil - LJMU does not own or operate any student accommodation. We work with approved partner providers to ensure our students have access appropriate accommodation in the city centre.

**Your Request 2**: Average price of rent per week and per year for students in 2022/23, and also cheapest and most expensive prices per week.

**LJMU Response 2:** Average rent 2022/23: £129.50 per week or £5,439 per year

Range: £80 to £180 per week

*(All costs quoted refer to accommodation operated by our partner providers.)*

**Your Request 3**: Average price of rent per week and per year for students in 2023/24, and also cheapest and most expensive prices per week.

**LJMU Response 3:** Average rent 2023/24: £135.00 per week or £5,670 per year

Range: £85 to £180 per week

*(All costs quoted refer to accommodation operated by our partner providers.)*

Details of rents charged by our approved partner halls for 2023/24 can be found on our website: <https://www.ljmu.ac.uk/discover/your-student-experience/accommodation>.

**Your Request 4**: Number of places for students in halls this coming year.

**LJMU Response 4:** 4,000

**Your Request 5**: How much has rent increased this year?

**LJMU Response 5:** The average rent has increased by 4.2% for 2023/24 as compared to 2022/23

**Your Request 6**: How much has rent increased by over the last ten years?

**LJMU Response 6:** The average rent has increased by 21.0% for 2023/24 as compared to 2013/14 (the average rent in 2013/14 was £111.50 per week)

**Your Request 7**: How many applications for accommodation were received for the coming year, and of those, how many were accepted or rejected?

**LJMU Response 7:** As of 5 July 2023, 3325 applications for accommodation have been received for the coming year. At this time, all have been accepted (235 have since been withdrawn).

## 23/122

**Your Request 1**: First, could you please send me a copy of the drafts and final report by PVC Timothy Nichols regarding the investigation into whether discriminatory practice was occurring during the conferment process alongside the legal department commentary on the situation and any other correspondence relevant to this investigation.

**LJMU Response 1:** I understand that the findings of the report have now been communicated to you directly by colleagues in LJMU’s Human Resources team.

I can confirm that any relevant correspondence between LJMU staff and our legal department is withheld under the provisions of s.42 of the FOIA because they are subject to Legal Professional Privilege.

**Your Request 2**: Number of academic staff that submitted applications to each 2021-22 and 2022-23 conferment to readership and professorship promotion.

**LJMU Response 2:** 2021/22 – 77 applicants. 2022/23 – 86 applicants.

**Your Request 3**: Number of academic staff that submitted special circumstances in the 2021-22 and 2022-23 academic years, including details of what category they used under the guidance criteria a. Family and domestic matters, b. Disability, ill-health and injury, c. Prolonged absences, d. Other absences, and e. Any other personal circumstances.

**LJMU Response 3:** In 2021/22 – 30 applicants provided details of extenuating circumstances for consideration and 34 applicants did in 2022/23. The application form does not require applicants to identify which of the 5 sections in the guidance their personal circumstances relate to.

**Your Request 4**: [Over the same 2 academic years, 2021/22 and 2022/23] Amount of academic staff in general that were unsuccessful in being supported by their Faculty in the conferment process for readership and professorship, and who submitted their application to the university panel and were successful?

**LJMU Response 4:** 2021/22 – 8 individuals proceeded to the university panel, without faculty support, and 2 were conferred. The 2022/23 process is not yet concluded.

**Your Request 5**: Amount of academic staff in general that were successful in being supported by their Faculty in the conferment process for readership and professorship, and who submitted their application to the university panel and were successful?

**LJMU Response 5:** 2021/22 - 50 applicants received faculty support. 33 of these individuals were successful at the university panel and were conferred. The 2022/23 process is not yet concluded.

**Your Request 6**: Amount of academic staff with personal circumstances that were unsuccessful in being supported by their Faculty in the conferment process for readership and professorship, and who submitted their application to the university panel and were successful?

**LJMU Response 6:** 2021/22 – 3 individuals with personal circumstances proceeded to the university panel, without faculty support, and 1 was conferred. The 2022/23 process is not yet concluded.

**Your Request 7**: Amount of academic staff with personal circumstances that were successful in being supported by their Faculty in the conferment process for readership and professorship, and who submitted their application to the university panel and were successful?

**LJMU Response 7:** 2021/22 - 20 applicants with personal circumstances received faculty support. 12 of these individuals were successful at the university panel and were conferred. The 2022/23 process is not yet concluded.

## 23/123

**Your Request 1**: Please can you advise how your establishment processes DBS applications where applicable - is this paper or do you use a particular 3rd party provider? If so, can you advise how many applications per year you process?

**LJMU Response 1:** For LJMU staff, and students enrolling on courses that require it, DBS applications are processed through an umbrella company called Atlantic Data.

67 applications were processed by our HR team in the past 12 months, while our Student Admissions team processed approximately 2200.

## 23/124

**Your Request 1**: How many international students withdrew from their studies over the past three academic years? Please can you disaggregate the data by academic year (2022/23, 2021/22, 2020/21) and also provide the data as a percentage of total international students per year.

**LJMU Response 1:** Please see the table below containing data collected according to the requirements of the Higher Education Statistics Agency (HESA)**.** Students categorised as “dropout” do not include those who could not continue their course because of academic failure or death.

2021/22 and 2020/21 data taken from HESA Student standard check documentation population. 2022/2023 data has not been finalised and is subject to change.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Academic Year** | **Origin** | **Total Student headcount** | **Dropout totals** | **Rate** |
| 2020/2021 | Home | 25250 | 836 | 3.3% |
| 2020/2021 | International | 1465 | 47 | 3.2% |
| 2020/2021 | EU 27 | 484 | 7 | 1.4% |
| 2021/2022 | Home | 26244 | 1121 | 4.3% |
| 2021/2022 | International | 1442 | 57 | 4.0% |
| 2021/2022 | EU 27 | 416 | 10 | 2.4% |
| 2022/2023 | Home | 25532 | 779 | 3.1% |
| 2022/2023 | International | 1994 | 66 | 3.3% |
| 2022/2023 | EU 27 | 515 | 4 | 0.8% |

**Your Request 2**: Please can you provide a breakdown of the nationalities of the international students who withdrew from their studies over the past three academic years, disaggregated by academic year?

**LJMU Response 2:** Please see the table below containing data collected according to the requirements of the Higher Education Statistics Agency (HESA)**.** Students categorised as “dropout” do not include those who could not continue their course because of academic failure or death.

2021/22 and 2020/21 data taken from HESA Student standard check documentation population. 2022/2023 data has not been finalised and is subject to change.

In accordance with Section 40 (2) of the FOIA, the university has not been able to give the exact numbers where small numbers of individuals are involved, so that an individual cannot be identified, or inferences be drawn about them. The University has inserted a “less than five” (<5) value in any appropriate cell.

|  |  |  |  |
| --- | --- | --- | --- |
| **Academic Year** | **Origin** | **Nationality** | **Dropout totals** |
| 2020/2021 | International | Bermuda | <5 |
|  | International | Canada | <5 |
|  | International | Egypt | <5 |
|  | International | India | 38 |
|  | International | Korea, Republic of | <5 |
|  | International | Malaysia | <5 |
|  | International | Moldova, Republic of | <5 |
|  | International | Nepal | <5 |
|  | International | United States | <5 |
|  | Other EU | Gibraltar | <5 |
|  | Other EU | Ireland | <5 |
|  | Other EU | Italy | <5 |
|  | Other EU | Poland | <5 |
|  | Other EU | Spain | <5 |
| 2021/2022 | International | Australia | <5 |
|  | International | Bahrain | <5 |
|  | International | China | <5 |
|  | International | Egypt | <5 |
|  | International | India | 25 |
|  | International | Iraq | <5 |
|  | International | Nigeria | <5 |
|  | International | Oman | <5 |
|  | International | Pakistan | 9 |
|  | International | Qatar | <5 |
|  | International | Saudi Arabia | <5 |
|  | International | United Arab Emirates | <5 |
|  | International | United States | 9 |
|  | Other EU | Costa Rica | <5 |
|  | Other EU | Croatia | <5 |
|  | Other EU | Germany | <5 |
|  | Other EU | Gibraltar | <5 |
|  | Other EU | Ireland | <5 |
|  | Other EU | Romania | <5 |
|  | Other EU | South Africa | <5 |
| 2020/2023 | International | Algeria | <5 |
|  | International | Bangladesh | <5 |
|  | International | Hong Kong | <5 |
|  | International | India | 17 |
|  | International | Iraq | <5 |
|  | International | Mongolia | <5 |
|  | International | Nigeria | 23 |
|  | International | Pakistan | 16 |
|  | International | Sri Lanka | <5 |
|  | International | United States | <5 |
|  | International | Zambia | <5 |
|  | Other EU | Ireland | <5 |
|  | Other EU | Netherlands | <5 |
|  | Other EU | Poland | <5 |

**Your Request 3**: How many home students (i.e.. non-international) withdrew from their studies over the past three academic years? Please can you disaggregate the data by academic year (2022/23, 2021/22, 2020/21) and also provide this data as a percentage of total home students per year.

**LJMU Response 3:** Please see Response 1 above.

## 23/125

**Your Request 1**: Do you use a social media management platform?

**LJMU Response 1:** Yes

**Your Request 2** If so, what tools do you use?

**LJMU Response 2:** “Later”

**Your Request 3**: How much do you spend annually on a social media management tool?

**LJMU Response 3:** £240

**Your Request 4**: Which month & year does your contract with your supplier end?

**LJMU Response 4:** Rolling Monthly Contract

**Your Request 5**: Do you use a social listening / media monitoring platform?

**LJMU Response 5:** No

**Your Request 6**: If so, what tools do you use?

**LJMU Response 6:** N/A

**Your Request 7**: How much do you spend annually on a social listening / media monitoring tool?

**LJMU Response 7:** N/A

**Your Request 8**: Which month & year does your contract with your supplier end?

**LJMU Response 8:** N/A

## 23/126

**Your Request 1**: I am writing under Freedom of Information to request an electronic version of your space and office allocation policy for staff, ideally in average meters squared. Specifically, I am trying to look at the office or laboratoryallocation for staff in UK universities. I am looking for general policies but also specifically for healthcare programmes of studies if this is different. If possible, please could you let me know your policy on staff office/laboratory space for:

* Postdoctoral researchers
* Lecturers (both junior and senior)
* Professors

Where available I am particularly interested in whether these are hot desk style, shared or solo office spaces.

**LJMU Response 1:** No information held. LJMU does not currently have an approved policy regarding the allocation of office space for these roles.

## 23/127

**Your Request 1**: Do you provide training for academics about research impact? If so, what is the nature of this training?

**LJMU Response 1:** Yes, LJMU offer a suite of training sessions with content ranging from “understanding” through to “realisation”.

**Your Request 2**: Do you provide training for professional service staff about research impact? If so, what is the nature of this training?

**LJMU Response 2:** Professional Services staff can sign up to sessions delivered by our Impact Team.

**Your Request 3**: How many FTE professional services staff do you have dedicated to research impact?

**LJMU Response 3:** 1.8

**Your Request 4**: How much did you spend on external consultants for research impact for REF2021?

**LJMU Response 4:** £3,600

**Your Request 5**: Do you have a policy for the selection and development of Impact Case Studies? If so, please can you provide it.

**LJMU Response 5:** Not currently – we have shifted away from an impact case study (REF) focussed approach to capturing impact stories across the University. We will then support and develop all with some moving to REF ICS.

**Your Request 6**: Is research impact a separate category for workload allocation for academics with SRR?

**LJMU Response 6:** No, included in overall SRR assessment.

**Your Request 7**: Do you have a civic university agreement? If so, please can you provide it.

**LJMU Response 7:** Yes, LJMU is a member of Civic University Network (CUN) and is currently preparing an agreement.

## 23/128

**Your Request 1**: I am contacting your institution to politely request data on the following:

* Number of vehicles in the fleet
* Number of electric vehicles
* Number of hybrid vehicles
* Number of diesel vehicles
* Number of petrol vehicles

**LJMU Response 1:** Total vehicles in fleet currently operated by LJMU Estates Management staff - 28

Electric (Battery) - 6

Hybrid - 4

Diesel - 17

Petrol - 1

## 23/129

**Your Request 1**: I would like to ask about the number of applications received from potential students to apply to the Management and Digital Business programme and how many has been admitted for the following academic years 2020/2021, 2021/2022, 2022/2023.

**LJMU Response 1:**

Please see the table below. Applicant figures include those received via and direct.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Academic Year** | **Programme Code** | **Programme Title** | **Applicants** | **Converted To Enrolment** |
| 2020/21 | 35529 | MS.Management and Digital Business | 58 | 15 |
| 2021/22 | 35529 | MS.Management and Digital Business | 74 | 16 |
| 2022/23 | 35529 | MS.Management and Digital Business | 92 | 15 |
| 2020/21 | 36263 | MS240.Management and Digital Business (with Advanced Practice) | 31 | 3 |
| 2021/22 | 36263 | MS240.Management and Digital Business (with Advanced Practice) | 24 | 2 |
| 2022/23 | 36263 | MS240.Management and Digital Business (with Advanced Practice) | 30 | 5 |

## 23/130

**Your Request 1**: If any, which software solution(s) are used to manage your corporate property/assets, ownerships and occupations, lease agreements and facilities management (CAFM), and who are your current provider(s)?

**LJMU Response 1:** LJMU utilise Invida as our CAFM system.

**Your Request 2**: What is the start date and duration of the contract(s)?

**LJMU Response 2:** 5th October 2020 – 4th October 2022

**Your Request 3**: Is there an extension clause in the contract(s) and, if so, the duration of the extension?

**LJMU Response 3:** Yes, 2 years

**Your Request 4**: Has a decision been made yet on whether the contract(s) will be extended or renewed?

**LJMU Response 4:** Extended

**Your Request 5**: What is the annual value of the contract(s)?

**LJMU Response 5:** Approx. £56K plus VAT

**Your Request 6**: What is the total contract value of each contract?

**LJMU Response 6:** £249.45K plus VAT

**Your Request 7**: How was the contract(s) procured, e.g., framework/tender?

**LJMU Response 7:** Framework - G Cloud 11

**Your Request 8**: Who is the senior officer responsible for these systems?

**LJMU Response 8:** Please see our website for details of our Senior Leadership Team: <https://www.ljmu.ac.uk/about-us/structure/executive-leadership-team/professor-phil-vickerman>.

## 23/131

***Your Request 1****: Who is your main energy supplier? (Please provide the supplier name individually for both gas and electricity if applicable).*

**LJMU Response 1:** Corona and EDF

***Your Request 2****: Are you on a green/renewable energy tariff with them? (Please answer Yes/No individually for both gas and electric if applicable).*

**LJMU Response 2:** We purchase REGO backed electricity.

***Your Request 3****:* *Do you have any renewable installations across your buildings? If yes, please state which of the following you have and any others not listed:*

*Solar panels*

*Solar thermal panels*

*Wind turbines*

*Air source heat pump*

*Ground source heat pump*

*Biomass systems*

*Hydroelectric systems*

*Other*

**LJMU Response 3:** Solar panels, solar thermal panels, air source heat pump.

***Your Request 4****:* *Do you have any fully electric vehicles on your fleet of vehicles for staff (not including hybrids)? If yes, please state how many.*

**LJMU Response 4:** Yes - we have 3 fully electric vehicles plus 2 battery-operated golf carts.

***Your Request 5****:* *Do you currently employ anyone who oversees the implementation of sustainability strategies at the university, for example, a “Sustainability Officer”?*

**LJMU Response 5:** Current relevant roles: Energy Manager, Climate Change Programme Manager, Safety Health and Environment Manager.

We are recruiting for a Sustainability Project Manager and an Environmental Sustainability Coordinator.

The PVC for Faculty of Science is our Executive Climate Lead. Our Board of Governors includes a nominated Climate Change Champion who is the non-executive lead on sustainability.

***Your Request 6****:* *What percent of the university’s budget has been allocated for green spending this financial year (2023-2024)?*

**LJMU Response 6:** There is no discrete percentage as amounts are integrated into functional spend and are not separable.

***Your Request 7****: Do you provide workshops/lessons on sustainable practices for your students? If yes, please provide any examples you’d like to shout about.*

**LJMU Response 7:**

* The Careers team ran The Big Sustainability Challenge - 19 April, 9am-5pm, Student Life Building which gave people the chance to assist on an environmental project
* GradConsult and Student Futures/LCRFounders are coming together to run an interactive sustainability challenge themed around the UN Sustainable Development Goals where people work on a live business simulation (that is currently operational in Europe) themed around sustainability and get to experience a full project life cycle from set up to evaluation
* School Of Education Natural Curriculum [Sustainability | Liverpool John Moores University (ljmu.ac.uk)](https://www.ljmu.ac.uk/about-us/ljmu-climate-action/policy-and-strategy/sustainability)
* Our undergraduate students studying on all Initial Teacher Education programmes and the [Education Studies suite of programmes](https://www.ljmu.ac.uk/study/subjects/education) now have opportunities to enrich their studies by taking Level 3 the Natural Curriculum Thrive in the Forest qualifications, developed in collaboration with Mersey Forest
* The Business School completed its first cohort of staff and student Carbon Literacy training and certification in June 2023
* LJMU has previously offered a voluntary summer school module called ‘Sustainability for Employability’, an updated version of this will be offered to students in 2024
* Climate Change generation celebrate Graduation (LJMU BSc Climate Change degree, first cohort of graduates) [Climate Change | Liverpool John Moores University (ljmu.ac.uk)](https://www.ljmu.ac.uk/about-us/news/articles/2023/7/10/climate-change)

***Your Request 8****: Are there any eco-friendly initiatives across your buildings such as bike schemes, recycling initiatives, etc? If so, please state them.*

**LJMU Response 8:**

* <https://www.ljmu.ac.uk/about-us/ljmu-climate-action/sustainable-travel>
* <https://www.ljmu.ac.uk/about-us/ljmu-climate-action/on-campus>
* [Impact: LJMU low carbon centre showcases best university practice](https://www.ljmu.ac.uk/about-us/news/articles/2022/11/18/lowcarbonei-at-oecd)
* [Saving energy on campus](https://www.ljmu.ac.uk/about-us/news/articles/2023/1/11/saving-energy-on-campus)
* [LJMU technology to revolutionise sustainable road building](https://www.ljmu.ac.uk/about-us/news/articles/2023/1/31/ljmu-technology-to-revolutionise-road-building)
* [Business School leads sustainability teaching innovation and research](https://www.ljmu.ac.uk/about-us/news/articles/2023/3/8/business-schools-leads-sustainability-teaching-innovation-and-research)
* [Green Careers and Insights Fair](https://careerszone247.careercentre.me/resources/newsroom/newsroom.aspx?newsid=22394)
* [The Big Sustainability Challenge](https://careerszone247.careercentre.me/resources/newsroom/newsroom.aspx?newsid=22393&redirectUrl=/Newsroom/Home/News/22393)
* [Greening up our campus](https://www.ljmu.ac.uk/about-us/news/articles/2023/5/3/greening-up-our-campus)

## 23/132

**Your Request 1**:

1. List of all laboratories within the University to include Modality/Specialism
2. For each of the laboratories, please specify the tool used for **Quality Management** (Laboratory Quality Management System (LQMS) is a standardized procedure and practice contributing to the overall quality of laboratory test results) to include:

Is the tool Manual or Digital

Installation date/expiry date

1. List of ISO accredited departments within the University (ISO accreditation is an independent third-party assessment of an organization's ability to meet specific standard)

**LJMU Response 1:** None of our Research Laboratories used by our Faculty of Science or Faculty of Engineering and Technology have formal Laboratory Quality Management Systems. Individual experimental procedures within laboratories may be quality controlled or standardised according to research needs.

None of the research laboratories have ISO accreditation.

## 23/133

***Your Request 1****: 1. Please state the number of printing devices currently in use within the Service; including MFDs, single function printers, photocopiers and print room devices and how long these agreements are for in years and when the next review will be?*

*2. What percentage of your fleet of MFds/printers is in colour vs mono and what are the models in use?*

*3. In terms of usage, what is your monthly page volumes for both mono & colour?*

*4. Who are the main manufacturers or resellers for the MFDs/photocopiers/printers/Print production devices in use at the service?*

*5. Who are the main supplier(s) of printer consumables (Toner, spares, etc)?*

*6. Who is your preferred channel partner, if any for supply of PCs and laptops, and how many of each does the service currently have in use, and when do you expect to review any of these to be replaced?*

*7. What is the approximate spend on printers, photocopying agreements, rental or lease agreement and/or rentals and service charges during the last financial year?*

*8. What is the length of the MFD, stand alone printers and print room device contracts in place, and can you confirm these are Financial Operating agreements?*

*9. What are the start and end dates for all printers/MFDs/Print room contracts within your organisation?*

*10. Which procurement route or framework was used to procure this solution and what Framework would the service expect to use next?*

*11. The named person and their role in your organisation who is in charge of the procurement for printing and any managed print or IT contracts?*

*12. Does the service use any Print Management software, if yes, please confirm the product name, who supplies it and when does the current contract or licencing end?*

*13. Who supplies your current CCTV services across the Service and when will you next review, and who is the lead contact please?*

*14. Please can you confirm the number of Adobe or other PDF software solution licences being used across the business?*

*15. Does the service currently use any Audio Visual/LED/LCD displays, interactive touch screen or Teams meeting room hybrid video conference facilities, and if yes, please can you confirm the number of devices, manufacturer, and any term of agreement in place for rental/lease and any maintenance agreements in use and the end date?*

16. Who does the service use for all office supplies, (paper, stationary, inkjet/laser cartridges etc) and please can you advise on the average annual spend across the service?

**LJMU Response 1:** This information is available in the “Information relating to IT provision and use” document available on our website at this address: <https://www.ljmu.ac.uk/about-us/public-information/data-protection-and-freedom-of-information-and-public-sector-information/freedom-of-information/published-information-and-open-data>

 Under s.21 of the FOIA, there is no obligation to provide this information to you where it is reasonably accessible elsewhere.

## 23/134

**Your Request 1**: In May 2021, a new Research Collaboration Advice Team (RACT) was established within the (then) Department for Business, Energy and Industrial Strategy to provide academics with official advice about national security risks linked to international research. It is now part of the Department for Science, Innovation and Technology and its website is here: <https://www.gov.uk/government/organisations/research-collaboration-advice-team>.

Please could you provide me with the number of times academics and researchers at your university have made use of the RACT since it was established.

Please provide a breakdown of these queries, including information such as:

- A title or description of the research project

- The international partner on which the RACT was being consulted on

- Any information as regards to funding that may have been involved

- Information on what the RACT advised in relation to whether the partner was benign, hostile or dangerous

- An indication of whether the project went ahead

**LJMU Response 1:** Colleagues in our Research and Innovations Services team have met with local RCAT team on 3-4 occasions and had a range of communications (face to face, digital etc). This has been very helpful in supporting our development of policy and procedures around Export Control, Sanction and Trusted Research as well as staff training and development. LJMU have not discussed any specific projects with RCAT.

## 23/135

**Your Request 1**: From January 2018 to the current day, please state whether the university has used:

* Private investigators
* Private intelligence firms
* Firms that provide intelligence services

**LJMU Response 1:** No

**Your Request 2**: If so, please provide the names of the private investigators’ firms, the names of the private intelligence firms, and the names of the firms that provided intelligence services.

**LJMU Response 2:** N/A

**Your Request 3**: If the university has used private investigators, private intelligence firms, firms that provide intelligence services, for each, please:

* State how much the university spent
* State why their services were used
* State if the work conducted by the private investigators/private intelligence firms/firms that provide intelligence services related to student activists, student protests and/or student campaigns

**LJMU Response 3:** N/A

**Your Request 4**: From January 2022 to the current day, please provide copies of any briefings received by the university from the private investigators, private intelligence firms, and the firms that provided intelligence services.

**LJMU Response 4:** N/A

## 23/136

***Your Request 1****:* *If there is more than one provider, please split all the information including the annual average spend, number of connections, duration, contract dates and internal contact details.*

*1. Network Provider(s) - please provide me with the network provider name e.g., EE, Telefonica, Vodafone, Three*

*2. Annual Average Spend for each Network Provider - can you please provide me with the average annual spend over the last 3 years? If this is a new contract, can you please provide the estimated annual spend?*

*3. Number of Connections - number of connections for each network provider (****number of voices only devices, voice and data devices, data only devices****). Please provide me with the breakdown and not the overall total.*

*4. Duration of the contract - please state if the contract also includes contract extensions for each provider.*

*5. Contract Start Date - please can you provide me with the start date of the signed agreement? Please do not provide me with the framework contract date. I require the contract dates of the signed agreement (****if there are multiple start dates, could you please provide me with the earliest date for each provider?****).*

*6. Contract Expiry Date - please can you provide me with the expiry date of the signed agreement? Please do not provide me with the framework contract date. I require the contract dates of the signed agreement. If the contract is rolling, please state.*

*7. Contract Review Date - please can you provide me with a date when the organisation plans to review this contract?*

*8. The person in the organisation responsible for this particular contract. Can you send me the full contact details: contact name, job title, contact number and direct email address for each network provider? If full contact details cannot be provided, please send me their actual job title.*

9. If the mobile phone contract is provided by a managed contract, please provide me with the actual name of the network provider along with the number of connections and the internal contact from within the organisation responsible for this contract.

**LJMU Response 1:** This information is available in the “Information relating to IT provision and use” document available on our website at this address: <https://www.ljmu.ac.uk/about-us/public-information/data-protection-and-freedom-of-information-and-public-sector-information/freedom-of-information/published-information-and-open-data>

Under s.21 of the FOIA, there is no obligation to provide this information to you where it is reasonably accessible elsewhere.

## 23/137

**Your Request 1**: Please can you provide the total number of spiking allegations received by your university in the following calendar years: 2019, 2020, 2021, 2022 and 2023.

Note: Please include all drink and/or needle spiking allegations in your response.

**LJMU Response 1:** Section 12 of the FOIA puts a limit of £450 on the costs the university should need to incur in responding to a request for information. Any request costing in excess of this should be refused. Unfortunately, the University’s Student Advice and Wellbeing Team does not record incidents of suspected or proved drink spiking in a reportable format within its referral files.

To ascertain how many referrals related to drink spiking would require manual analysis of each file. Due to the volume of student referrals received over the 5 years you have requested, we estimate the cost of manual analysis would be in excess of £450.

Our Student Advice and Wellbeing team can confirm that any student contacting them in regard of a case of suspected drink spiking is routinely referred to the University Police Officer.

## 23/138

**Your Request 1**: "Universities have a general duty of care to their students – not to cause harm by careless acts or omissions – commensurate with their role and capabilities as settings for adult education" (Universities UK, 2023).

Please supply any internal or external university documentation that explains the nature and extent of this Common Law duty of care, placed on every member of staff, and owed to each enrolled student.

**LJMU Response 1:** Please see Annex 1: LJMU’s Health and Safety Policy Statement (March 2023).

## 23/139

***Your Request 1****: Does your university offer a wellbeing service?*

**LJMU Response 1:** Yes

***Your Request 2****: What services does your wellbeing service provide?*

**LJMU Response 2:** Please see information on our website for the most up-to-date list of services offered: <https://www.ljmu.ac.uk/discover/student-support/health-and-wellbeing>.

***Your Request 3****: Which types of practitioners does your wellbeing service employ?*

**LJMU Response 3:** The team in Student Advice & Wellbeing includes professional councillors, mental health advisors and other support staff.

**Your Request 4**: How many full time equivalent permanent staff does your wellbeing service employ?

**LJMU Response 4:** The Student Advice & Wellbeing department currently has 53 members of staff.

**Your Request 5**: How many temporary staff has your wellbeing service engaged in the past 12 months?

**LJMU Response 5:** <5

In accordance with Section 40 (2) of the FOIA, the university has not been able to give the exact numbers where small numbers of individuals are involved, so that an individual cannot be identified, or inferences be drawn about them.

**Your Request 6**: What are the contact details for your wellbeing service?

**LJMU Response 6:** Contact details can be found on our website: <https://www.ljmu.ac.uk/discover/student-support/health-and-wellbeing>

## 23/140

**Your Request 1**: How do you currently recruit for your academic temporary and permanent members of staff and do you use recruitment agencies?

**LJMU Response 1:** All our vacancies are advertised on the LJMU website via the recruitment portal. We also advertise on jobs.ac.uk and specialised job boards/sites when required.

We do not use recruitment agencies to recruit academic temporary and permanent members of staff.

**Your Request 2**: Do you use one agency or several?

**LJMU Response 2:** N/A

**Your Request 3**: Is there an official contract/agreement in place to use agency?

**LJMU Response 3:** N/A

## 23/141

**Your Request 1**: Under the terms of the FOI Act 2000, please provide the following information with regard to students and staff enrolled or employed respectively at your organisation, and the new Data Futures programme, led by HESA with Jisc as the technical delivery partner. The interim submission deadlines are 31 May 2023 and 18 August 2023 for providers in all nations.

[https://urldefense.com/v3/\_\_https://www.hesa.ac.uk/innovation/data-futures\_\_;!!IhKztkE!YU4eZXiY-8Df6uonuSV5TagbM9KLVgEH-CY9lAvbdPJZPRiBK5-4yz9hqWITOehtbiJpdt2my9SgW5waTv0ekY0gK7KvlzFiZA$](https://urldefense.com/v3/__https:/www.hesa.ac.uk/innovation/data-futures__;!!IhKztkE!YU4eZXiY-8Df6uonuSV5TagbM9KLVgEH-CY9lAvbdPJZPRiBK5-4yz9hqWITOehtbiJpdt2my9SgW5waTv0ekY0gK7KvlzFiZA$)

Please provide:

(a) a copy of your Data Protection Impact Assessment for this processing.

**LJMU Response 1:** This information is not held.

**Your Request 2**: (b) If your DPIA does not exist, please confirm the lawful basis and its data protection condition under which you are processing the personal data listed in the HESA coding manual 22056 including explicitly for special category data.

**LJMU Response 2:** This data is processed under the lawful basis set out in Article 6,1,(c) and Article 9,2(a) of the General Data Protection Regulation.

**Your Request 3**: (c) Any copy of a memorandum of understanding (MOU) or data sharing agreement (most recent version) about the distribution or other processing of the data in this collection.

**LJMU Response 3:** This is not held by LJMU.

**Your Request 4**: (d) The total numbers of (1) students' and (2) staff records you have supplied to JISC so far under the programme in the academic year 2022-23 (As of June 21, 2023) and on what date(s) the transfers to JISC were made.

**LJMU Response 4:**

We submitted data to HESA on 31/05/2023 for 26773 individual students.

We submitted data to HESA on 10/11/2022 for 2062 staff.

**Your Request 5**: (e) The total number of (your) students for whom data was processed in the (i) GENDER ID data field and (ii) SEXORT Sexual Orientation and for each the total per yes, no, prefer not to say etc.

**LJMU Response 5:**

**Gender ID:**

|  |  |
| --- | --- |
| **Description** | **Count** |
| Yes | 24955 |
| No | 446 |
| Prefer not to say | 47 |

**Sexual Orientation:**

|  |  |
| --- | --- |
| **Description** | **Count** |
| Female | 14356 |
| Male | 11159 |
| Other | 168 |

**Your Request 6**: (f) Evidence of fair processing e.g. the date on which and how the (1) students and (2) staff were actively informed who will be the new data controllers of the personal data to be collected under the new program and its ongoing schedule.

**LJMU Response 6:** Students and staff members are informed that this information will be shared in our privacy notices.

**Your Request 7**: (g) Evidence of how the students were given a choice to opt in or out of this programme.

**LJMU Response 7:** Where applicable this information is included in our privacy notices.

## 23/142

**Your Request 1**: The underrepresentation of Black, Asian, Minority Ethnic (BAME) Academics employed in senior and leadership positions within UK Higher Education (HE) has been widely reported as an area that requires urgent attention. This research aims to understand how Higher Education Institutions in England are addressing the issue of the underrepresentation of Black, Asian, and Minority Ethnic Academics within senior and leadership roles.

Questions may refer to Black, Asian, Minority Ethnic academics as BAME in order to articulate statistical data that can be related to published sources, it is noted that it is not a widely accepted term that distinguishes Black, Asian, Minority Ethnic academics, accepting and recognising the individuality regarding race and ethnicity of both staff and students.

Can you please confirm the current number and proportion of Black, Asian or Minority Ethnic (BAME) staff in relation to White academics currently employed in Senior and Leadership roles in the below:

* Associate Professor
* Professors
* Other Senior Academics (e.g. Head of Schools, PVC, VC)

**LJMU Response 1:**

Number of staff in these roles who have identified as BAME:

* Readers 24 – Professors 21 – Senior Staff – 2

Percentage of staff who identified as BAME as a proportion of the total number of staff in these roles:

* Readers 18.3% - Professors 20% - Senior Staff 10%

**Your Request 2**: How many Black, Asian or Minority Ethnic (BAME) staff have been employed in academic leadership roles (e.g. Head of Schools, Pro Vice Chancellor, Vice Chancellor,) at the university over the past 5 years?

**LJMU Response 2:**

Number of staff in these roles who have identified as BAME:

* 3

Percentage of staff who identified as BAME as a proportion of the total number of staff in these roles:

* 7.7%

**Your Request 3**: What is the current number and percentage of Black, Asian & Minority Ethnic academics that represent the University Senior Leadership Team?

**LJMU Response 3:** 1 out of 8 individuals in these roles identifies as BAME - 2.5%

**Your Request 4**: (a)Please provide details covering the past 5 years of the numbers and percentages of Black, Asian & Minority academics that have applied for promotion via internal processes to the role of Professor?

(b). Please provide details covering the past 5 years of the numbers and percentages of Black, Asian & Minority academics that been successful in their promotion to Professor via internal processes?

**LJMU Response 4:**

1. 6 applicants who identify as BAME have applied. This is 15.4% of the total.
2. 2 applicants who identify as BAME have been successful, this is 13.3% of the total.

**Your Request 5**: (a). Over the past 5 years what is the number and percentage of Black, Asian & Minority Ethnics academics that have been internally promoted to the role of Head of School/Department?

(b). Over the past 5 years what is the number and percentage of Black, Asian & Minority Ethnics academics that have been externally recruited to the role of Head of School/Department?

**LJMU Response 5:**

1. 1 out of 23 (4.3%) advertised roles has been filled by an internal applicant who identifies as BAME
2. This data is not held for external applicants

**Your Request 6**: Does the University have targets in place to address Underrepresentation of BAME academics at Senior and Leadership levels?

Yes/No

If yes, please detail targets below:

**LJMU Response 6:** Yes

**Your Request 7**: Is the University a member of the Race Equality Charter (REC)?

Yes/No

**LJMU Response 7:** Yes

**Your Request 8**: (a) Does the institution hold a REC accreditation award?

(b) If yes what level has the institution been awarded?

(c) If no does the institution plan to apply for a REC Award within the next 2 years?

**LJMU Response 8:** Liverpool John Moores University joined the Race Equality charter in 2022 and was first presented with an Institutional Bronze Award in 2022, in recognition of ongoing work relating to race equality.

**Your Request 9**: Does the institution have a Succession Plan that supports addressing the underrepresentation BAME academic in senior and leadership roles?

**LJMU Response 9:** The University is currently working on a succession plan for all protected characteristics.

**Your Request 10**: Does the institution have a strategic objective to address the underrepresentation of Black, Asian & Minority Ethnic Academics within Senior and Leadership positions

**LJMU Response 10:** The University EDI Priority 1 is to increase the number and percentage of BAME staff and support their Career progression.

***Your Request 11****:* Does the institution have a development programme aimed at supporting the career advancement of Black, Asian & Minority academics?

**LJMU Response 11:** The University has a NIA Career Development Programme for BAME staff.

***Your Request 12****:* Can you please provide contact details for member of/department that is responsible for managing the academic promotions process.

**LJMU Response 12:**Contact details of LJMU can be found on our website: <https://www.ljmu.ac.uk/contact-us/key-contacts>.

On our website you can find further details concerning our [University Structure](https://www.ljmu.ac.uk/about-us/structure), and our [Diversity and Inclusion](https://www.ljmu.ac.uk/about-us/edi) work.

## 23/143

**Your Request 1: Introduction**

Do you have an EDI strategy (please provide web link if available)?

**LJMU Response 1:** Yes (<https://www.ljmu.ac.uk/about-us/edi>)

**Your Request 2**: Does your EDI strategy include any reference specifically to gender equality and/or family friendly EDI objectives? If so, please could you provide relevant text or summary of key points?

**LJMU Response 2:** TheAthena SWAN submission is one of the key drivers of our gender equality objectives as its actions inform key outreach targets, projects and events to support staff progression and family-friendly policies. LJMU has a strong commitment to enacting a range of sustainable structural and cultural changes in order to advance gender equality, recognising that initiatives and actions that support individuals alone will not sufficiently advance equality. To achieve these aims, the University has developed a Gender Equality Plan as part of our continued commitment to the Athena SWAN charter.

The Athena SWAN Action Plan is a living document, overseen by the Athena SWAN working group which is chaired by a senior Pro Vice-Chancellor. The Gender Equality plan statement is available here: <https://www.ljmu.ac.uk/about-us/edi/equality-charter-marks/athena-swan>.

LJMU was awarded the Liverpool Bambis Breastfeeding Friendly Mayoral Award in June 2022. The award recognises LJMU’s commitment to supporting staff, students and visitors who are breastfeeding their children to feel welcome to do so across campus buildings.

In order to receive the quality mark LJMU has committed to:

* Welcoming breastfeeding in all public areas
* Offering breastfeeding mums a free drink of water, tea or coffee from campus cafes
* Identifying and providing private rooms and areas of privacy for mothers to breastfeed or express milk
* Promoting support services for breastfeeding, including through its own network of Parent Carer Advocates"

Available here: <https://www.ljmu.ac.uk/about-us/edi/equality-charter-marks/bambis-breastfeeding-friendly-charter>.

**Your Request 3**: Are your family leave policies externally accessible on your website? If yes, please can you provide a link to the web page.

**LJMU Response 3:** Yes they are accessible through the HR webpages: <https://www.ljmu.ac.uk/staff/hr/az-of-employment-policies-and-guidelines-and-forms>

**Your Request 4**: When did your institution last review and update the family leave policies? What were the key changes to entitlement and or eligibility?

**LJMU Response 4:** Our Maternity and Adoption leave policy was last updated in August 2021 to increase full pay and leave to 39 weeks, and to create the role of a Parent / Carer Advocate to support staff going on family-friendly leave.

**Your Request 5**: What level of Athena Swan award does the institution hold?

**LJMU Response 5:** LJMU holds the Athena SWAN Institutional Bronze award and we are in the process of finalising our application for the Athena SWAN Institutional Silver Award. LJMU also holds four departmental Bronze awards for: Liverpool Business School, Astrophysics Research Institute, Pharmacy and Biomolecular Sciences and Sports and Exercise Science. Additionally, the Sports and Exercise Science Department is applying for Athena Swan Silver this year.

**Your Request 6**: Maternity**/**Adoption Leave

How many weeks enhanced maternity / adoption pay do you offer?

**LJMU Response 6:** 39

**Your Request 7**: What are the minimum service requirements for eligibility to enhanced maternity/adoption pay?

**LJMU Response 7:** More than one year’s continuous service.

**Your Request 8**: Shared Parental Leave

How many weeks enhanced shared parental pay do you offer?

**LJMU Response 8:** The number of weeks’ enhanced shared parental pay available to the parents will depend on how much enhanced maternity pay has been paid to the mother when her maternity leave or pay period ends (it is up to the parents as to who is paid the enhanced shared parental pay and how it is apportioned between them).

**Your Request 9**: What are the minimum service requirements for eligibility to enhanced shared parental pay?

**LJMU Response 9:** The University offers employees with more than one year's continuous service by the qualifying week (which is 15 weeks prior to the estimated week of childbirth) enhanced shared parental pay provided they fulfil the eligibility criteria for statutory shared parental pay.

**Your Request 10**: Are there restrictions on when your enhanced paid shared parental leave can be taken? (e.g., does this have to be taken in the first six months following the birth of the child?)

**LJMU Response 10:** The amount of shared parental leave to which an individual is entitled will depend on when the mother brings her maternity leave period to an end and the amount of leave that the other parent takes in respect of the child. Shared parental leave must be taken in blocks of at least one week. The employee can request to take shared parental leave in one continuous block (in which case the University is required to accept the request as long as the employee meets the eligibility and notice requirements), or as a number of discontinuous blocks of leave (in which case the employee needs the University's agreement).

A maximum of three requests for leave per pregnancy can normally be made by each parent. The first two weeks following birth are the compulsory maternity leave period and are reserved for the mother. This means that the mother cannot curtail her maternity leave to take shared parental leave until two weeks after the birth and the maximum period that the parents could take as shared parental leave is 50 weeks between them (although it will normally be less than this because of the maternity leave that mothers usually take before the birth). However, the mother's partner can begin a period of shared parental leave at any time from the date of the child's birth (but the partner should bear in mind that he/she is entitled to take up to two weeks' ordinary paternity leave following the birth of his/her child, which he/she will lose if shared parental leave is taken first). The mother and partner must take any shared parental leave within 52 weeks of birth.

**Your Request 11**: Is your enhanced shared parental pay leave tied to the number of weeks the employee’s partner has taken of maternity/adoption leave?

**LJMU Response 11:** Yes

**Your Request 12**: Paternity**/**Partner Leave

How many weeks enhanced paternity/partner leave do you offer?

**LJMU Response 12:** 2 weeks full pay

**Your Request 13**: What are the minimum service requirements for eligibility to enhanced paternity/partner leave pay?

**LJMU Response 13:** The same as per maternity and adoption leave.

## 23/144

**Your Request 1**: Names of any trade unions you hold recognition agreements with.

**LJMU Response 1:** LJMU recognises three trade unions, these are UCU, UNISON and GMB.

**Your Request 2**: A copy of your policy for time off for trade union representatives.

**LJMU Response 2:** Please find attached a copy of the university’s recognition agreement, which includes details of paid substitution time and reasonable time off.

**Your Request 3**: The total number of trade union representatives that have been given full time paid release from their substantive posts to undertake trade union duties.

**LJMU Response 3:** 0

**Your Request 4**: The total number of staff that pay union subscriptions via payroll (known as DOCAS/Check-off) broken down by trade union.

**LJMU Response 4:** 99 staff members pay GMB union subscriptions through payroll. 312 staff members pay UNISON union subscriptions through payroll.UCU members do not pay union subscriptions through payroll.

## 23/145

**Your Request 1**: I hereby request for the detailed information about following requests:

Detailed report of number of students enrolled for and UG and PG courses in LJMU, course wise breakup.

Sep - 2022

Jan - 2023

**LJMU Response 1: LJMU Response 1:** This information is collected by and made available from the Higher Education Statistics Agency (HESA)

<https://www.hesa.ac.uk/data-and-analysis>.

Tailored dataset services concerning the UK Higher Education sector including the data from LJMU can be obtained from Joint Information Systems Committee (JISC) <https://www.jisc.ac.uk/tailored-datasets>.

Under s.21 of the FOIA, there is no obligation to provide this information to you where it is reasonably accessible elsewhere.

## 23/146

**Your Request 1**: Please can you confirm the following for each of the academic years 2016/17, 2017/18, 2018/19, 2019/20, 2020/21, 2021/22 and 2022/23:

How many teachers enrolled in an [MQSI](https://urldefense.com/v3/__https:/www.gov.uk/guidance/mandatory-qualifications-specialist-teachers__;!!IhKztkE!epJVgh8TiPf2SgWB33zsmq9z4IL3Yk63d3KOcWpl4iCZnLTfM5B08pE6ugQHGkbsptMZRn_CU2ydI1T3yBIf0SpZpw$) for vision impairments.

**LJMU Response 1:**

LJMU records this data in relation to cohorts starting on the 2-year programme each year.

|  |  |
| --- | --- |
| **Cohort** | **Enrolled** |
| 2018-2020 | 6 |
| 2019-2021 | 11 |
| 2020-2022 | 8 |
| 2021-2023 | 0 |
| 2022-2024 | 11 |

**Your Request 2**: How many teachers qualified in an MQSI for vision impairments.

**LJMU Response 2:**

LJMU records this data in relation to cohorts starting on the 2 year programme each year.

|  |  |
| --- | --- |
| **Cohort** | **Completed** |
| 2018-2020 | 6 |
| 2019-2021 | 10 |
| 2020-2022 | 6 |
| 2021-2023 | 0 |
| 2022-2024 | N/A |

## 23/147

**Your Request 1**: In the last three academic years, how much money has been saved by the university deducting staff pay as a result of UCU strike action?

**LJMU Response 1:** Over the last three years, £484,370.62 has been deducted because of participation in UCU strike action.

Please note the above figure does not include increased costs that the University may have incurred in covering the strike action or any additional reductions in spending on employer NI and pension contribution.

## 23/148

**Your Request 1**: Please list the **last two** ITSM solutions utilised within your organisation since 2010 (**not including the currently utilised solution**)?

Examples include ServiceNow, BMC, Ivanti, Marval, HPOV, Hornbill, Freshservice etc.

If the currently utilised solution has been in situ for this time, please state that?

Between what years were these in usage?

What were the principal drivers behind the decision to change?

**LJMU Response 1:** BMC Service Desk Express was used by LJMU between 1998 and the end of life of this product in 2017.

## 23/149

**Your Request 1**: Please can you provide me with the annual spend and the duration of the [organisation’s mobile phones] contract?

**LJMU Response 1:** LJMU Mobile Phone contracts range in duration from 30 days to two years. The annual spend of these contracts is withheld under the provisions of s.43 of the FOIA as disclosure is likely to be prejudicial to our commercial interests.

## 23/150

**Your Request 1**: The number of international students/CAS recipients between 2013 and 2023 who have not completed their course, broken down by year and course type.

**LJMU Response 1:**

|  |  |  |  |
| --- | --- | --- | --- |
| Academic Year | Study Level | CAS Students Starting | Left and Not Successful Completion |
| 2013/14 | PGR | 44 | 8 |
| 2013/14 | PGT | 83 | 1 |
| 2013/14 | UG | 230 | 26 |
| 2014/15 | PGR | 64 | 14 |
| 2014/15 | PGT | 115 | 7 |
| 2014/15 | UG | 282 | 48 |
| 2015/16 | PGR | 56 | 5 |
| 2015/16 | PGT | 112 | 1 |
| 2015/16 | UG | 343 | 23 |
| 2016/17 | PGR | 32 | 8 |
| 2016/17 | PGT | 158 | 8 |
| 2016/17 | UG | 389 | 60 |
| 2017/18 | PGR | 35 | 9 |
| 2017/18 | PGT | 148 | 6 |
| 2017/18 | UG | 398 | 43 |
| 2018/19 | PGR | 27 | 4 |
| 2018/19 | PGT | 163 | 5 |
| 2018/19 | UG | 422 | 42 |
| 2019/20 | PGR | 13 | 2 |
| 2019/20 | PGT | 220 | 19 |
| 2019/20 | UG | 314 | 34 |
| 2020/21 | PGR | 20 | 0 |
| 2020/21 | PGT | 287 | 65 |
| 2020/21 | UG | 297 | 93 |
| 2021/22 | PGR | 16 | 1 |
| 2021/22 | PGT | 430 | 48 |
| 2021/22 | UG | 204 | 28 |
| 2022/23 | PGR | 27 | 1 |
| 2022/23 | PGT | 898 | 46 |
| 2022/23 | UG | 232 | 16 |

**Your Request 2**: The number of international students/CAS recipients between 2013 and 2023 who failed to enrol on their course, broken down by year and course type.

**LJMU Response 2:**

|  |  |
| --- | --- |
| Academic Year | Applicants who Accepted a Study Place and had CAS Issued but Did Not Enrol |
| 2013 | 6 |
| 2014 | 23 |
| 2015 | 19 |
| 2016 | 20 |
| 2017 | 23 |
| 2018 | 13 |
| 2019 | 13 |
| 2020 | 19 |
| 2021 | 11 |
| 2022 | 21 |

**Your Request 3**: The total number of international students/CAS recipients between 2013 and 2023, broken down by year and course type.

**LJMU Response 3:** Please see the table in LJMU Response 1 above.

## 23/151

**Your Request 1**: *I'm looking to understand what your organisation is spending on Salesforce products between the dates 1st August 2019 to 1st August 2023. This includes all quotes (preferably in PDF format) with associated units and discounts relating to the following products*

*1. Salesforce Sales Cloud*

*2. Salesforce Service Cloud*

*3. Salesforce Revenue Cloud*

*4. Salesforce Marketing Cloud*

*5. Pardot*

*6. Salesforce Experience Cloud*

*7. Commerce Cloud*

*8. Salesforce Analytics Cloud*

*9. Salesforce Apps Cloud*

*10. Salesforce IoT Cloud*

*11. Tableau*

*12. MuleSoft*

*13. Education Cloud*

*These will likely be billed together.*

*I am investigating your organisation's Salesforce costs against other publicly owned/run organisations in assessing if you are getting value for money from Salesforce.*

**LJMU Response 1:** LJMU does not currently use the products listed.

## 23/152

**Your Request 1**: I would like to know, specifically within your School of Architecture:

1. The ethnic group of your UK students, broken down into numbers and percentages of each ethnic group, on a) part 1 and b) part 2 of your course – excluding overseas students.

2. The home country of your overseas students, broken down into numbers and percentages of each home country, on a) part 1 and b) part 2 of your course

3. The number of your students who have a disability in numbers and percentages across all academic years, broken down by the categories you provide.

Please can you provide the most up-to-date data set you hold (the 2022/2023 academic year, or if not 2021/2022).

**LJMU Response 1:** The most recent data we have is for the 2021/22 academic year.

Section 40 (2) of the FOIA imposes a duty on our organisation to protect the Personal Data of individuals when we respond to a request. To avoid individual cases being identified and inferences being made about them, where a cell in the above table includes fewer than 5 instances, the symbol <5 has been used to ensure compliance.

1. Ethnic group of UK students

|  |  |  |  |
| --- | --- | --- | --- |
| **Cohort** | **Ethnicity** | **Part 1** | **Part 2** |
| Ethnic Group UK Students | Asian or Asian British | 21 | 5 |
| Ethnic Group UK Students | Black or Black British | 8 | <5 |
| Ethnic Group UK Students | Chinese or any other ethnic group | 8 | <5 |
| Ethnic Group UK Students | Ethnicity not known/not recorded | <5 | <5 |
| Ethnic Group UK Students | Mixed / multiple | 5 | <5 |
| Ethnic Group UK Students | White - British, Irish or any other White background | 200 | 45 |

2. Home country of overseas students

|  |  |  |
| --- | --- | --- |
| **Cohort** | **Domicile** | **Headcount** |
| Part 1, Overseas | Egypt | <5 |
| Part 1, Overseas | Ireland | <5 |
| Part 1, Overseas | Isle of Man | <5 |
| Part 1, Overseas | Jersey | <5 |
| Part 1, Overseas | Kuwait | <5 |
| Part 1, Overseas | Oman | <5 |
| Part 1, Overseas | Peru | <5 |
| Part 1, Overseas | Saudi Arabia | <5 |
| Part 1, Overseas | Spain | <5 |
| Part 1, Overseas | Sri Lanka | <5 |
| Part 1, Overseas | Turkey | <5 |
| Part 2, Overseas | Bahrain | <5 |
| Part 2, Overseas | Gibraltar | <5 |
| Part 2, Overseas | India | <5 |
| Part 2, Overseas | Malaysia | <5 |
| Part 2, Overseas | Nigeria | <5 |
| Part 2, Overseas | Pakistan | <5 |
| Part 2, Overseas | South Africa | <5 |
| Part 2, Overseas | Sri Lanka | <5 |

3. Numbers of students with a disability

|  |  |  |
| --- | --- | --- |
| **Cohort** | **Disability** | **Headcount** |
| All | A disability not listed above | <5 |
| All | Learning difference such as dyslexia, dyspraxia or AD(H)D | 19 |
| All | Long-term illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy | <5 |
| All | Mental health condition, challenge or disorder, such as depression, schizophrenia or anxiety | 6 |
| All | Multiple disabilities | 5 |
| All | No known disability | 264 |
| All | Social/communication conditions such as a speech and language impairment or an autistic spectrum condition | <5 |

## 23/153

**Your Request 1**: What background checks do you currently conduct?

**LJMU Response 1:** DBS and Right to Work checks.

**Your Request 2**: Which background checks do you carry out through a third party (if applicable)?

**LJMU Response 2:** DBS and Right to Work checks.

**Your Request 3**: If you do use a third party, which third party do you use?

**LJMU Response 3:** Atlantic Data/Yoti Digital IT System.

**Your Request 4**: Do you use multiple systems for different checks?

**LJMU Response 4:** Yes

**Your Request 5**: If so, which systems do you use for each check?

**LJMU Response 5:** Atlantic Data/Yoti Digital IT System.

**Your Request 6**: Are you planning on introducing any new checks, if so which checks?

**LJMU Response 6:** No

**Your Request 7**: What volume of checks were submitted for the calendar year 2022? (broken down by specific check type i.e. DBS, Right To Work etc.)

**LJMU Response 7:** 53 DBS checks and 44 Right to Work checks from 10/11/2022 to 21/12/2022 when we introduced Yoti for staff.

Between 1st Jan 2022 and 31st Dec 2022, 1,839 applications were submitted to the DBS for students:

845 for the Faculty of Health.

994 for the Faculty of Education.

**Your Request 8**: What is the cost of the administration fee for each check type? (Excluding any standard fees, for instance the £38 for an enhanced DBS check etc.)

**LJMU Response 8:** LJMU will not provide details of its recruitment budget and spend due to the likelihood of this information causing prejudice to its commercial interests. We consider it to be exempt from disclosure under the provisions of section 43 (2) of the FOIA.

**Your Request 9**: Do you recharge any costs to a third party (e.g. employees, students etc.)

**LJMU Response 9:** No

**Your Request 10**: Are you currently under contract with your current provider?

**LJMU Response 10:** Yes

**Your Request 11**: If you are under contract, when does it end?

**LJMU Response 11:** May 2024

**Your Request 12**: What platform do you use to procure system providers to conduct these checks?

**LJMU Response 12:** Atlantic Data

## 23/154

**Your Request 1**: I would like to request information on your organisation under the Freedom of Information Act.

**Mobile phones**

Who is your current mobile phone provider?

How many mobile connections?

When is the contract up for renewal?

How long do you contract for (24 or 36 months)?

The email address of the primary contact for this contract?

**SIP Trunking**

Have you implemented SIP?

If yes, when does the contract expire?

Who is your SIP provider?

The email address of the primary contact for this contract?

Team Licences

Which Microsoft 365 Licence do you have e.g. E3, E5 Have you voice enable your Teams Licences?

If not, is that something you are considering?

**Telephony**

What is your current telephony system?

How many users of the telephony system?

When is the contract up for renewal?

The email address of the primary contact for this contract?

**LJMU Response 1:** This information is available in the “Information relating to IT provision and use” document available on our website at this address: <https://www.ljmu.ac.uk/about-us/public-information/data-protection-and-freedom-of-information-and-public-sector-information/freedom-of-information/published-information-and-open-data>.

Under s.21 of the FOIA, there is no obligation to provide this information to you where it is reasonably accessible elsewhere.

## 23/155

**Your Request 1**: Detailed report of number of Indian domiciled students accepted offer letter and paid the initial fee for PG courses in LJMU, course wise breakup.

September - 2023

**LJMU Response 1:**

In accordance with Section 40 (2) of the FOIA, the university has not been able to give the exact numbers where small numbers of individuals are involved, so that an individual cannot be identified, or inferences be drawn about them. The University has inserted a “less than five” (<5) value in any appropriate cell.

**PG Applicants for September 2023 as of 14/08/23 where the deposit has been paid and the offer is UF, UA, CF or CA:**

|  |  |
| --- | --- |
|  |  |
| **Course** | **Applicants** |
| MA. Education | <5 |
| MA. Fashion Innovation and Realisation | <5 |
| MA. Sports Journalism | <5 |
| ML. International Business Corporate & Finance Law | <5 |
| MS. Artificial Intelligence (Machine Learning) | <5 |
| MS. Biomedical Sciences | <5 |
| MS. Computing and Information Systems | 8 |
| MS. Construction Project Management | <5 |
| MS. Cosmetic Science | 9 |
| MS. Cyber Security | 6 |
| MS. Data Science | 10 |
| MS. Digital Marketing | <5 |
| MS. Drug Discovery, Development and Delivery | <5 |
| MS. Electrical Power and Control Engineering | <5 |
| MS. Embedded Systems and IC Design | 5 |
| MS. Forensic Bioscience | <5 |
| MS. Health Psychology | <5 |
| MS. International Business and Management | 8 |
| MS. International Public Health | <5 |
| MS. International Transport, Trade and Logistics | 6 |
| MS. Investment and Finance | <5 |
| MS. Management | <5 |
| MS. Management and Digital Business | <5 |
| MS. Marine and Offshore Engineering | <5 |
| MS. Natural Products Discovery | <5 |
| MS. Policing and Criminal Investigation | <5 |
| MS. Positive Psychology and Wellbeing | <5 |
| MS. Project Management | <5 |
| MS. Public Health | <5 |
| MS. Sport and Clinical Biomechanics | <5 |
| MS. Sport Nutrition | <5 |
| MS. Wildlife Conservation Technology | <5 |
| MS. Wireless Communications | <5 |
| MS240. Digital Marketing (with Advanced Practice) | <5 |
| MS240. International Business and Management (with Advanced Practice) | 7 |

## 23/156

**Your Request 1**: How many undergraduate students who were due to graduate this summer have currently not received an award as sufficient marks were not available as a result of the ongoing marking and assessment boycott? If possible, please can you break this down by subject of study.

**LJMU Response 1:** None

**Your Request 2**: Can you also provide the total number of undergraduate students who were due to receive/did receive an award this summer (the total cohort of graduating undergraduate students)?

**LJMU Response 2:** The total number of undergraduate awards (including CPDs) was 5319.

**Your Request 3**: I’m aware some graduating undergraduate students will have not received all of their marks but will have enough marks to receive a final degree classification and others may have a confirmed degree award but no classification. Please can you provide the figures for these two groups?

**LJMU Response 3:** All undergraduate students have received their marks and classifications.

## 23/157

**Your Request 1**: *Can you please list the number of devices deployed by your organisation for the following?*

* *Desktop PCs*
* *Laptops*
* *Mobile Phones*
* *Printers*
* *Multi-Functional Devices (MFDs)*
* *Tablets*
* *Physical Servers*
* *Storage Devices (for example: NAS, SAN)*
* *Networking Infrastructure (for example: Switches, Routers, Interfaces, Wireless Access Points)*
* *Security Infrastructure (for example: Firewalls, Intrusion Detection Systems (IDS), Virus Monitoring Tools)*

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, 2024/25, 2025/26, 2026/27, 2027/28?

* IT Applications
* Learning Management System
* Learning and Assessment Management Software
* AI-driven Student Engagement Software
* Classroom Management Software
* Student Applications and Admission Management System
* Cloud- based Higher Education & School Management Software
* Education ERP with Student Information System

*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?*

* *Technology*
* *AI-enable remote self-learning technology*
* *Smart Learning Technology*
* *Virtual Learning Technology*
* *Streamlining through Automation Technology*

**LJMU Response 1:** This information is available in the “Information relating to IT provision and use” document available on our website at this address: <https://www.ljmu.ac.uk/about-us/public-information/data-protection-and-freedom-of-information-and-public-sector-information/freedom-of-information/published-information-and-open-data>.

 Under s.21 of the FOIA, there is no obligation to provide this information to you where it is reasonably accessible elsewhere.

## 23/158

**Your Request 1**: *Please can you provide module descriptions for all undergraduate Fine Art programmes where students are required to do practical work? This is requested at the level that describes the learning objectives, content, work to be produced and assessment criteria. These might be individual documents or are often collated into the form of a student handbook.*

**LJMU Response 1:** The modules that include a requirement to produce practical work are 4101FA, 4104FA, 5101FA, 5104FA, 6101FA, 6104FA.

Module descriptions for each can be accessed online via the [Course Catalogue](https://coursecatalogue.ljmu.ac.uk).

The Programme Guide is also attached in Annex 1.

**Your Request 2**: *For these modules, please can you provide any guidance that students are given regarding the number of hours they are expected to spend on practical work (i.e. outside of taught lectures, seminars etc)? If such guidance is given at a course level rather than a module level, then please provide that.*

**LJMU Response 2:** Each module has the expectation of 10 hours of study per credit.

The ‘Learning Methods’ section of the Course Catalogue breaks down approximate hours across methods that feed into module delivery. The remainder of the time is categorised as private study.

**Your Request 3**: *Please state whether the university considers the offer of studio provision to be integral to the recruitment of students. Please provide any relevant supporting documents.*

*Guiding questions if this is not made explicitly clear within policy documents:*

* *If there were no studios, or the studios were of a poor quality, would the university be able to offer the same programmes of study or expect to be able to recruit the same number or quality of applicants?*
* *Is the studio provision presented as a defining part of the offer from the university?*
* *Does the university consider it important to describe studio provision in its recruitment materials?*

**LJMU Response 3:** This is not a request for information that is ‘held’ by LJMU as a public body, therefore it is not appropriate for us to respond to this question under the provisions of the FOIA.

A response under FOIA must provide records of information held where that information is requested. You have asked us to provide an explanation; this is not a request for a record of information held and would require LJMU to create new additional documentation.

**Your Request 4**: *Please state whether the university considers studio provision to be an integral part of course delivery. Please provide any relevant supporting documents.*

*Guiding questions if this is not made explicitly clear within policy documents:*

* *If these facilities were unavailable or otherwise compromised in some way, would students be able to complete their programmes of study to the same standard?*
* *If these facilities were unavailable for an extended period of time (disregarding pandemic contexts), would the university provide alternatives?*
* *If the nature of the facilities available changed, to the extent that the core activities they supported was reduced, would that be regarded as a change to the course?*

**LJMU Response 4:** This is not a request for information that is ‘held’ by LJMU as a public body, therefore it is not appropriate for us to respond to this question under the provisions of the FOIA.

A response under FOIA must provide records of information held where that information is requested. You have asked us to provide an explanation; this is not a request for a record of information held and would require LJMU to create new additional documentation.

**Your Request 5**: *Please can you provide documentation from published materials (such as the university website or prospectus) that describe the studio provision, noting where this can be found?*

**LJMU Response 5:**

[**University Programme Page: Overview Tab**](https://www.ljmu.ac.uk/study/courses/undergraduates/2023/30450-fine-art-ba-hons)**:**

* Specialist workshops provide expert training and guidance in digital audio and video production, sculpture and 3D construction, digital studio photography and film, printmaking, 3D printing, textile work, and painting.
* In your day-to-day studio practice you have the freedom to work in any media you choose, refining your skills and working on realising your individual vision, with help from your tutors who are always on hand to offer advice.

[**University Programme Page: Details Tab**](https://www.ljmu.ac.uk/study/courses/undergraduates/2023/30450-fine-art-ba-hons)**:**

* You will also be expected to attend a rigorous programme of lectures, seminars, workshops and critiques, and there will be ongoing training and workshops in digital audio and video production, sculpture and 3D construction, digital studio photography and film, printmaking, 3D printing, textile work and painting, supported by our expert technical teams.
* The way you do this depends on the kind of work you do, but we always ensure that the process is friendly and supportive and that portfolio submissions are done in the studio.

**Course Catalogue (linked in Response 1):**

**4101FA:**

* This Module will also introduce you to the Cultural and Artistic Infrastructure of the City, Flexible Working/Shared Studio Practice, Working in the Public Domain, Backboard, Tutorials and Assessment by Review.

**4104FA:**

* To introduce the notion of studio practice towards the production and distribution of contemporary Fine Art practice.
* Students will continue learning how to use Flexible Working/Shared Studio Practice, to work in the Public Domain, to engage with Canvas, and be taught by Tutorials and Assessed by Review and Stages of Assessment.
* This module will introduce you to self-directed contemporary art practice and familiarise you with a broader context of contemporary Fine Art issues and introduce you to the notion of studio practice towards the production and distribution of contemporary Fine Art practice.

**5101FA:**

* To provide students with a period of practical and theoretical study through experimentation located in the studios or in approved external locations.
* MLO2 2 (Module Learning Outcome 2) Demonstrate the ability to engage in theoretical discourse through seminars, studio criticism and appropriate written work.

**6101FA:**

* A strong emphasis is placed on experimental testing of professional independent practice in studio crits, and in externally facing events, supported by staff monitoring.
* Students will receive a range of Professional Practice lectures and seminars as an adjunct to their studio practice.

**6104FA:**

* Students have the choice of engaging with the module by placement, studio practice or a combination of both.
* Students will continue to be monitored by studio staff through a series of core formative tutorials, group crits, and cross-year crits, in support of their Fine Art practice.

**Your Request 6**: *Please can you provide the university's policy documents regarding changes to programmes of study?*

**LJMU Response 6:** Please find attached our Guidance for Programme and Module Amendments at Annex 2, and Guidance for Validation and Periodic Programme Review at Annex 3.

## 23/159

**Your Request 1**: *I am a Sport and Exercise Psychologist in training, currently applying for a grant to establish a sport psychology business centred around providing affordable CPD education for students and professionals in the field of Sport and Exercise Psychology.*

*To maximise the chances of success for my grant application, I am writing to enquire if you could kindly provide me with the current enrolment figures for students in any Sport Psychology course that you offer at all levels (including BSc, MSc, and Doctorate level courses if you provide them).*

**LJMU Response 1: Please note the figures are as at today’s date.**

|  |  |  |
| --- | --- | --- |
| **Career** | **Programme title** | **Total students** |
| UG | BSH.Sport Psychology | 172 |
| UG | BSHF.Sport Psychology | 35 |
| PGT | DSEP.Doctor of Sport and Exercise Psychology | 21 |
| PGT | MS.Sport Psychology | 25 |

## 23/160

**Your Request 1**: Under the provisions of the FOI 2000, I would like a digital copy of: "The UCEA Members Guide to Negotiations in Higher Education"

For the avoidance of doubt, I make reference to the Guide mentioned in point 5925 of these minutes: [https://www.london.ac.uk/sites/default/files/governance/board-trustees-minutes-18-october-2022.pdf](https://urldefense.com/v3/__https:/www.london.ac.uk/sites/default/files/governance/board-trustees-minutes-18-october-2022.pdf__;!!IhKztkE!ahC5EarMwg9T2uuzjGCv5g04SFiGZMxWEbEW0RgbLDx5HecufUu32Det8vyBtaLhDp6Vlj2RQ79bxN5pjrkHFg$)

**LJMU Response 1:** This information is not held by LJMU. By way of explanation, while selected LJMU staff potentially have electronic access to this third party owned document, no member of LJMU staff have accessed it in the course of their business.

**Your Request 2**: "The UCEA Guidance on FOI requests for UCEA documents"

For the avoidance of doubt, I make reference to the Guide mentioned in [https://www.ucea.ac.uk/about-us/members/conditions-of-membership/](https://urldefense.com/v3/__https:/www.ucea.ac.uk/about-us/members/conditions-of-membership/__;!!IhKztkE!ahC5EarMwg9T2uuzjGCv5g04SFiGZMxWEbEW0RgbLDx5HecufUu32Det8vyBtaLhDp6Vlj2RQ79bxN7x-kUW5Q$).

**LJMU Response 2:** This information is not held by LJMU. By way of explanation, while selected LJMU staff potentially have electronic access to this third party owned document, none have accessed it in the course of their business.

**Your Request 3**: Any received or sent communications (through e-mail) that are related, however tangentially, to Queen's University Belfast. Point (C) covers communications only: (i) that took place after the 1st of March, 2023 and only (ii) from or to: Mark Power, Clare Milsom, Maria Burquest, and Mike Parker.

**LJMU Response 3:** Please see Annex 1 for copies of correspondence held by LJMU meeting criteria (i) and (ii) above.

## 23/161

**Your Request 1**: Are students at your university allowed to use ChatGPT or similar generative AI services as a learning tool?

**LJMU Response 1:** Yes – there is no overall university position but programme teams may have local requirements in line with their specific needs.

**Your Request 2**: Are students at your university allowed to use ChatGPT or similar generative AI services as a revision tool?

**LJMU Response 2:** Yes – there is no overall university position but programme teams may have local requirements in line with their specific needs.

**Your Request 3**: Are students at your university allowed to use ChatGPT or similar generative AI services to generate content for formative assessment purposes?

**LJMU Response 3:** Yes – there is no overall university position but programme teams may have local requirements in line with their specific needs.

**Your Request 4**: Are students at your university allowed to use ChatGPT or similar generative AI services to generate content for summative assessment purposes?

**LJMU Response 4:** No – direct use of AI generated text would be deemed academic misconduct unless it was cited as such.

**Your Request 5**: Do students who use ChatGPT or similar generative AI risk academic misconduct/academic integrity proceedings?

**LJMU Response 5:** Yes – although this depends on the use case.

**Your Request 6**: Does your university provide guidance to students and staff on the responsible use of ChatGPT or similar generative AI tools, including a specific focus on copyright issues?

**LJMU Response 6:** Partly – there is no explicit reference to copyright in current guidance however this is being reviewed and updated regularly.

**Your Request 7**: Does your university provide training on the responsible use of ChatGPT or similar generative AI tools, including a specific focus on copyright issues?

**LJMU Response 7:** Partly – academic staff have had training in the form of guidance and discussion groups.  Training is not mandatory.  There is no explicit reference to copyright in current guidance however this is being reviewed and updated regularly.

**Your Request 8**: Do you have an AI policy (or other similar policy document) detailing your position with regard to use of generative AI in education? If so, please share the document in an accessible format.

**LJMU Response 8:** This can be found on our website: <https://ltech.ljmu.ac.uk/?page_id=15630>.

***Your Request 9****: Who drafted the AI policy? Who adopted it? Were students and staff consulted? Were legal services consulted and any copyright issues evaluated?*

**LJMU Response 9:** The guidance document linked to in response 8 has been drafted by academics. It is university wide. Students were involved in discussions. Legal was not involved as copyright issues have not been considered in the current version.

**Your Request 10**: If your university is in the process of drafting an AI policy, who is drafting it? Who is set to adopt it? What consultations are planned? Are copyright issues being considered?

**LJMU Response 10:** Policy is in development. It will be drafted as a collaboration between teams responsible for academic practice, academic achievement, quality & standards and governance. Academic & professional service staff, as well as students, will be consulted. Copyright issues will be explored as relevant and appropriate legal advice taken.

**Your Request 11**: How have you communicated your AI policy/your position with regard to generative AI tools with students and staff?

**LJMU Response 11:** It ispublished on the website.

## 23/162

**Your Request:** This request is being submitted by the Labour Research Department, 78 Blackfriars Road, London SE18HF. We would like you to provide the requested information about your staffing, pay spine, contracting-out, subsidiaries, hours & pay, pensions and death in service benefits.

**LJMU Response:** Please see the tables below.

|  |
| --- |
| **A. Institution**  **i. Name of the institution:**  Liverpool John Moores University  **ii. Name of the person completing this response:**  Greg Thompson  **iii. Position of the person completing this response:**  Deputy Director, HR  **iv Contact email address for person completing this response:**  g.thompson@ljmu.ac.uk |

|  |
| --- |
| **B. Staffing**  **Please provide the number of staff (headcount) employed by the institution on 01/10/2021 and 01/10/2022, broken down into academic and research staff, non-academic management, and other staff. Please do not include casual/sessional staff in the headcounts.**  **i. How many academic and research staff at 01/10/2021?**  1345  **ii. How many academic and search staff at 01/10/2022?**  1368  **iii. How many non-academic management staff at 01/10/2021?**  29  **iv. How many non-academic management staff at 01/10/2022?**  25  **v. How many other staff at 01/10/2021?**  1188  **vi. How many other staff at 01/10/2022?**  1176  **vii. How many staff in total at 01/10/2021?**  2562  **viii. How any staff in total at 01/10/2022?**  2569  **ix. Any comment on staffing:**  N/A |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **C. Spine numbers employed**  **i. Does your institution use the national pay spine?**  No  **ii. For each of spine points 3-30, please provide the number of staff employed on 01/10/2022. Please do not include casual/sessional staff in the headcounts:**   |  |  |  | | --- | --- | --- | | **Spine point** | **Number of staff employed on 01/10/2022, excluding casual/sessional staff** | **Number of these staff for whom this is the top non-discretionary spine point of the grade that they are employed on** | | 3 | 0 | 0 | | 4 | 0 | 0 | | 5 | 7 | 7 | | 6 | 17 | 0 | | 7 | 20 | 0 | | 8 | 5 | 0 | | 9 | 6 | 0 | | 10 | 115 | 115 | | 11 | 47 | 0 | | 12 | 18 | 0 | | 13 | 3 | 0 | | 14 | 10 | 0 | | 15 | 136 | 136 | | 16 | 80 | 0 | | 17 | 29 | 0 | | 18 | 12 | 0 | | 19 | 11 | 0 | | 20 | 14 | 0 | | 21 | 158 | 158 | | 22 | 85 | 0 | | 23 | 37 | 0 | | 24 | 24 | 0 | | 25 | 10 | 0 | | 26 | 13 | 0 | | 27 | 136 | 136 | | 28 | 113 | 0 | | 29 | 51 | 0 | | 30 | 29 | 0 |   **iii. Any comment on your pay:**  The University uses a pay spine that mirrors but does not exactly align with the national pay points.  **D. Spine numbers top non-discretionary points**  **i. Do you have staff for whom spine points between 3 and 30 are the top non-discretionary spine point of the grade they are employed on?**  Yes  **ii. Please give the number of staff for whom each of the spine points between 3 and 30 is the top non-discretionary spine point of the grade in which they were employed on 01/10/2022. Please do not include casual/seasonal staff in the headcounts:**  Please see table at C.ii.  **iii. Any comment on grades:**  N/A |

|  |
| --- |
| **E. Contracting out**  Does the university contract out any services in the following areas? Please give the names of the companies involved, when the contract for the service is due for renewal (if there are multiple contracts for the service, please give the earliest date for renewal) and any minimum pay rate specified for the contracts.  **Cleaning**  **i. Is cleaning contracted out?**  No  **ii. Cleaning company name/names:**  N/A  **iii. Renewal date for cleaning contract:**  N/A  **iv. Is there a minimum pay rate specified in the cleaning contract?**  N/A  **v. Cleaning minimum rate (£ph):**  N/A  **Catering**  **vi. Is catering contracted out?**  No  **vii. Catering company name/names?**  N/A  **viii. Renewal date for catering contract:**  N/A  **ix. Is there a minimum pay rate specified in the catering contract?**  N/A  **x. Catering minimum rate (£ph):**  N/A  **Security**  **xi. Is security contracted out?**  No  **xii. Security company name/names?**  N/A  **xiii. Renewal date for security contract:**  N/A  **xiv. Is there a minimum pay rate specified in the security contract?**  N/A  **xv. Security minimum rate (£ph):**  N/A  **Any comment on contracting out:**  The University does not outsource any of these services |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **F. Subsidiaries**  Please give the names of any wholly owned subsidiary companies of the university which currently provide cleaning, catering, security, IT services, administration, or other support services, and indicate which services they provide to the university.  **i. Does the university have any subsidiary companies?**  Yes   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Subsidiary Company** | **Cleaning** | **Catering** | **Security** | **IT Services** | **Administration** | **Other support services** | | LJMU Recruitment Agency Ltd | No | No | No | No | No | Yes | | JMU Services Ltd | No | No | No | No | No | Yes | | The Liverpool Business School Ltd | No | No | No | No | No | Yes |   **ii. Comments on subsidiaries (if any):**  N/A |

|  |
| --- |
| **G. Hours and Pay**  **Please provide information about hours of work and pay structures.**  **i. How many hours a week is a full-time non-academic member of staff typically contracted to work, excluding unpaid breaks?**  35  **ii. What pay increase was paid in 2022 (whether it was local or national) for professional services staff?**  3% (national pay award)  **iii. What pay increase was paid in 2022 (whether it was local or national) for academic staff?**  3% (national pay award)  **iv. What pay increase was paid in 2022 (whether it was local or national) for senior management?**  3% (local pay award)  **v. What pay increase was paid in 2022 (whether it was local or national) at VC/Director level?**  3% (local pay award)  **vi. Was any additional non-consolidated lump sum paid to staff in 2022?**  Yes  **vii. How much was paid?**  £1050 or £1250 depending on grade. Staff members on lower grades received a higher amount.  **viii. What were the reasons given for these payments?**  The University recognised the exceptional challenges posed by the rate of inflation. In addition, the University recognises the contribution that all staff members have made to the ongoing success of the University and believes it is appropriate to thank staff members with this additional payment.  **ix. What changes to the pay structure, if any, were made for the 2022 settlement that would have led to an increase in remuneration for any staff?**  N/A  **x. Please provide a copy of the 2022-23 pay structure:**  Please see Annex 1 attached. |

|  |
| --- |
| **H. Pensions**  **Which pension schemes are offered for academic and research staff, non-academic management, and other staff? Please identify whether each scheme could be described as defined benefit (DB) or defined contribution (DC) and provide details of the employer's pension contributions, ill-health retirement and death-in-service cover.**  **Schemes**  **i. What pension scheme or schemes are offered for academic and research staff, including scheme type?**  TPS. USS is offered to staff members who were members of this pension scheme prior to joining the University.  **ii. What pension scheme or schemes are offered for non-academic management, including scheme type?**  LGPS  **iii. What pension scheme or schemes are offered for academic and research staff (indicating scheme type)?**  LGPS  **Contributions**  **iv. What are the employer pension contributions for academic and research staff (indicating scheme type)?**  23.68%  **v. What are the employer pension contributions for non-academic management (indicating scheme type)?**  17.50%  **vi. What are the employer pension contributions for other staff (indicating scheme type)?**  17.50%  **Other provisions**  **vii. What ill-health retirement and death-in-service cover is provided in the scheme(s) for academic and research staff?**  Two tiers of benefits payable depending on qualifying criteria. Death in service benefit is 3x salary plus a survivor’s pension.  **viii. What ill-health retirement and death-in-service cover is provided in the scheme(s) for non-academic management?**  Three tiers of benefits payable depending on qualifying criteria. Death in service benefit is 3x pensionable pay plus a survivor’s pension.  **ix. What ill-health retirement and death-in-service cover is provided in the scheme(s) for other staff?**  Three tiers of benefits payable depending on qualifying criteria. Death in service benefit is 3x pensionable pay plus a survivor’s pension. |

|  |
| --- |
| **I. Institutional policy**  **i. Does the institution have a domestic violence policy?**  Yes  **ii. What steps has the institution taken to meet the recommendations of the Workplace Support for Victims of Domestic Abuse report?**  Domestic Abuse Champions in place to support staff, training for managers and University's peer support members of staff (LJMU connectors).  **iii. Is the institution signed up to the Race Charter Mark (Race and Conscious Equality (RACE) Charter Mark)?**  Yes  **iv. Has the institution adopted a Hate Crime Action Plan?**  No  **Any comment on any of these policies:**  N/A |

## 23/163

**Your Request 1**: The number of places you offered for students on the PGDE/PGCE Primary School 5-11 Teacher Training in 2020/2021.

**LJMU Response 1:** 199

**Your Request 2**: A breakdown of numbers for those student entrants to the courses by subject specialism for the year 2020/2021, and with entrants who began the programme in September 2020. [I understand that students on the course apply to focus on a "specialist" subject, although at primary level they will learn to deliver the full KS1/KS2 curriculum.]

**LJMU Response 2:**

PGCE = 90

PGDE = 109

35348 PGCE Schools Direct = 79

Prim = 64

FSKS1 = 6

Maths = 9

35349 PGDE Schools Direct = 9

Prim = 8

PE = 1

35431 PGDE = 100

Prim = 60

FSKS1 = 18

Maths = 7

PE = 15

35407 PGCE Schools Direct Salaried = 11

Prim = 11

**Your Request 3**: Can you provide figures for how many of the original entrants completed the courses by year, and were awarded PGCE or PGDE?

**LJMU Response 3:**

2020-2021 PGCE = 89

2021-2022 PGCE = 3

2020-2021 PGDE = 79

2021-2022 PGDE = 3

35348 PGCE (79)

68 completed PGCE 2020-21

3 completed PGCE 2021-22

(x3 Qualified Teacher Status only, x2 Non-Qualified Teacher Status, x3 Withdrawn)

35349 PGDE (9)

6 completed PGDE 2020-21

2 completed PGDE 2021-22

(x1 Withdrawn)

35431 PGDE (100)

73 completed PGDE 2020-21

10 completed PGCE (Alt Exit) 2020-21

1 completed PGDE 2021-22

(x3 Non-Qualified Teacher Status, x13 Withdrawn)

35407 PGCE (11)

11 completed PGCE 2020-21

**Your Request 4**: How many who completed the courses were awarded QTS status, by year, and how many failed to achieve QTS status?

**LJMU Response 4:**

QTS awarded 2020-2021 = 171

QTS awarded 2021-2022 = 6

Failed to achieve QTS 2020-2021 = 22

**Your Request 5**: If there were entrants in 2020/2021 who required an extension of time to qualify into 2021/2022 – can you provide their numbers, and how many subsequently succeeded to achieve QTS in that extended course?

**LJMU Response 5:**

Students extended into 2021-22 = 8 (6 completed with QTS)

N.B.: For assistance with any of the abbreviations, please contact FOI@ljmu.ac.uk.

## 23/164

**Your Request 1**: How many direct (non-UCAS) applications do you receive in a year?

**LJMU Response 1:** 2022/23 – 18657 (all levels)

**Your Request 2**: What software do you use to receive and process direct applications?

**LJMU Response 2:** Oracle Campus Solutions

**Your Request 3**: How many are abandoned before submission?

**LJMU Response 3:** Information not held

**Your Request 4**: How many direct applications convert into offers?

**LJMU Response 4:** 2022/23 – 11,535 (all levels)

**Your Request 5**: What percentage of direct applications result in an enrolled student?

**LJMU Response 5:** 2022-23 – 24.5% (all levels)

**Your Request 6**: What is the age demographic of the direct (non-UCAS) applications?

**LJMU Response 6:** 21+ = 69%, Under 21 = 31%

**Your Request 7**: Who is responsible for direct applications?

**LJMU Response 7:** Head of Admissions

***Your Request 8****: What are the contact details for this person? Email and phone number.*

**LJMU Response 8:** c.harrison1@ljmu.ac.uk / 0151 904 6379

## 23/165

**Your Request 1**: Please include expenditure for the period **April to March** (or closest period based on your financial year). Please enter in £s, not £000s or £ms.

Please include revenue **and** capital expenditure, if possible.

Desktop PCs

Laptop PCs

Tablet PCs

Servers

Storage Devices

Printers and Scanners

Please do not include spend through a **managed service**. If any or all of the above are provided through a managed service, please enter '0', and state 'Managed service' in Comments column.

**LJMU Response 1:** This information is available in the “Information relating to IT provision and use” document available on our website at this address: <https://www.ljmu.ac.uk/about-us/public-information/data-protection-and-freedom-of-information-and-public-sector-information/freedom-of-information/published-information-and-open-data>.

Under s.21 of the FOIA, there is no obligation to provide this information to you where it is reasonably accessible elsewhere.

## 23/166

[Internal Review]

## 23/167

**Your Request 1**: I am interested in the differing processes and regulations relating to the examination of practice-based or practice-led doctorates in fine art and I would like to request the following information under the Freedom of Information Act (or links to the appropriate source, if it is already available in the public domain)?

1. Do you offer practice-based or practice-led doctorates in fine art, where the practice component is assessed as part of the final examination?

If so, please provide the year in which the first examinations took place under this arrangement and provide (or give links to) the regulations relating to the examination process and any additional information, materials, documents, or standard correspondence in the following categories:

**LJMU Response 1:**

Yes.

N.B. Unlike taught undergraduate and postgraduate programmes, PhD Research (practice-led or otherwise) at the Liverpool School of Art and Design, LJMU does not name the specific subject area of Fine Art. Many of the PhDs involve interdisciplinary research and the PhD is awarded according to the thesis title.

The [Academic Regulations for Research Degrees](https://www.ljmu.ac.uk/the-doctoral-academy/academic-regulations-for-research-degrees/regulations) set out the research degrees that LJMU offer.

The [Policy and Procedure for the Examination of Research Degrees](https://www.ljmu.ac.uk/the-doctoral-academy/policies/policy-and-procedures-for-the-examination-of-research-degrees) details the examination process for all research degrees.

The Faculty of Arts, Professional and Social Studies PGR & Supervisor Handbook sets out the main features of the postgraduate research degree, covering important information about the regulations, policies and procedures:

[PGR handbooks | Liverpool John Moores University (ljmu.ac.uk)](https://www.ljmu.ac.uk/the-doctoral-academy/pgr-project-timeline/pgr-handbooks)

See Faculty of Arts, Professional and Social Studies PGR Handbook 2022-23.

**Your Request 2**: Information provided to candidates regarding:

a. The content and format of written submissions.

b. The content and format of practice submissions.

c. The arrangements for any performance/exhibition, if this may be a part of the final assessment.

d. The process of examination for written and practice submissions, performances, or exhibitions.

e. The conduct and possible outcomes of the oral examination.

**LJMU Response 2:**

a. See [Policy for the presentation of research theses](https://www.ljmu.ac.uk/the-doctoral-academy/policies/policy-for-the-presentation-of-research-theses).

See sections: General Submission Information, Formatting of Thesis, Presentation Formats.

b. See [Policy for the presentation of research theses](https://www.ljmu.ac.uk/the-doctoral-academy/policies/policy-for-the-presentation-of-research-theses).

See section: Thesis by Practice.

c. See [Policy for the presentation of research theses](https://www.ljmu.ac.uk/the-doctoral-academy/policies/policy-and-procedures-for-the-examination-of-research-degrees).

See section: Thesis by Practice.

d. See [Policy and Procedures for the Examination of Research Degrees](https://www.ljmu.ac.uk/the-doctoral-academy/policies/policy-and-procedures-for-the-examination-of-research-degrees).

e. See [Policy and Procedures for the Examination of Research Degrees](https://www.ljmu.ac.uk/the-doctoral-academy/policies/policy-and-procedures-for-the-examination-of-research-degrees), specifically sections:

• The Viva Voce Examination

• Examiner Recommendations

**Your Request 3**: Information provided to internal and external examiners regarding:

a. Their duties, responsibilities, and the timelines for the examination process.

b. Any agreements or contractual arrangements made with external examiners.

c. The arrangements for any performance/exhibition if this may be a part of the final assessment.

d. The process of examination for written and practice submissions, performances, or exhibitions.

e. The conduct and possible outcomes of the oral examination.

f. Criteria for passing with amendments, the definition of minor or major amendments, or any other classification that is in use, and the process for agreeing such amendments.

**LJMU Response 3:**

a. See [Policy and Procedures for the Examination of Research Degrees](https://www.ljmu.ac.uk/the-doctoral-academy/policies/policy-and-procedures-for-the-examination-of-research-degrees):

* The External Examiner
* The Internal Examiner
* Procedures Prior to the Viva Voce Examination
* The Viva Voce Examination
* Examination Outcome Report

b. Email notification from eDoc to External Examiners at Annex 1.

c. Bespoke and agreed according to individual research projects.

d. See [Policy and Procedures for the Examination of Research Degrees](https://www.ljmu.ac.uk/the-doctoral-academy/policies/policy-and-procedures-for-the-examination-of-research-degrees).

e. See [Policy and Procedures for the Examination of Research Degrees](https://www.ljmu.ac.uk/the-doctoral-academy/policies/policy-and-procedures-for-the-examination-of-research-degrees), specifically sections:

* The Viva Voce Examination
* Examiner Recommendations

f. See [Policy and Procedures for the Examination of Research Degrees](https://www.ljmu.ac.uk/the-doctoral-academy/policies/policy-and-procedures-for-the-examination-of-research-degrees), specifically sections:

* Examination Outcome Report
* Examiner Recommendations

**Your Request 4**:  Please could you also provide any data that you have relating to practice-based or practice-led doctorates in fine art (or if this is not separately available, for wider categories of practice-based doctorates) regarding:

a. The annual number of such doctorates examined over the past ten years (or a longer period if you have available data).

b. Number and percentage of outcomes of examination by year (pass, pass with amendments, requirement to resubmit, fail, or another categorisation, as appropriate.)

c. Time taken from submission of thesis to oral examination (anonymised raw data or median, interquartile, and full range, etc.).

d. Time taken from examination to agreement of amendments in cases of passing subject to amendments (anonymised raw data or median, interquartile, and full range etc.).

e. If you have introduced options for virtual or hybrid examination processes, please indicate when this was first introduced and include annual figures for the numbers undertaken by each route.

**LJMU Response 4:**

N.B. All data collected and stored is as required by LJMU and the REF only.

a. See data at the links below as audited for the REF 2014 and REF 2021. See also earlier data audited for the RAE 2008 (Annex 2 and Annex 3).

b. As above.

REF 2014:

<https://results.ref.ac.uk/(S(md1qdkdme5a5f4q3mzrlnnbt))/Submissions/Environment/221>

REF 2021:

<https://results2021.ref.ac.uk/environment/submissions/13a3ea47-4e2d-4e62-b34b-4adaa08a2bf7/environment>

Post-REF 2021 (i.e. 01/08/2020 – 01/09/2023), there were 10 PhD completions, 1 PhD re-examination (no repeat viva), 9 virtual PhD vivas for the Liverpool School of Art & Design.

c. See [Policy and Procedures for the Examination of Research Degrees](https://www.ljmu.ac.uk/the-doctoral-academy/policies/policy-and-procedures-for-the-examination-of-research-degrees) – see section: Procedures Prior to the Viva Voce Examination.

d. See [Policy and Procedures for the Examination of Research Degrees](https://www.ljmu.ac.uk/the-doctoral-academy/policies/policy-and-procedures-for-the-examination-of-research-degrees) – see section: Examiner Recommendations.

e. Virtual vivas were introduced in March 2020. A hybrid model was introduced post-lockdown.

As above, post-REF 2021 (i.e. 01/08/2020 – 01/09/2023), there were 10 PhD completions, 1 PhD re-examination (no repeat viva), 9 virtual PhD vivas for the Liverpool School of Art & Design.

## 23/168

**Your Request 1**: Under the Freedom of Information Act 2000, please can you provide the following information in relation to your past, present and future suppliers of the following services:

**Email encryption**

Do you have a product or supplier for email encryption?

If so, please can you supply details of the contractual arrangements in place including date of award, details of any Framework used or link to the advertisement, contract value and duration.

If so, please can you indicate the plans for future procurement of this product?

If not, please can you indicate what evaluation of the requirement for email encryption has been undertaken?

Please can you confirm the individual responsible for managing your email encryption contract or wider cyber security contracts and provide their contact details and role title?

**E-signatures**

Do you use a specific product or solution for electronic signatures?

If so, please can you confirm the name of the supplier from which this solution is purchased?

If so, please can you supply details of the contractual arrangements in place including date of award, details of any Framework used or link to the advertisement, contract value and duration.

If so, please can you indicate the plans for future procurement of this product?

If not, please can you indicate what evaluation of the requirement for email encryption has been undertaken?

Please can you confirm the individual responsible for managing your e-signature solution contract or wider cyber security and provide their contact details and role title?

**LJMU Response 1:** This information is available in the “Information relating to IT provision and use” document available on our website at this address: <https://www.ljmu.ac.uk/about-us/public-information/data-protection-and-freedom-of-information-and-public-sector-information/freedom-of-information/published-information-and-open-data>.

Under s.21 of the FOIA, there is no obligation to provide this information to you where it is reasonably accessible elsewhere.

## 23/169

**Your Request 1**: Has RAAC been found in any of your university buildings or student accommodation?

**LJMU Response 1:** No RAAC has been found in any LJMU property. LJMU does not own or manage any student accommodation.

**Your Request 2**: If yes, how many buildings is RAAC present in? Please specify if these include any student accommodation.

**LJMU Response 2:** Not applicable.

**Your Request 3**: How long have you known about it and what action has been/is being taken?

**LJMU Response 3:** Not applicable.

## 23/170

**Your Request 1**: (1) Please provide a copy of the Vice Chancellor’s latest register of financial interests.

(2) Please provide copies of the Pro Vice Chancellors’ latest register of financial interests.

(3) Please provide copies of the latest registers of financial interests for the deans/heads (including deputies) of the following faculties/schools/institutes:

* Faculty of Engineering and Technology
* School of Computer Science and Mathematics
* School of Civil Engineering and Built Environment
* School of Engineering
* Astrophysics Research Institute
* LJMU Maritime Centre
* Faculty of Science
* School of Biological and Environmental Sciences

I expect these registers of financial interests to include, but not limited to:

Paid or unpaid work outside the university (please provide details on the nature of this work), including paid or unpaid consultancy work (please provide details on the nature of this work)

If they hold any directorships of companies (please provide the name of the company), trusteeships of charities (please provide the name of the charity), or governorships (please specify which authority they’re a governor of)

Shares/interests in companies, including shares/interests held by close relatives and/or partners (please specify the name of the company)

If they’re members of societies and organisations (please provide the name of the society/organisation)

Any declarations of gifts and hospitality

**LJMU Response 1:** This information is available on our website at the following address: <https://www.ljmu.ac.uk/-/media/files/ljmu/about-us/governance-and-charitable-status/liverpool-john-moores-university-register-of-interests-20222023.pdf>.

## 23/171

**Your Request 1**: The total number of students (all levels of study) with vision impairment in the university as of the most recent available data.

**LJMU Response 1:** 27

**Your Request 2**: A breakdown of the number of young people with vision impairment (16-24 years of age specifically), if such data is available.

**LJMU Response 2:**

|  |  |
| --- | --- |
| **Age** | **Number** |
| 19 | 7 |
| 20 | <5 |
| 21 | <5 |
| 22 | <5 |
| 23 | <5 |
| 24 | <5 |

Section 40 (2) of the FOIA imposes a duty on our organisation to protect the Personal Data of individuals when we respond to a request. To avoid individual cases being identified and inferences being made about them, where a cell in the above table includes less than 5 instances, the symbol <5 has been used to ensure compliance.

**Your Request 3**: The number of individuals with vision impairment who have completed their studies and continued to the same or another University/institute of higher education; this is for us to identify if there are any regional differences in this number.

**LJMU Response 3:** We had fewer than 5 students with visual impairments successfully complete last year, none of whom have returned to LJMU to continue study. We have no way of confirming whether or not they continued their studies elsewhere.

## 23/172

**Your Request 1**: I am doing some research with regards to the recruitment of graduate students and we are looking to see how many students you get that are from Northern Ireland. Particularly those studying Chemistry, Biology and Pharmaceutical Sciences related courses.

**LJMU Response 1:** This information is collected by and made available from the Higher Education Statistics Agency (HESA)

<https://www.hesa.ac.uk/data-and-analysis>

Tailored dataset services concerning the UK Higher Education sector including the data from LJMU can be obtained from Joint Information Systems Committee (JISC) <https://www.jisc.ac.uk/tailored-datasets>

Under s.21 of the FOIA, there is no obligation to provide this information to you where it is reasonably accessible elsewhere.

## 23/173

**Your Request 1**: From 1st January 2017 to the day this request is processed, I would like to be provided with details on donations, gifts, grants, sponsorships, scholarships and funding (including research funding and teaching funding, as well as funding for university staff and professorships) that have come from the arms-producing and military services companies that I have listed below. For each, I would like the following information:

* The name of the company that gave the donation, gift, grant, sponsorship, scholarship or funding
* The start and end date of the donation, gift, grant, sponsorship, scholarship or funding if available
* The sum and description of the accepted donation, gift, grant, sponsorship, scholarship and funding
* A description of what the donation, gift, grant, sponsorship, scholarship and funding was used for

The companies that I am interested in are the following:

* Lockheed Martin
* Raytheon
* Boeing
* Northrop Grumman
* General Dynamics
* BAE Systems
* Rolls–Royce
* Babcock International

**LJMU Response 1:**

We have received no donations or gifts from any of these organisations in the period in question.

We have received 2 grants as follows:

1. **BAE Systems (Operations) Limited**

* Project dates 31/05/20 to 11/05/23
* Sum £2,349.42
* Work commissioned by Defence Science Technology Laboratory – being the provision of services for the Human Social Science Research Capability (HSSRC) – a research programme to commission social sciences research in the area of defence and security.

1. **BAE Systems (Operations) Limited**

* Project dates 05/09/22 to 11/03/23
* Sum £22,359.66
* Work commissioned by Defence Science Technology Laboratory – being a collaboration between LJMU and 2 other UK universities to write a scoping document for research on collaborative Brain-Computer Interfaces in context of defence and security.

**Your Request 2**: From 1st January 2017 to the day this request is processed, I would like to be provided with details on donations, gifts, grants, sponsorships, scholarships and funding (including research funding and teaching funding, as well as funding for university staff and professorships) that have come from Palantir, the technology company. For each, I would like the following information:

- The start and end date of the donation, gift, grant, sponsorship, scholarship or funding if available

- The sum and description of the accepted donation, gift, grant, sponsorship, scholarship and funding

- A description of what the donation, gift, grant, sponsorship, scholarship and funding was used for

**LJMU Response 2:** None

## 23/174

**Your Request 1**: Please provide documentation e.g. minutes of meetings, memos, instructions to staff, reports, data, statements, regarding the decision taken at the end of 2022/beginning of 2023 to halt recruitment of students from parts of Bangladesh.

This should cover documentation touching on:

1. Numbers of applications

2. What courses these students were applying to e.g. pathway courses, foundation courses, undergraduate or postgraduate 2. What areas these applications were from 3. The reasons behind taking the decision to stop accepting these applications 4. Documentation regarding this issue from UUK, the Home Office and/or from recruitment agencies/partners

**LJMU Response 1:** This information is not held. LJMU did not make any such decision.

**Your Request 2**: Please indicate if any other decisions were made to halt applications from students from other areas of the world around this time and provide documentation relating to these decisions.

**LJMU Response 2:** This information is not held. LJMU did not make any such decision.

**Your Request 3**: Have any decisions been made for the September 2023 entry point to halt applications from students from parts of Bangladesh or from any other part of the world? Please indicate which areas and provide documentation relating to the decisions.

**LJMU Response 3:** This information is not held. LJMU did not make any such decision.

## 23/175

**Your Request 1**: Under the Freedom of Information Act please can you provide a copy of all email chains between the Vice-Chancellor of your university and Priestley College (a college in Warrington in Cheshire that is part of another academy trust called The Challenge Academy Trust) between 1st April 2023 and present. I understand that you will need to redact personal information and also potentially other information.

Additionally, under the Freedom of Information Act please can you provide a copy of all email chains between the Vice-Chancellor of your university and James Gresty (James is the principal of Priestley College) between 1st April 2023 and present. I understand that you will need to redact personal information and also potentially other information. Please include emails sent to James’s work email as well as James’s personal email as long as they were sent from the Vice-Chancellor’s work email address.

**LJMU Response 1:** No information held.

## 23/176

**Your Request 1**: How many students of your university graduated without a confirmed degree classification since the beginning of calendar year 2023.

**LJMU Response 1:** None.

## 23/177

**Your Request 1**: For each the last five academic years (2018/19, 2019/20, 2020/21, 2021/22 and 2022/23) please tell me:

The amount paid by the university in commission to international education agents to recruit students from overseas.

**LJMU Response 1:**

|  |  |
| --- | --- |
| 2018/19 | £980,000 |
| 2019/20 | £991,602 |
| 2020/21 | £1,389,065 |
| 2021/22 | £1,660,176 |
| 2022/23 | £3,121,533 |

**Your Request 2**: For each the last five academic years (2018/19, 2019/20, 2020/21, 2021/22 and 2022/23) please tell me:

The number of students recruited by education agents, and whether they were recruited for undergraduate or postgraduate courses.

**LJMU Response 2:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Academic Year** | **UG** | **PGT** | **PGR** |
| 2018/19 | 91 | 58 | 0 |
| 2019/20 | 81 | 140 | 0 |
| 2020/21 | 118 | 214 | 4 |
| 2021/22 | 71 | 335 | 8 |
| 2022/23 | 83 | 664 | 5 |

**Your Request 3**: A list of agents / agencies used by the university in 2022/23.

**LJMU Response 3:**

|  |
| --- |
| AAEC |
| AAS Education Consultancy |
| Adept Overseas Education |
| AEC |
| AECC Global |
| AH&Z Associates Limited |
| Al Ahlam |
| Amber Education Holding Ltd |
| Arzoo Education Consultants |
| Assakaf Education Services |
| AUG Global Network |
| Azent Education DMCC |
| BCIE |
| BESA |
| Bridge International |
| Campus Direct |
| Campus International |
| Campus Overseas |
| Center for Foreign Studies |
| Challenger Sports |
| Crizac Limited |
| eAloor Consultancy UK Ltd |
| Edroots International |
| Edu Channel |
| Education Consortium (UK) Ltd |
| Education Links |
| Education Zone |
| Edulinx Education Ltd |
| EduSmart International Ltd |
| Edvoy Education Services |
| Edwise |
| Etudier International Group |
| FES |
| Four Seas Education Services |
| Global Educational Consultants |
| Global Opportunities |
| Global Orientation Services |
| Global Study UK |
| Globe Education Groupe |
| Glory Educational Services Ltd |
| iae Holdings Inc. |
| ICan Education |
| IDP Education |
| IECC Ltd |
| iHorizon |
| Inspiren Global Education |
| Int Admission Service |
| Intake Education |
| Intelligent Partners |
| Intergreat Education Group |
| JACK Study Abroad |
| JM Education Group Berhad |
| Kaplan International Colleges |
| Leap GeeBee Edtech Pvt Ltd |
| MABECS |
| MasterWise |
| Midstrom Ridge |
| Moisons Careers UK |
| Nexus Educational Services |
| Oaks Overseas |
| Oberoi's Education Link |
| Overseas Education Centre |
| PDVL Overseas Advisory Sdn Bhd |
| Regent Consultancy Services |
| Santamonica Study Abroad |
| SI UK Limited |
| Storm Education Group Pvt Ltd |
| Studies Planet |
| Study Abroad Global |
| Study Advisers Ltd |
| Study Ways |
| Sun Education Group |
| Talib Consultancy Ltd |
| TC Global (The Chopras) |
| The English Company |
| UK Uni |
| UKEC |
| UKUD |
| UMacX Edge |
| Unipal |
| Uniserv |
| Valmiki Group |
| Westminster International |

**Your Request 4**: Please also provide a copy of the university's policy on the use of education agents.

**LJMU Response 4:** Only LJMU approved international agents holding a current contract can refer applicants to the University. A list of the agents in contract are reflected on the country pages under: [Find your country | Liverpool John Moores University (ljmu.ac.uk)](https://www.ljmu.ac.uk/Study/Courses/International%20Entry%20requirements/Find%20your%20country).

## 23/178

**Your Request 1**: How many weeks of full pay do you offer under your maternity/shared parental leave policy?

**LJMU Response 1:** Under our current Maternity Policy, there are provisions for qualifying staff to be paid “enhanced maternity pay” which is their normal pay during the first 26 weeks of their maternity leave.

**Your Request 2**: How many weeks of full pay do you offer under your paternity leave policy?

**LJMU Response 2:** Under our current Paternity Leave Policy, there are provisions for qualifying staff to take 2 weeks Ordinary Paternity leave. It is University policy to increase the statutory payment to full pay for qualifying staff.

**Your Request 3**: What is the gender ratio (male:female) of your executive board?

**LJMU Response 3:** Details of the members of our Executive leadership Team can be found on our website: <https://www.ljmu.ac.uk/about-us/structure>.

**Your Request 4**: What practices do you employ to manage gender balance during recruitment?

**LJMU Response 4:** Our current Staff Recruitment and Selection Policy requires a gender balance wherever possible in interview panel selection and we inform recruiting managers of the provisions in the Equality Act 2010 to allow positive action in recruitment.

**Your Request 5**: Do you monitor the following:

* Ethnicity pay gap
* Disability pay gap
* LGBTQ+ pay gap
* Religious pay gap

**LJMU Response 5:** We currently only monitor Ethnicity Pay Gap out of those selected groups.

## 23/179

**Your Request 1**:

*For entry to undergraduate courses starting in 2022, I would like to request:*

1. *The number of home applicants for each course.*
2. *The number of offers given to home applicants for each course.*
3. *The number of home students who made your university their firm acceptance for each course.*
4. *The number of home students who made your university their insurance acceptance for each course.*

‘Home students’ are defined as those who have home fee status.

**LJMU Response 1:** Please see the data in the table at Annex 1.

## 23/180

**Your Request 1**: *How many hours of theory learning are required for students to achieve NMC registration on the BN / BSc Mental Health Nursing course?*

**LJMU Response 1:** 2300

**Your Request 2**: *How many hours of the BN / BSc Mental Health Nursing curriculum includes content related to non-recent or historic child sexual abuse?*

**LJMU Response 2:** None

**Your Request 3**: *Please provide a breakdown of the total course hours of course content related to child sexual abuse, if any, for the academic years 2019-2020, 2020-2021, and 2021-2022.*

**LJMU Response 3:** N/A

**Your Request 4**: *Are there any specific standalone modules within the BN / BSc Mental Health Nursing program that cover the topic of non-recent/historic child sexual abuse? If so, please provide the name(s) of the module(s) and a brief description of their content for the academic years 2019-2020, 2020-2021, and 2021-2022.*

**LJMU Response 4:** No

**Your Request 5**: *What resources or materials are used to teach students about non-recent/historic child sexual abuse in the BN / BSc Mental Health Nursing program? Please provide a list of any textbooks, articles, or other materials used or recommended in the curriculum related to child sexual abuse for the academic years 2019-2020, 2020-2021, and 2021-2022.*

**LJMU Response 5:** There is no specific material relating to child sexual abuse.

## 23/181

**Your Request 1**: *In line with the Freedom of Information Act 2000, please can you provide a full organisational structure chart for your Finance department details, all line managers, job titles and names.*

**LJMU Response 1:** Please see attached Annex 1 which contains the structure charts for our Finance department.

We will not disclose the names of the individuals within this team as LJMU is obliged to protect personal data in compliance with the principles of the GDPR. Under the provisions of Section 40(2) of the FOIA we can withhold data where disclosure could be in breach of these principles.

## 23/182

**Your Request 1**: *Could you please provide information about the Vice Chancellor’s annual salary, travel expenses (including flights and accommodation), bonuses, line by line list of all expenses occurred by the Vice Chancellor.*

Please provide the data from 1st January 2021 - 31st December 2021, 1st January 2022 - 31st December 2022, and 1st January 2023 - present.

**LJMU Response 1:**

**i. Annual Salary**

This information is available in the “Financial Statements” section of our website at this address: https://www.ljmu.ac.uk/about-us/public-information/financial-information/financial-statements.

Under s.21 of the FOIA, there is no obligation to provide this information to you where it is reasonably accessible elsewhere.

**ii. Travel expenses**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of transport/**  **accommodation** | **Date** | **Departure point/arrival point** | **Amount GBP** |
| Rail | 31/10/2021 | Preston – Edinburgh | £113.00 |
| Rail | 03/03/2022 | Liverpool – London | £132.90 (Refunded) |
| Rail | 03/03/2022 | London – Liverpool | £211.40 (Refunded) |
| Rail | 14/03/2022 | Liverpool – Birmingham | £22.00 |
| Rail | 14/03/2022 | Birmingham – Liverpool | £47.60 |
| Rail | 04/03/2022 | London – Liverpool | £132.90 |
| Rail | 14/03/2022 | Liverpool – Birmingham | £25.50 |
| Rail | 14/03/2022 | Birmingham – Liverpool | £25.50 |
| Rail | 13/10/2022 | Liverpool – London | £69.20 |
| Rail | 14/10/2022 | London – Liverpool | £93.63 |
| Hotel | 03/03/2022 | Radisson Blu Edwardian Kenilworth Hotel, London | £199.00 |
| Hotel | 13/10/2022 | Holiday Inn, London Bloomsbury | £239.50 |
| Hotel | 02/03/2022 | Leonardo Hotel, Cardiff | £71.00 |
| Hotel | 06/09/2023 | Hyatt Regency, Manchester Oxford Road | £189.44 |

**iv. List of all expenses**

|  |  |  |  |
| --- | --- | --- | --- |
| **Expense type** | **Amount GBP** | **Justification** | **Expense Date** |
| Conference fee | £285.00 | Attendance at UUK Annual Conference | 24/06/21 |
| Third Party (Business) Entertaining | £24.90 | Meeting | 01/11/21 |
| Other | £9.00 | Drone and model aircraft ID | 10/11/21 |
| Staff Entertaining | £52.20 | Refreshments for ELT Away Day | 22/04/22 |
| Third Party (Business) Entertaining | £59.50 | Meeting | 30/05/22 |
| Third Party (Business) Entertaining | £45.35 | Meeting | 04/11/22 |
| Other | £10.00 | Drone and model aircraft ID | 16/11/22 |
| Third Party (Business) Entertaining | £99.00 | Meeting | 15/03/23 |

**Your Request 2**: *Could you please provide* the ratified minutes of the institution's remuneration committee for every meeting in 2021 and 2022, and every meeting so far in 2023.

**LJMU Response 2:** Please see attached Annex 1. Please note that redactions have been applied where the documents contain personal data or commercially sensitive information. Sections 40(2) and 43(2) of the FOIA respectively allow us to withhold information in such cases.

## 23/183

**Your Request 1**: *Is your current cleaning contract carried out in house, or performed by an external contractor?*

**LJMU Response 1:** The majority of LJMU’s cleaning services are delivered through our internal team. We do outsource two cleaning contracts only to buildings we lease: Exchange Station (LJMU demised areas) and Liverpool Science Park (LJMU demised areas).

**Your Request 2**: *If the latter is true, how do you procure this service?*

**LJMU Response 2:** A tender exercise where 3x companies provide a quote.

**Your Request 3**: *Do you use a framework or dynamic purchasing scheme, or run your own tenders for cleaning?*

**LJMU Response 3:** The framework used is the NorthWest Universities Purchasing Consortium (NWUPC).

**Your Request 4**: *What is the name of your current cleaning contractor?*

**LJMU Response 4:** Unify for Liverpool Science Park and AtlasFM for Exchange Station.

**Your Request 5**: *What is the contract value yearly?*

**LJMU Response 5:** LJMU will not provide details of its cleaning budget and spend due to the likelihood of this information causing prejudice to its commercial interests. We consider it to be exempt from disclosure under the provisions of section 43 (2) of the FOIA.

The University considers that the release of the information requested would prejudice its commercial interests when re-negotiating contracts and that no public interest would be served by the disclosure of such information.

**Your Request 6**: *What date did the contract start?*

**LJMU Response 6:** A tender exercise has just been completed for a 2-year contract for LSP. This is due to start in November.

**Your Request 7**: *When is the contract due to end?*

**LJMU Response 7:** November 2025

**Your Request 8**: *What are the contact details of the person at your establishment with responsibility for procuring cleaning services?*

**LJMU Response 8:** David Marsh – Head of Campus Service (Facilities) – 0151 231 5207

## 23/184

**Your Request 1**: *I am writing to request the following information regarding the number of graduates who made incorrect Student Loan repayments in 2020/21, 2021/22 and 2022/23.*

*Please could the data be broken down by academic year and as explained below.*

*Examples of reasons for mistaken repayment could include:*

* *Balance already cleared*
* *Early repayments*
* *Earning below the threshold*
* *Wrong plan type*

*For each of these reasons, could you please answer the following:*

1. *How many graduates affected?*
2. *Total value of payments*
3. *Average value per graduate*
4. *Number who have claimed a refund*

**LJMU Response 1:** This is not a request for information that is held by LJMU, therefore we are unable to respond to this question under the provisions of the FOIA. We believe the

information you have asked for would be held by Student Loan Company, therefore you may wish to redirect your request to them.

## 23/185

**Your Request 1**: *Has the university commissioned or collaborated with a media company called Zinc Network (formerly “Breakthrough Media”) at any point since 2016 with regard to counter-extremism or counter-terrorism projects?*

**LJMU Response 1:** No

**Your Request 2**: *If so, did the university commission the company, or was the work funded by a third party? If it was funded by a third party, please state who (e.g. the Home Office)?*

**LJMU Response 2:** N/A

**Your Request 3**: *If the university paid the company directly, please state how much money has been paid to the company since 2016.*

**LJMU Response 3:** N/A

**Your Request 4**: *Please provide a description of the work that the company did for/with the university.*

**LJMU Response 4:** N/A

## 23/186

**Your Request 1**: *I am writing to you under the Freedom of Information Act 2000 to request the following information regarding drug use on university campuses in the last three academic years. Please could I have the following data broken down by year?*

*1. The amount of money spent on drug safety education for students by the university*

*2. The number of disciplinary actions and fines issued against students for drug and substance related issues*

*3. The total amount of money collected in fines relating to drug and substance cases/disciplinaries*

*4. The number of disciplinary actions and fines issued against staff members for drug and substance related issues*

**LJMU Response 1:**

1. There has been no formal training paid for by LJMU to report on in this area. We work in a multi-agency manner across the city and receive updating/awareness information from many statutory and voluntary sector sources when needed.

2.

|  |  |
| --- | --- |
| 2020/2021 | 5 |
| 2021/2022 | <5 |
| 2022/2023 | <5 |

In accordance with Section 40 (2) of the FOIA, the university has not been able to give the exact numbers where small numbers of individuals are involved, so that an individual cannot be identified, or inferences be drawn about them. The University has inserted a “less than five” (<5) value in any appropriate cell.

3. Zero

4. We have had no cases meeting this criteria in the past 3 academic years.

## 23/187

**Your Request 1**: *Does your university currently offer a degree/course/module on mixed ethnicity or mixed-'race', or multiracial studies?*

**LJMU Response 1:** No

**Your Request 2**: *Does your university have plans in place to offer a degree/course/module on mixed ethnicity or mixed-'race', or multiracial studies in the future?*

**LJMU Response 2:** No

**Your Request 3**: *Has your university ever in the past offered a degree/course/module on Mixed 'Race' studies or Mixed Ethnicity or Multiracial studies?*

**LJMU Response 3:** No

**Your Request 4**: *If you answered yes to any of the above questions, please specify here:*

* *The name and designated number of the course you offer or have offered or intend to offer*
* *The dates you offered it or plan to offer it*

**LJMU Response 4:** N/A

## 23/188

**Your Request 1**: *How many invoices have you received from 1st August 2022 until 31st July 2023 (inclusive)?*

**LJMU Response 1:** 32,319 supplier invoices.

**Your Request 2**: *Have you experienced any of the following from 1st August 2022 until 31st July 2023 (inclusive)?*

*If possible, please provide the number of times these incidents have happened in the same time period:*

1. *Invoice fraud, e.g. a fraudster posing as one of your suppliers and submitting invoices, or an employee falsifying expenses invoices*
2. *Disputed invoices, e.g. a supplier or customer has questioned any aspect of the invoice*
3. *Late payment of invoices, e.g. you have paid the invoice outside of the set payment period*
4. *Double payment of invoices, e.g. an invoice has been paid more than once*

**LJMU Response 2:**

1. No
2. It is not possible to determine this; we have queried (not necessarily disputed) many supplier invoices for various reasons.
3. 3,029 > 30 days
4. No

**Your Request 3**: *How do you process the majority of your invoices – digitally (e.g. via email or an online portal) or via paper (e.g. printing out invoices and physically signing and delivering them)?*

**LJMU Response 3:** Digitally

**Your Request 4**: *Do you outsource your invoicing process? If yes, approximately how much do you spend on this service per year?*

**LJMU Response 4:** No

**Your Request 5**: *How much did you pay your suppliers from 1st August 2022 until 31st July 2023 (inclusive)?*

**LJMU Response 5:** £84,005,379.84

**Your Request 6**: *Approximately how many people have responsibility for signing off invoices in your organisation?*

**LJMU Response 6:** Invoices are not individually “signed off” as they are approved using three-way matching.

**Your Request 7**: *Approximately how long does it take to approve and process each individual invoice?*

**LJMU Response 7:** This is not determinable as it is an end-to-end process – see answer to Request 6.

## 23/189

**Your Request 1**: *I would like to request the student intake number for the following postgraduate course:*

*MSc in Oil and Gas with Energy Management*

*Please provide the intake number for the following years: 2019/20, 2020/21, 2021/22, 2022/23 and 2023/24 separately.*

*Please provide the number of domestic students and the number of international students separately.*

**LJMU Response 1:** LJMU does not offer an MSc in Oil and Gas with Energy Management.

## 23/190

**Your Request 1**: *How many students had their final degree classification confirmation delayed as a result of the Marking & Assessment Boycott (MAB) in the previous academic year 2022/23?*

*To clarify, by “delayed” I mean that their results took place after the date when they would have been expected should the MAB have not taken place.*

**LJMU Response 1:** None

## 23/191

**Your Request 1**: *For the academic years 2022/2023 and 2021/2022 please could you provide me with:*

*a) the total value of spend by Liverpool John Moores University (defined to include any subsidiary entities such as a Business School) on Executive Search services*

*b) which suppliers were used*

*c) how much was spent with each supplier*

**LJMU Response 1:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Executive Recruitment Agency** | **21/22** | **22/23** | **Grand Total** |
| Adele Carr Financial Recruitment Limited |  | £10,659.36 | £10,659.36 |
| Agility Resourcing Ltd |  | £4,268.70 | £4,268.70 |
| Anderson Quigley Limited |  | £26,560.80 | £26,560.80 |
| Curtin Wood Limited |  | £16,728.92 | £16,728.92 |
| Havas People |  | £500.75 | £500.75 |
| Michael Page International Recruitment Limited |  | £69,320.17 | £69,320.17 |
| Morgan Hunt UK Limited |  | £3,533.30 | £3,533.30 |
| Perrett Laver Ltd | £21,600.00 | £2,400.00 | £24,000.00 |
| Sellick Partnership Limited |  | £12,287.28 | £12,287.28 |
| **Grand Total** | **£21,600.00** | **£146,259.28** | **£167,859.28** |

**Your Request 2**: *When procuring Executive Search services does the University participate in the relevant public framework agreement provided by the Crown Commercial Service, i.e. https://www.crowncommercial.gov.uk/agreements/RM6290?*

**LJMU Response 2:** Not on every occasion; we also utilise the APUC HE Framework - Executive and Senior Specialist Search and Associated Recruitment Services PFB1037.

**Your Request 3**: If the answer to Question 2 is “no” or “not on every occasion”, does the University have existing formal arrangements with one or more suppliers of Executive Search services? To note: “formal arrangement” should be understood to include but not be limited to a commercial contract, a framework agreement or a list of preferred suppliers.

**LJMU Response 3:** No formal arrangements. Where possible we utilise public frameworks or conduct a quotation exercise to find an agency that can fulfil our requirement.

**Your Request 4**: *Where any of these formal arrangements are time limited, please state the date on which the current arrangement is scheduled to end.*

**LJMU Response 4:** N/A

## 23/192

**Your Request 1**: *I wish to request under the Freedom of Information Act the name of any professors that have either been dismissed or suspended in the last 3 years to present day. If a tribunal is ongoing, I also request the reason for the dismissal or suspension.*

**LJMU Response 1:** Section 40 (2) of the FOIA imposes a duty on our organisation to protect the Personal Data of individuals when we respond to a request. The University cannot disclosure the information you have requested because disclosure may breach one or more of the data protection principles of the GDPR.

## 23/193

**Your Request 1**: *How many students on your pre-registration Nursing and Midwifery programmes declared a disability prior to enrolment?*

**LJMU Response 1:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **2021-2021** | | **2021-2022** | | **2022-2023** | |
| Nursing | Midwifery | Nursing | Midwifery | Nursing | Midwifery |
| 75 | 10 | 64 | <5 | 78 | 11 |

**Your Request 2**: *How many students on your pre-registration Nursing and Midwifery programmes declared a disability subsequent to enrolment?*

**LJMU Response 2:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **2021-2021** | | **2021-2022** | | **2022-2023** | |
| Nursing | Midwifery | Nursing | Midwifery | Nursing | Midwifery |
| 69 | 10 | 62 | <5 | 66 | 11 |

**Your Request 3**: *How many fitness to practise concerns have been raised regarding nursing and midwifery students with a disability/health condition?*

**LJMU Response 3:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **2021-2021** | | **2021-2022** | | **2022-2023** | |
| Nursing | Midwifery | Nursing | Midwifery | Nursing | Midwifery |
| <5 | <5 | <5 | <5 | 6 | <5 |

**Your Request 4**: *How many nursing and midwifery students have been discontinued from their programme because of a fitness to practise matter related to a disability/health condition that meant they were unable to practice safely and effectively with adjustments?*

**LJMU Response 4:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **2021-2021** | | **2021-2022** | | **2022-2023** | |
| Nursing | Midwifery | Nursing | Midwifery | Nursing | Midwifery |
| <5 | <5 | <5 | <5 | <5 | <5 |

**Your Request 5**: *Have you made changes in the last 3 year to your Fitness to Practice Policy or Process on the grounds of managing students with disabilities/health conditions? If you have responded ‘Yes’, please provide additional information.*

**LJMU Response 5:** No

## 23/194

**Your Request 1**: *The information I'm requesting is regarding the software contracts that the organisation uses, for the following fields.*

* *Enterprise Resource Planning Software Solution (ERP)*
* *Primary Customer Relationship Management Solution (CRM), for example, Salesforce, Lagan CRM, Microsoft Dynamics; software of this nature*
* *Primary Human Resources (HR) and Payroll Software Solution, for example, iTrent, ResourceLink, HealthRoster; software of this nature*
* *The organisation’s primary corporate Finance Software Solution, for example, Agresso, Integra, Sapphire Systems; software of this nature*

*1. Can you please provide me with the software provider for each contract?*

*2. Can you please provide me with the actual name of the software? Please do not provide me with the supplier name again, please provide me with the actual software name.*

*3. Can you please provide me with detailed information about this contract and please state if upgrade, maintenance and support is included? Please also list the software modules included in these contracts.*

*4. What is the total number of user/licences for this contract?*

*5. What is the annual average spend for each contract?*

*6. What is the duration of the contract? Please include any available extensions within the contract.*

*7. What is the start date of this contract? Please include month and year of the contract. DD-MM-YY or MM-YY.*

*8. What is the expiry date of this contract? Please include month and year of the contract. DD-MM-YY or MM-YY.*

*9. What is the review date of this contract? Please include month and year of the contract. If this cannot be provided, please provide me estimates of when the contract is likely to be reviewed. DD-MM-YY or MM-YY.*

*10. I require the full contact details of the person within the organisation responsible for this particular software contract (name, job title, email, contact number).*

**LJMU Response 1:** This information is available in the “Information relating to IT provision and use” document available on our website at this address: <https://www.ljmu.ac.uk/about-us/public-information/data-protection-and-freedom-of-information-and-public-sector-information/freedom-of-information/published-information-and-open-data>.

Under s.21 of the FOIA, there is no obligation to provide this information to you where it is reasonably accessible elsewhere.

In response to question 10, LJMU is obliged to protect personal data in compliance with the principles of the GDPR, therefore we will not be disclosing individuals’ names and contact details.

## 23/195

**Your Request 1**: *As per the Freedom of Information Act, please can I request the following:*

*1. Structure of Estates department including staff members names, email addresses and contact numbers*

*2. Structure of Facilities department including staff members names, email addresses and contact numbers*

*3. Annual spend of University to recruitment agencies for temporary appointments within Estates and Facilities*

*4. The name of any subcontractors used within Estates and Facilities*

**LJMU Response 1:**

1. Please see the diagram at Annex 1.

We have not shared names of individuals with you where this is Personal Data, under the provisions of s40(2) of the FOIA.

For more details of our University Structure please see our website:

<https://www.ljmu.ac.uk/about-us/structure>

2. Please see the diagram at Annex 2.

We have not shared names of individuals with you where this is Personal Data, under the provisions of s40(2) of the FOIA.

For more details of our University Structure please see our website:

<https://www.ljmu.ac.uk/about-us/structure>

3. LJMU will not provide details of its Estates and Facilities budget and spend due to the likelihood of this information causing prejudice to its commercial interests. We consider it to be exempt from disclosure under the provisions of section 43 (2) of the FOIA.

4.

* Salisbury Group (Hard FM services)
* Incredible Group (window cleaning)
* Atlas Cleaning (cleaning within the leased area to Exchange Station)
* Unify by Bruntwood (cleaning within the leased area to Liverpool Science Park)
* Unitemps (temporary staff agency)
* Blue Arrow (temporary staff agency)

## 23/196

**Your Request 1**: *Support requested by students/staff regarding OnlyFans through LJMU, including data that includes the numbers of staff/students who have sought support from LJMU (whether through the Wellbeing team or another portal).*

**LJMU Response 1:**

We have no recorded cases of staff members or students seeking support in relation to OnlyFans.

**Your Request 2**: *Responses to staff/students of LJMU with regards to OnlyFans and what support they have received – if there is some official guidance that LJMU specifically follow regarding staff members and/or students and OnlyFans, that would be great too.*

**LJMU Response 2:**

There is no official guidance on this subject offered to staff or students.

## 23/197

**Your Request 1**: *I wish to submit a request to the organisation around their hosting contract(s) with 3rd party providers. The type of contract I wish to see is below:*

1. *Dedicated hosting – managed environment*
2. *Co-Location – hosting allows a business to still own their own server equipment; however, instead of storing it in their own data centre, they instead are able to store it in rented space in a colocation hosting centre*
3. *Cloud Hosting – cloud hosting services provide hosting for websites on virtual servers, which pull their computing resources from extensive underlying networks of physical web servers*

*For the different types of hosting services, can you provide me with the following information:*

1. *Type of hosting – Dedicated, Co-Location, Cloud Hosting, Other?*
2. *Who is the supplier of the contract? If possible, can you also provide me with the name of the vendor, if applicable?*
3. *What is the annual contract value for each contract?*
4. *What type of cloud environment?*

* *Private Cloud – a distinct and secure cloud-based environment in which only the specified client can operate*
* *Public Cloud – where cloud services are provided in a virtualized environment, constructed using pooled shared physical resources, and accessible over a public network such as the internet*
* *Hybrid – integrated cloud service utilising both private and public clouds to perform distinct functions within the same organisation*

1. *What is the original start date of the contract agreement? If there is more than one contract, please provide me with the start date for each contract.*
2. *What is the actual expiry date of the contract agreement? If there is more than one contract, please provide me with the expiry date for each contract.*
3. *When will the organisation plan to review this contract? If there is more than one contract, please provide me with the review date for each contract.*
4. *What is the contract period in years? Please include whether the agreement has any extension periods.*
5. *What services are provided under the contract? Please do not put hosting information such as web hosting, file storage, hosted application. The more information the better.*
6. *Can you please provide me with the contract officer responsible for this contract? Complete contact details if possible – name, title, contact email and number.*

**LJMU Response 1:** This information is available in the “Information relating to IT provision and use” document available on our website at this address: <https://www.ljmu.ac.uk/about-us/public-information/data-protection-and-freedom-of-information-and-public-sector-information/freedom-of-information/published-information-and-open-data>.

Under s.21 of the FOIA, there is no obligation to provide this information to you where it is reasonably accessible elsewhere.

## 23/198

**Your Request 1**: *What CMS/software and version does your public facing University website use (e.g., In-house, Sharepoint, Jadu, Drupal 9)?*

**LJMU Response 1:** Sitecore 10.1

**Your Request 2**: *Is your public facing University website hosted and supported by a third-party IT partner or on-premises? If a third party, when does your current contract expire?*

**LJMU Response 2:** It is hosted in the Cloud, Azure. It is supported in-house, licensed by Sitecore. This contract expires in 2027.

**Your Request 3**: *When was your public facing University website launched?*

**LJMU Response 3:** Information not held.

**Your Request 4**: *What are your separate budgets for hosting/supporting and development for your public facing University website?*

**LJMU Response 4:** LJMU will not provide details of this budget and spend due to the likelihood of this information causing prejudice to its commercial interests. We consider it to be exempt from disclosure under the provisions of section 43 (2) of the FOIA.

**Your Request 5**: Which team/department/individual is responsible for maintaining your public facing University website?

**LJMU Response 5:** The IT Services team for Development and Technical changes, Corporate Communications Content Team for content updates, together with certain teams within academia and professional services that have limited access to updating content.

**Your Request 6**: *When was your public facing University website last audited for accessibility compliance?*

**LJMU Response 6:** July 2023

**Your Request 7**: *Which team/department/individual is responsible for maintaining accessibility compliance across your public facing websites?*

**LJMU Response 7:** All who develop code/technical changes and add/update content have a responsibility for maintaining accessibility compliance. All relevant teams have had training for accessibility compliance. We also use Silktide to continually audit and check for compliance.

**Your Request 8**: *Do you work with external marketing/communications suppliers to create content for your public facing services?*

**LJMU Response 8:** Yes, for items such as 3D mappings of buildings, but generally our in-house marketing and content team create our content.

**Your Request 9**: *When was the last time you conducted a content audit on your website to remove outdated content?*

**LJMU Response 9:** We cannot provide a specific date as we continually review outdated content on an ongoing basis.

## 23/199

**Your Request 1**: *Have you published any specific guidance relating to AI literacy?*

**LJMU Response 1:** Yes – LJMU’s current guidance on AI can be found at the following link: <https://ltech.ljmu.ac.uk/?page_id=15630>.

**Your Request 2**: If no, do you signpost your students to any externally available guidance relating to AI literacy?

**LJMU Response 2:** N/A

**Your Request 3**: *If no to 1 and 2, are you developing specific guidance relating to AI literacy?*

**LJMU Response 3:** Although LJMU does have current guidance on AI, as specified in response 1, a policy is in development. It will be drafted as a collaboration between teams responsible for academic practice, academic achievement, quality and standards, and governance.

**Your Request 4**: *Where possible, can you provide me with links to any published and/or in-development guidance on AI literacy that you may have?*

**LJMU Response 4:** Please see link in response 1

## 23/200

**Your Request 1**: *How many cases of disciplinary action, if any, have been launched against university staff in relation to comments made about the conflict in Israel/Gaza since 1st October until the day this request is processed? Please give a figure broken down by formal and informal disciplinary action, where possible. If possible, please break down the numbers into reasons for disciplinary action (for example, membership of a particular organisation, comments on social media etc.) and where the action has been completed, please also break down by the outcome (for example, dismissal, suspension, no further action taken etc.).*

**LJMU Response 1:** None

**Your Request 2**: *Please provide the number of student complaints received by the university in relation to the Israel/Gaza conflict in the same time period.*

**LJMU Response 2:** None

## 23/201

**Your Request 1**: *Please supply the following information about:*

* *BSc Physiotherapy*
* *BSc Occupational Therapy*
* *BSc Nursing (Adult)*
* *BSc Operating Department Practice*
* *BSc Paramedic Science*

*1. Percentage of undergraduate entrant disabled by fee status*

*2. Percentage of postgraduate entrant disabled by fee status*

*Please provide the information separately if the named course has a degree apprenticeship option.*

**LJMU Response 1:**

Please note:LJMU only offersNursing Adult and Paramedics undergraduate BSC programmes. These programmes are all undergraduate, so the response for postgraduate entrants is nil.

In accordance with Section 40(2) of the FOIA, the University has not been able to give the exact numbers where small numbers of individuals are involved, so that an individual cannot be identified, or inferences be drawn about them. The University has inserted a “fewer than five2 (<5) value in any appropriate cell to ensure compliance.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Programme** | **Degree Apprenticeship** | **% Disabled** | **2022/23 Entrants** | **2022/23 Disabled Entrants** |
| BSH.Nursing with Registered Nurse Status (Adult) |  | 21% | 201 | 41 |
| BSH.Paramedic Science |  | 0% | 6 | 0 |
| BSH.Paramedicine |  | 20% | 5 | <5 |
| BSH.Nursing with Registered Nurse Status (Adult) | Y | 50% | <5 | <5 |

## 23/202

**Your Request 1**: *Please provide me with the following information on admissions to your Sports Journalism BA Hons course:*

1. *The total number of admissions for the above course in each year from 2017 to 2023 (2023 if possible).*
2. *The total number of female-identifying students on the above course for each of the above academic years.*
3. *How many students graduated from this course in the above academic years. Please break down this information by gender.*
4. *How many students dropped out of this course in the above academic years. Please break down this information by gender.*
5. *Is the University doing anything to recruit more female students onto this course? If so, what action is being taken?*

**LJMU Response 1:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year** | **Entrants** | **Female** | **Graduates** | **Drop-out** |
| 17/18 | 37 | 1 | 0 | 2 |
| 18/19 | 38 | 2 | 0 | 3 |
| 19/20 | 40 | 2 | 31 | 4 |
| 20/21 | 56 | 6 | 36 | 2 |
| 21/22 | 80 | 11 | 48 | 9 |
| 22/23 | 72 | 24 | 37 | 10 |
| 23/24 | 89 | 32 | 2 | 0 |

For answers to questions 1 to 4, please see the following table:

For question 5, the University has carried out the following actions:

* Ensuring female staff representation at all Open Days
* Referencing during Open Days and Applicant Days relevant efforts to promote the reporting of women’s sport by all Sports Journalism students (not just female-identifying) on our courses. These efforts include:
  + Using WSL games for revision workshops and assessed match reports instead of men's games
  + Requesting access to women's teams on field trips (Wigan Warriors, forthcoming)
  + Gaining accreditation for students to cover Liverpool, Everton and Tranmere women's games and press conferences
  + Bringing female sports reporters in to talk to students i.e. Caoimhe O'Neill; Beth Lindop
  + Ensuring women's sports are well represented in course materials
  + Encouraging gender awareness as a key area with EDI-focused assignments (e.g. on Sports Media Communications and Journalism Issues modules)
* Proactive efforts to include women’s sport in our student news day reporting including on public-facing platforms that can be accessed by applicants
* Outreach events which have included a Women in Sports Journalism Day in conjunction with Sky Sports News; participation from Head of Department in an NCTJ International Women’s Day panel on Women in Sports Journalism; Inside News days with local schools in partnership with the BBC that have included female sports journalists on careers panels

## 23/203

**Your Request 1**: *I am writing to you under the Freedom of Information Act 2000 to request the following information regarding staff and student relationships at your university.*

*I am looking for information within the last three academic years (22/23, 22/21 and 20/21), so it would be helpful if the data could be broken down by year, please.*

*How many relationships between staff (all staff) and students at the university have been disclosed?*

**LJMU Response 1:** No staff-student relationships have been declared during this period.

**Your Request 2**: *How many times has disciplinary action been taken against staff?*

**LJMU Response 2:** None

**Your Request 3**: *What action was taken in each case?*

**LJMU Response 3:** N/A

**Your Request 4**: *How many staff members have been fired as a result of an inappropriate relationship?*

**LJMU Response 4:** None

**Your Request 5**: *What is your stance on student/staff member relationships at the university?*

**LJMU Response 5:** The University has a policy on personal relationships at work policy. This policy sets out the University’s stance and the relevant section is shared below:

4. Personal Relationships between staff and students

4.1. The University is committed to providing a strong and inclusive learning environment in which relationships between Staff and Students are cordial and professional, in line with the Principles of Partnership.

4.2. The importance of maintaining good relationships between Staff members and Students for whom they have or may have any direct or indirect responsibility, especially academic, cannot be over-emphasised. Staff are in an unequal power relationship with Students (whether undergraduate or postgraduate) and must recognise professional boundaries and ensure that their relationships with Students do not compromise (or are not perceived to compromise) their professional responsibilities. Staff must:

* Be mindful of their professional and ethical responsibility to protect the interests of students
* Remember their own critical position of trust in the staff/student relationship
* Observe the obligations inherent in this responsibility

4.3. Those who work for the University must not abuse their position in any way and must not use coercion in any form. Thus, Coercion in any shape or form is not acceptable. This will include making any form of unwanted sexual advance or predatory behaviour towards

people including other staff and Students, this includes promising or alluding to rewards in return for sexual favours, or suggesting or threatening withdrawal of teaching or other forms of academic support. Such behaviour will be dealt with under the University’s Disciplinary Procedure and may constitute gross misconduct.

4.4. For the purposes of this Policy, a professional responsibility for a student is defined as one where there is a role:

4.4.1. Assessing

4.4.2. Supervising

4.4.3. Tutoring

4.4.4. Pastoral

4.4.5. Providing any other administrative or technical support

4.5. The University would advise that staff members do not enter into personal relationships with students. However, the University acknowledges that such relationships may develop and that such relationship may precede their time at University. Therefore, if it is obvious that relationships between Staff and Students may lead to conflict of interest, and raise questions of trust in working relationships and equal treatment in teaching, learning, assessment, research, supervision and pastoral support, Staff should declare these relationships to safeguard themselves. Any Staff entering into a personal relationship with a student should consider the inherent associated risks and the possible disruption of the teaching and learning environment, which may affect other Students and colleagues.

4.6. The University acknowledges that personal relationships may already exist when a student or member of Staff joins the University; that a personal relationship may develop during a programme of study; or that Staff and students may be related. A member of Staff who has, or develops, a personal relationship with a student for whom they also have a professional responsibility (as defined in clause 4.4 above), must declare that relationship in accordance with clause 6 below so that any necessary alternative arrangements can be made, in order to avoid an actual, perceived conflict of interest arising.

## 23/204

**Your Request 1**: *In August, Liverpool John Moores received £203,382 from the Home Office Public Safety Group for 'Research and Development'. Can you please detail:*

1. *What department(s) were given this money for research*
2. *What specific research projects were funded by this money*
3. *Whether the Home Office requested any specific research project be conducted*

**LJMU Response 1:**

1. One contract based in the School for Justice Studies, with contribution from staff in the Liverpool Business Studies school and Public Health Institute department.
2. A research project to undertake a process, outcome, economic and impact evaluation of activities undertaken as part of the County Lines Programme, as detailed in the funder contract.
3. Extract from ‘Statement of Requirements, County Lines Programme Evaluation 21/22’ document:

*Summary of requirements – a process, outcome and economic evaluation has recently been completed for the pilot period of the programme from November 2019 to March 2021. The Home Office is now seeking a supplier to undertake a process, outcome, economic and impact evaluation of activities undertaken as part of the County Lines Programme during the 2021/22 period.*

*The focus of this work will be on understanding the impacts, or outcomes where impact is not possible, of the investment. The evaluation will be structured around answering a defined set of research questions, whose answers will indicate the extent to which the programme as a whole is meeting its objectives as well as providing insight as to the state of county lines in the UK. […] It is expected that the knowledge generated from this research will inform future drugs supply and county lines policy development and contribute to an emerging evidence base on this topic.*

## 23/205

**Your Request 1**: *I would like to know the following regarding SZ DJI Technology Co., Ltd, commonly known as DJI, between the period 1 January 2014 to 27 October 2023 (I would also like its subsidiaries to come within the scope of my request):*

*1. Whether the university has signed any contracts with, or had any business relationship with, DJI*

*2. A list of any contracts signed between the university and DJI, along with a brief description of what the contract entailed and the date signed*

*3. Whether the university has received any funding from DJI, and if so, what funding it has received - and for what purpose this funding was given*

*4. A copy of any contracts signed between the university and DJI*

*5. Whether the university operates or participates in any work experience or training programmes with DJI*

**LJMU Response 1:**

1. No

2. N/A

3. No

4. N/A

5. No

**Your Request 2**: *I would like to know the following regarding Autel Robotics between the period 1 January 2014 to 27 October 2023 (I would also like its subsidiaries to come within the scope of my request):*

*1. Whether the university has signed any contracts with, or had any business relationship with, Autel Robotics*

*2. A list of any contracts signed between the university and Autel Robotics, along with a brief description of what the contract entailed and the date signed*

*3. Whether the university has received any funding from Autel Robotics, and if so, what funding it has received - and for what purpose this funding was given*

*4. A copy of any contracts signed between the university and Autel Robotics*

*5. Whether the university operates or participates in any work experience or training programmes with Autel Robotics*

**LJMU Response 2:**

1. No

2. N/A

3. No

4. N/A

5. No

## 23/206

**Your Request 1**: *Under the Freedom of Information Act, I would like to make a formal request for the following information from the University:*

1. *The name of the current HR, payroll, and/or finance service provider(s) utilised by the University*
2. *The HR, payroll and/or finance systems used by the University from the provider(s)*
3. *The contract end and/or expiry date of the current contract(s) with provider(s)*

**LJMU Response 1:**

1. All service providers at the University are in-house.
2. HR/Payroll system – Oracle eBusiness Suite R12.2

Recruitment – Hireserve

Staff benefits – Vivup

Performance Management system – Actus

1. Oracle support contract – 31/08/2024

Hireserve – 01/07/2025

Vivup – 30/11/2024

Actus – 31/05/2025

## 23/207

**Your Request 1**: Could you please provide the following information about present library stock and the management of this stock – please provide a list of books which have a been given a content warning of some kind, either affixed to the volume, available online, or given verbally by staff, or any other form which a warning, disclaimer, or content advisory might take.

*Can you please make clear what this warning is for in each case, e.g. “the book contains a racist image” etc.*

*For reasons of avoiding exposing people to offensive content, content which might be hateful, controversial, upsetting or triggering, or any other reason relating to: LGBTQ+ issues, homophobia, transgender issues, transphobia, sexism, sensitivities around race, racism, white supremacy, colonialism, immigration and religion (blasphemy) or other protected characteristics, or political views which are deemed controversial, unsuitable, or potentially offensive.*

**LJMU Response 1:** None

**Your Request 2**: Please *provide a list of books that have been removed from the main, generally accessible library shelves, placed in a reserved stack, or otherwise removed from direct access and out of view of library users.*

*This includes books being prohibited from promotional, possibly themed displays, such as Black History month or Pride, for reasons of avoiding exposing people to offensive content, content which might be hateful, controversial, upsetting or triggering, or any other reason relating to: LGBTQ+ issues, homophobia, transgender issues, transphobia, sexism, sensitivities around race, racism, white supremacy, colonialism, immigration and religion (blasphemy) or other protected characteristics, or political views which are deemed controversial, unsuitable, or potentially offensive.*

*Can you please make clear what the reason was for each book being removed from public view in any of the above ways?*

**LJMU Response 2:** No specific holdings or items have been removed from our main Library collections. The following publication was removed in September 2023 from a book collection curated by our Student Advice and Wellbeing service and housed in the Library: “Recovery: Freedom from our Addictions” by Russell Brand. This was not a book to support teaching and learning or research, but part of one of four themed collections we provide to support wellbeing more generally. It was removed due to the fact that Russell Brand’s credentials as a wellbeing expert have been recently brought into question.

**Your Request 3**: *Could you provide a list of books the library service has intentionally not stocked or refuses to stock for reasons of avoiding exposing people to offensive content,*

*content which might be hateful, controversial, upsetting or triggering, or any other reason relating to: LGBTQ+ issues, homophobia, transgender issues, transphobia, sexism, sensitivities around race, racism, white supremacy, colonialism, immigration and religion (blasphemy) or other protected characteristics, or political views which are deemed controversial, unsuitable, or potentially offensive.*

**LJMU Response 3:** We do not have a list of such material. The material acquired for the collections is determined by academic staff. Material will be declined on the basis of cost or availability, but not content.

**Your Request 4**: *Could you please provide a list of books removed, given a warning, or not stocked for reasons of avoiding exposing people to offensive content, content which might be hateful, controversial, upsetting or triggering, or any other reason relating to: LGBTQ+ issues, transgender issues, sensitivities around race, racism, white supremacy, religion (blasphemy), or other protected characteristics, or political views which are deemed controversial.*

*From January 2020 up to date if possible.*

**LJMU Response 4:** Please see responses 1 and 2.

**Your Request 5**: *Can you please provide details of any outside groups who have provided advice on library collecting, stock management, in relation to diversity, equity and inclusion, and LGBTQ+ issues, transgender issues, sensitivities around race, racism (blasphemy), white supremacy, religion, or other protected characteristics, or political views which are deemed controversial.*

**LJMU Response 5:** We have not received advice from any outside groups. However, we reviewed how other university libraries (including Bradford University, Oxford Brookes University, and Salford University) have approached content warnings when creating our [Statement on Discriminatory or Harmful Materials](https://www.ljmu.ac.uk/microsites/library/resources#:~:text=Statement%20on%20Discriminatory%20or%20Harmful,religious%20beliefs%20or%20sexual%20orientation.). Input was also sought from LJMU’s Diversity and Inclusion team.

**Your Request 6**: *Can you please provide details of any policies which would decide which books should or should not be displayed publicly on shelves.*

**LJMU Response 6:** The [Library Services Content Delivery Strategy 2023-2030](https://www.ljmu.ac.uk/-/media/library/library-regulations-and-policies/content_delivery_strategy.pdf) outlines how the library provides access to its collections.

## 23/208

**Your Request 1**: *Please advise me how many animals, and of which species, were subject to scientific research, covered by ASPA (Animals (Scientific Procedures) Act 1986) in each year from 2017 to 2022 inclusive.*

**LJMU Response 1:**

|  |  |  |
| --- | --- | --- |
| **Year** | **Mice** | **Rats** |
| 2017 | 89 | 1 |
| 2018 | 81 | 46 |
| 2019 | 55 | 44 |
| 2020 | 22 | 40 |
| 2021 | 22 | 9 |
| 2022 | 8 | 75 |

Note: the increase in rats used for research in 2022 was due to a significant aging study where we acquired an aged colony of rats from the USA consisting of 58 male Fischer F344 strain.

**Your Request 2**: *Please advise me of the specific purposes for which the procedures were conducted.*

**LJMU Response 2:** Scientific research into arthritis, muscle activity modification and pathophysiology in alkaptonuria.

**Your Request 3**: *Please advise me of the severity classifications for the above procedures.*

**LJMU Response 3:** Licences used had a threshold of moderate severity.

**Your Request 4**: *Please provide me with the AWERB (Animal Welfare and Ethical Review Body) minutes and reports from 2017 to 2022 inclusive.*

**LJMU Response 4:** Please see Annex 1 attached. Please note that redactions have been applied where the documents contain personal data or commercially sensitive information. Sections 40(2) and 43(2) of the FOIA respectively allow us to withhold information in such cases.

## 23/209

**Your Request 1**:

1. *I would like to know the following information for the academic years 2018/2019, 2019/2020, 2020/2021, 2021/2022 and 2022/2023.*

*The number of sexual misconduct incidents reported to the university by students where a member of staff was the alleged perpetrator. Where/if possible, could you specify what category of sexual misconduct was reported (rape, sexual assault etc).*

*2. The number of sexual misconduct incidents reported to the university by students where another student was the alleged perpetrator. Where/if possible, could you specify what category of sexual misconduct was reported (rape, sexual assault etc).*

*3. How many of the reports were upheld?*

*4. How many of the reports resulted in disciplinary action or sanctions? Can you specify what action was taken?*

**LJMU Response 1:**

Cases where a complaint of sexual assault is raised are dealt with under a number of procedures dependent on how the incident is reported. These include:

* Student Complaint Procedure
* Student Code of Behaviour and Disciplinary Procedures

When allegations are made to the police, the case is dealt with initially under the Applicant and Student Criminal Convictions Policy.

Details of LJMU student policies and procedures are available at: https://www.ljmu.ac.uk/about-us/public-information/student-regulations/guidance-policyand-process.

The University’s Student Governance team did not record the nature of the incident (i.e. sexual assault) in Criminal Convictions Procedure and Student Complaints cases in a reportable data form prior to September 2020.

Section 12 of the FOIA puts a limit of £450 on the costs the university should need to incur in responding to a request for information. Any request costing in excess of this should be refused. Due to the volume of files held by the service over the years you have requested the costs of manual analysis would be in excess of £450, and therefore we must refuse the request.

## 23/210

**Your Request 1**: *We would like the following information: the data since 01 January 2018, anonymised, of all settlement/compromise agreements for staff who have left the university. The information should include:*

* *The staff member’s role – for example, professor, senior lecturer*
* *Length of service at the point of leaving LJMU in months and years*
* *Amount paid in £*
* *If the staff member had submitted a grievance within the final year of employment and if the grievance was upheld or not*

**LJMU Response 1:** Section 40(2) of the FOIA imposes a duty on our organisation to protect the Personal Data of individuals when we respond to a request. To avoid individual cases being identified and inferences being made about them at this time or in the future, we are unable to confirm or deny if any settlements or compromise agreements have been made with individuals, under the provisions of s.40(2) of the FOIA.

## 23/211

**Your Request 1**: *I would be most grateful if you would provide me, under the Freedom of Information Act, details in respect to the LJMU 19/23 Legal Services contract.*

*What are the contractual performance KPIs for current contract?*

**LJMU Response 1:**

LJMU 19/23 is a mini-competition that was conducted against Framework LJMU 1511.

This main Framework was tendered in Autumn 2015 – following the restricted procedure.

The Framework commenced on 1st January 2016, and expired 31st December 2019.

No KPIs were stated in the tender, nor were any introduced or measured during the life of the contract.

**Your Request 2**: *Suppliers who applied for inclusion on each framework/contract and were successful & not successful at the PQQ & ITT stages for the current contract.*

**LJMU Response 2:** LJMU will not provide details of who applied and who was unsuccessful as this is confidential information to the bidders. The award notice for LJMU 1511 was placed in OJEU (placed on SIMAP), therefore all details pertaining to this framework were in the public domain.

The three suppliers appointed to the framework were invited to the mini-competition LJMU 1923 for a specific Estates project; however, we received one bid only from DWF who were appointed to provide this work.

Those companies appointed to the Framework were:

* DWF
* Eversheds
* Shakespeare Martineau

**Your Request 3**: *Actual spend on current contract/framework (and any sub lots), from the start of the contract to the current date.*

**LJMU Response 3:** The spend for all three suppliers during the life of the Framework was £1,244,193. This includes spend against mini-comp LJMU 1923.

**Your Request 4**: *Could you please provide a copy of the service/product specification given to all bidders for when this contract was last advertised?*

**LJMU Response 4:**

The University’s requirements for legal support cover a wide range of areas. The list below, which is not exhaustive or in priority order, indicates the main areas where legal support is most likely to be needed:

- Academic Litigation/Judicial Review

- Litigation

- Property and Planning Matters

- Construction Matters

- Corporate Finance Matters

- Company and Commercial Activities

- Employment Law

- Competition law

- Procurement advice

- Immigration Law advice

- FOI and DPA advice

- Charities Law

- Support for the University at External Hearings, Appeals, Tribunals

- Intellectual Property and IT Matters

- General Advice

- European Law (including European Funding)

- UK Contracting/Collaboration/Franchising

- International Contracting/Collaboration/Franchising

- Corporate Governance

LJMU is seeking to appoint a maximum of 3 suppliers to a framework agreement, comprising one single lot for advice on all the areas listed above.

**Relevant Experience**

Your firm will have a detailed knowledge and expertise in the law relating to Higher Education. It must have a sufficient range of expertise to support its bid, with robust arrangements for back-up.

The University will require to be assured that the firm has clear procedures for directing workload, and in particular a named Client Partner who will act as LJMU’s main contact and who will be responsible for the firm’s general provision of services to the University.

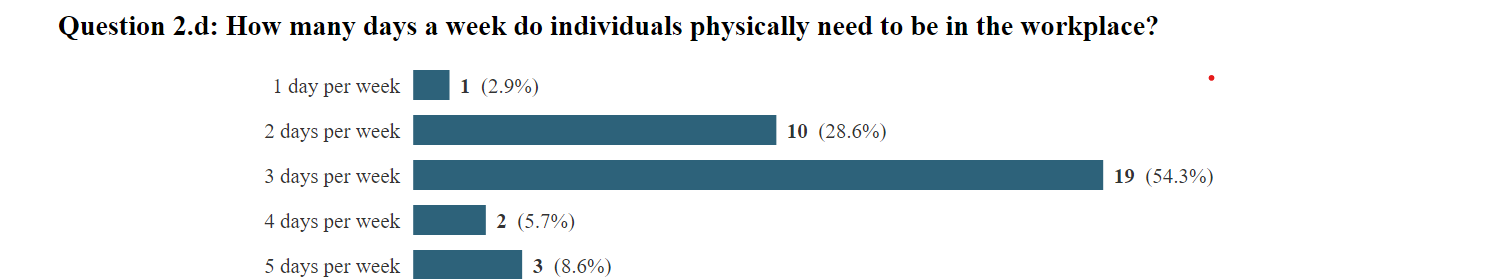
Firms will be instructed on a case by case basis, after applying the appropriate competitive methodology to select a suitable service provider.

The University will initially refer all matters to its solicitors through its Director of Legal and Governance Services.

## 23/212

**Your Request 1**: *Please provide consultation documents in respect of the university's requirement to work 3 days a week in office.*

**LJMU Response 1:** The 3 days a week in the office is part of hybrid working in the institution. Please see attached Annex 1 for the Hybrid Guidance (which includes the working week of 3 days), which was created following carrying out hybrid working locally post-COVID and following feedback from union discussions and meetings with ELT.

Regarding consultation on working days specifically, LJMU asked line managers through a survey about hybrid working in May/June 2022, which included this question, and the results are below:

The following was also published within the staff Operational update in February 2023 and sent to all staff:

**Hybrid working**

Last week, ELT approved the guidance document and agreed the principles of hybrid working for you to operationalise at local level. Hybrid working has proved to be remarkably effective across the university but must be driven by the needs of the role within your local team charter framework. The guidance has been shared with the unions and it sets out the key elements of hybrid working, whilst ensuring that we support everyone to stay connected, work effectively, and deliver the best possible student experience. You will now be required to review your local team charters as per the guidance, should you have any questions please contact your HR business Partners. The guidance is on the HR policy list and can be found here Hybrid Working Guidance

**Your Request 2**: *Please provide consultation documents on the university's Armed Forces Covenant policy.*

**LJMU Response 2:**

|  |  |  |
| --- | --- | --- |
| **Process of consultation** | **Dates** | **Consultation feedback** |
| Place and Partnerships team | December 2022 | Communication of the policy utilised by other universities and recommended by the MOD. |
| EDI/HR team | January 2023 | No changes recommended |
| Armed Forces Steering Group | February 2023 | No changes recommended |
| Unions (UCU, GMB and UNISON) | January - March 2023 | Please see Annex 1 which shows additions in yellow and removed statements in green. |
| JCNC (Unions and Management) | March 2023 (Approval) | Approved and positive feedback that we are progressing support in this area. |
| Presentation to Executive team by the Armed Forces Champion | March 2023 | No changes recommended. |
| Silver submission | April 2023 | Included as part of the silver submission which was achieved. |

**Your Request 3**: *Please provide the number of cases involving paragraph 2 special considerations made under the Armed Forces Covenant.*

**LJMU Response 3:** This information is being withheld under section 40(2) of the Freedom of Information Act 2000 because the numbers in one or more categories are fewer than five. We cannot provide details where the numbers are fewer than five as the individuals concerned in this group or in other groups could be identifiable.

**Your Request 4**: Please provide *details of the university's policies and procedures to support Forces Families Jobs.*

**LJMU Response 4:** Please see Annex 2 for LJMU’s Military Veterans and Reservists Policy.

We also have information on our [recruitment pages](https://www.ljmu.ac.uk/about-us/vacancies-at-ljmu) as follows:

“Liverpool John Moores University signed the Armed Forces Covenant on 11 October 2021. This ensures members of the Armed Forces community are treated fairly in our communities, economy, and society. This is echoed within our own LJMU vision and values underpinning

our commitment to providing opportunities for people of all backgrounds and supporting them to flourish. We actively work with the Career Transition Partnership and Forces Families Jobs to advertise our job roles and have established an Armed Forces Network, supporting employees who are Reservists, Veterans, and spouses/partners.”

**Your Request 5**: *Please provide the number of staff resignations in the Estates department in the last 6 months.*

**LJMU Response 5:** 11

**Your Request 6**: *Please provide the number of staff resignations in the Estates department in the last 12 months.*

**LJMU Response 6:** 17

## 23/213

**Your Request 1**: *Overseas Business Travel by University Staff from April 2022 to March 2023. If the information is not available for the period requested, please provide details for 2022.*

*1. How many total overseas trips were undertaken by university staff during the twelve-month period from 1st April 2022 to 31st March 2023?*

*2. How many academic staff travelled overseas on university business &/or research?*

*3. How many non-academic staff travelled overseas on university business &/or research, including international student recruitment?*

*4. What was the total number of days spent on overseas travel during this period?*

*5. How much money in GBP was spent by the university on overseas travel?*

**LJMU Response 1:**

1. 1303

2 & 3. Section 12 of the FOIA puts a limit of £450 on the costs the university should need to incur in responding to a request for information. Our Finance team have confirmed it has not been possible to distinguish between academic and non-academic staff in answering these questions as doing so would take them over the cost limit, therefore they have provided the grand total which is 1162.

4. 1343

5. £938,733.02

## 23/214

**Your Request 1**: *The data since 01 January 2018 of how many grievances have been submitted across the university (anonymised) by staff.*

*The information required should include:*

* *the year the grievance was submitted*
* *the staff member’s role – for example, professor, senior lecturer*
* *the nature of the grievance – for example, bullying, contract breach*
* *the outcome of the grievance – for example, upheld or not upheld*
* *the school/faculty that the staff member worked*

**LJMU Response 1:**

LJMU is obliged to protect personal data in compliance with the principles of the GDPR. Under the provisions of Section 40(2) of the FOIA we can withhold data where disclosure could be in breach of these principles. Were we to disclose the staff members’ roles and faculties we believe inferences could be drawn about the individuals involved, due to the small numbers of cases per year. Based on this, we will be providing only the year, staff type, nature of the grievance, and the grievance outcome.

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Staff Type** | **Case Type** | **Outcome** |
| 2018 | Administration | Bullying and Harassment | Upheld |
| 2018 | Administration | Bullying and Harassment | Not upheld |
| 2018 | Academic | Bullying and Harassment | Employee |
| 2018 | Administration | Bullying and Harassment | Not Upheld |
| 2018 | Administration | Bullying and Harassment | Not Upheld |
| 2018 | Academic | Bullying and Harassment | Not Upheld |
| 2018 | Academic | Job grading | Not upheld |
| 2018 | Academic | Organisation procedure | Upheld |
| 2018 | Academic | Progression | Partially Upheld |
| 2018 | Administration | Organisation procedure | Not Upheld |
| 2019 | Administration | Bullying and Harassment | Not Upheld |
| 2019 | Academic | Bullying and Harassment | Not Upheld |
| 2019 | Academic | Bullying and Harassment | Informal |
| 2019 | Academic | Bullying and Harassment | Not Upheld |
| 2019 | Academic | Bullying and Harassment | Not Upheld |
| 2019 | Academic | Bullying and Harassment | Not Upheld |
| 2019 | Academic | Bullying and Harassment | Not Upheld |
| 2019 | Administration | Flexible working | Not Upheld |
| 2019 | Administration | Flexible working | Not Upheld |
| 2019 | Academic | Organisation procedure | Not Upheld |
| 2019 | Academic | Organisation procedure | Partially Upheld |
| 2019 | Manual | Organisational change | Not Upheld |
| 2019 | Manual | Organisational change | Informal |
| 2019 | Administration | Organisational change | Not Upheld |
| 2020 | Academic | Progression | Upheld |
| 2020 | Academic | Progression | Not Upheld |
| 2020 | Academic | Organisation procedure | Not Upheld |
| 2021 | Academic | Behaviour of colleague | Partially upheld |
| 2021 | Academic | Bullying and Harassment | Upheld |
| 2021 | Academic | Bullying and Harassment | Partially Upheld |
| 2021 | Academic | Bullying and Harassment | Not Upheld |
| 2021 | Manual | Organisational change | Partially Upheld |
| 2021 | Manual | University policy | Not Upheld |
| 2021 | Manual | University policy | Not Upheld |
| 2021 | Academic | Workload | Not Upheld |
| 2022 | Academic | Behaviour of colleague | Grievance withdrawn |
| 2022 | Academic | Behaviour of colleague | Grievance withdrawn |
| 2022 | Academic | Bullying and Harassment | Partially Upheld |
| 2022 | Administration | Bullying and Harassment | Partially Upheld |
| 2022 | Technical | Bullying and Harassment | Upheld |
| 2022 | Academic | Bullying and Harassment | Not Upheld |
| 2022 | Manual | Organisational change | Upheld |
| 2022 | Academic | Progression | Not Upheld |
| 2022 | Technical | University policy | Grievance withdrawn |
| 2022 | Manual | University policy | Grievance withdrawn |
| 2022 | Technical | Organisation procedure | Grievance withdrawn |
| 2022 | Academic | Organisation procedure | Not Upheld |
| 2022 | Academic | Workload | Not Upheld |
| 2023 | Technical | Bullying and Harassment | Not Upheld |
| 2023 | Administration | Bullying and Harassment | Not Upheld |
| 2023 | Academic | Bullying and Harassment | Partially Upheld |
| 2023 | Manual | Organisational change | Grievance withdrawn |
| 2023 | Manual | Organisational change | Not Upheld |
| 2023 | Academic | Progression | Partially Upheld |
| 2023 | Academic | Progression | Not Upheld |
| 2023 | Administration | Organisation procedure | Upheld |
| 2023 | Academic | Organisation procedure | Grievance withdrawn |
| 2023 | Administration | Organisation procedure | Partially Upheld |
| 2023 | Technical | Organisation procedure | Not Upheld |

## 23/215

**Your Request 1**: *Under the Freedom of Information Act (2000) I would like to know how much the university has spent on flights for staff in the last five years. I would like to know where staff went, when, why, for how long and how much it cost.*

*Please could you provide a breakdown of this information regarding university funded flights for staff from January 2018 to November 2023. These categories would be ideal if this matches how the data is stored on your systems:*

*1. Outbound airport – i.e., the UK airport they left from*

*2. Inbound airport – i.e., the airport they landed at*

*3. The cost of the flight*

*4. The purpose of the trip*

*5. The date of the outbound flight*

*6. The date of the inbound flight*

*7. The person’s job title wherever this would not lead to them being individually identified.*

**LJMU Response 1:** Section 12 of the FOIA puts a limit of £450 on the costs the University should need to incur in responding to a request for information. Any request costing in excess of this amount should be refused.

To provide answers to your queries would require manual analysis of each file. Due to the volume of files over the years you have requested, we estimate the costs of manual analysis would be in excess of £450, therefore we are not obliged to comply with your request, and we will not be processing your request further.

## 23/216

**Your Request 1**: *I’m writing on behalf of UCU with a further request for information regarding data on progression of black, disabled and LGBTQ+ to professorship, and the inclusion of people with these protected characteristics in the FMTs and ELT.*

*Could you provide the following information:*

*1. How many black professors do we have?*

*2. How many of those are women?*

*3. How many black staff are on the FMT in the various faculties?*

*4. How many black staff are on the ELT?*

*5. How many are black women on the FMT/ELT?*

*6. How many disabled professors do we have?*

*7. How many of those are women?*

*8. How many disabled staff are on the FMT in the various faculties?*

*9. How many disabled staff are on the ELT?*

*10. How many disabled women are on the FMT/ELT?*

*11. How many LQBTQ+ professors do we have?*

*12. How many of those are women?*

*13. How many LQBTQ+ staff are on the FMT in the various faculties?*

*14. How many LQBTQ+ staff are on the ELT?*

*15. How many LGBTQ+ women are on the FMT/ELT?*

**LJMU Response 1:** In accordance with Section 40(2) of the FOIA, the University has not been able to give the exact numbers where small numbers of individuals are involved, so that an individual cannot be identified, or inferences be drawn about them. The University has inserted a “fewer than five” (<5) value in any appropriate cell to ensure compliance.

1. <5

2. <5

3. <5

4. <5

5. <5

6. 8

7. <5

8. 6

9. <5

10. <5

11. <5

12. <5

13. 7

14. <5

15. <5

## 23/217

**Your Request 1**: *I am trying to understand the number of SME suppliers the public sector purchases from so please can you send me a list of all suppliers you purchase goods or services from and the annual value you bought from them in your last financial year. Please note this information is not commercially sensitive as all you will be giving me is the total money spent with each supplier not any detail of what you bought.*

**LJMU Response 1:** The SME spend for the financial year 2022/23 was £28,374,709.05, amongst 874 suppliers. We will not be disclosing company names as some suppliers are self-employed and trade in their given name. LJMU is obliged to protect personal data in compliance with the principles of the GDPR. Under the provisions of Section 40(2) of the FOIA we can withhold data where disclosure could be in breach of these principles.

## 23/218

**Your Request 1**:

1. *Please may you provide me with the total amount spent on expenses by the Vice-Chancellor of your university, broken down by financial year, since 2010.* Please provide this data in a table format.

2. *Please may you provide me with the total amount spent on expenses by all the Pro-Vice Chancellors of your university combined, broken down by financial year, since 2010.* Please provide this data in a table format.

**LJMU Response 1:** Section 12 of the FOIA puts a limit of £450 on the costs the University should need to incur in responding to a request for information. Any request costing in excess of this amount should be refused. Our Finance department have advised us that to ascertain the total amount of expenses from 2010 would require manual analysis of each file.

Due to the volume of files over the you have requested, we estimate the costs of manual analysis would be in excess of £450 and therefore we will be refusing your request.

## 23/219

**Your Request 1**: *Detailed report of the number of students studying UG and PG programmes at LJMU in the academic year 2023/24 who dropped out of university between 25/09/2023 and 20/11/2023, broken down by course, year, and reason for dropping out.*

**LJMU Response 1:**

In accordance with Section 40(2) of the FOIA, the University has not been able to give the exact numbers where small numbers of individuals are involved, so that an individual cannot be identified, or inferences be drawn about them. The University has inserted a “fewer than five” (<5) value in any appropriate cell to ensure compliance.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **UG/PGT** | **Programme title** | **Year** | **Reason for leaving** | **Count** |
| PGT | COPD.Senior Leader Apprenticeship-Business Administration | 1 | Other Personal Reasons/Dropped | <5 |
| PGT | COPD.Senior Leader Apprenticeship-Leadership and Management Practice | 1 | Other Personal Reasons/Dropped | <5 |
| PGT | CPM.Specialist Bowel Cancer Screening Practitioner | 1 | Other | <5 |
| PGT | MA.Cities, Culture and Creativity | 1 | Transferred to Other Inst | <5 |
| PGT | MA.Criminal Justice | 1 | Gone into Employment | <5 |
| PGT | MA.Education Practice | 1 | Financial Reasons | <5 |
| PGT | MA.Film | 1 | Transferred to Other Inst | <5 |
| PGT | MA.Fine Art | 1 | Other | <5 |
| PGT | MBA.Master of Business Administration | 2 | Other | <5 |
| PGT | ML.International Business Corporate & Finance Law | 1 | Other | <5 |
| PGT | ML.Legal Practice Course | 1 | Health Reasons: Mental Health | <5 |
| PGT | MS.Astrophysics | 1 | Financial Reasons | <5 |
| PGT | MS.Astrophysics | 1 | Health Reasons: Physical Health | <5 |
| PGT | MS.Astrophysics | 1 | Other Personal Reasons/Dropped | <5 |
| PGT | MS.Construction Project Management | 1 | Health Reasons: Mental Health | <5 |
| PGT | MS.Digital Marketing | 1 | Transferred to Other Inst | <5 |
| PGT | MS.Forensic Bioscience | 1 | Financial Reasons | <5 |
| PGT | MS.Forensic Bioscience | 1 | Health Reasons: Mental Health | <5 |
| PGT | MS.Forensic Bioscience | 1 | Transferred to Other Inst | <5 |
| PGT | MS.Industrial Biotechnology | 1 | Gone into Employment | <5 |
| PGT | MS.International Business and Management | 1 | Gone into Employment | <5 |
| PGT | MS.Nursing with Registered Nurse Status (Mental Health) | 1 | Financial Reasons | <5 |
| PGT | MS.Strength and Conditioning | 1 | Other Personal Reasons/Dropped | <5 |
| PGT | PD.Leadership and Management Practice | 2 | Other Personal Reasons/Dropped | <5 |
| PGT | PD.Specialist Community Public Health Nursing | 1 | Other Personal Reasons/Dropped | <5 |
| PGT | PE.Primary | 1 | Gone into Employment | <5 |
| PGT | PE.Primary | 1 | Health Reasons: Mental Health | <5 |
| PGT | PE.Primary | 1 | Other Personal Reasons/Dropped | <5 |
| PGT | PE.Secondary (Core) | 1 | Financial Reasons | <5 |
| PGT | PE.Secondary (Core) | 1 | Health Reasons: Mental Health | <5 |
| PGT | PE.Secondary (Core) | 1 | Other Personal Reasons/Dropped | <5 |
| UG | BAH.Creative Writing | 1 | Health Reasons: Mental Health | <5 |
| UG | BAH.Creative Writing | 2 | Health Reasons: Mental Health | <5 |
| UG | BAH.Creative Writing and Film Studies | 1 | Financial Reasons | <5 |
| UG | BAH.Criminology | 1 | Health Reasons: Mental Health | <5 |
| UG | BAH.Criminology | 2 | Gone into Employment | <5 |
| UG | BAH.Drama and Creative Writing | 1 | Health Reasons: Mental Health | <5 |
| UG | BAH.Early Childhood Studies | 1 | Health Reasons: Mental Health | <5 |
| UG | BAH.Early Childhood Studies | 2 | Gone into Employment | <5 |
| UG | BAH.Education and Primary Studies | 1 | Other Personal Reasons/Dropped | <5 |
| UG | BAH.Education and Primary Studies | 2 | Other Personal Reasons/Dropped | <5 |
| UG | BAH.Education and Special Educational Needs | 1 | Gone into Employment | <5 |
| UG | BAH.English, Media and Cultural Studies | 3 | Transferred to Other Inst | <5 |
| UG | BAH.Events Management | 1 | Gone into Employment | <5 |
| UG | BAH.Fashion: Design and Communication | 1 | Other Personal Reasons/Dropped | <5 |
| UG | BAH.Film Studies | 1 | Health Reasons: Mental Health | <5 |
| UG | BAH.Film Studies | 1 | Other Personal Reasons/Dropped | <5 |
| UG | BAH.History of Art and Museum Studies | 1 | Health Reasons: Mental Health | <5 |
| UG | BAH.Interior Architecture | 1 | Other Personal Reasons/Dropped | <5 |
| UG | BAH.Learning, Development and Support (LaWP) | 1 | Other Personal Reasons/Dropped | <5 |
| UG | BAH.Marketing | 1 | Health Reasons: Mental Health | <5 |
| UG | BAH.Marketing | 1 | Other Personal Reasons/Dropped | <5 |
| UG | BAH.Media Production | 1 | Health Reasons: Mental Health | <5 |
| UG | BAH.Media Production | 2 | Health Reasons: Mental Health | <5 |
| UG | BAH.Policing and Investigations | 1 | Health Reasons: Mental Health | <5 |
| UG | BAH.Sports Journalism | 1 | Gone into Employment | <5 |
| UG | BAHF.Criminology and Sociology | 0 | Health Reasons: Mental Health | <5 |
| UG | BAHF.Fashion: Design and Communication | 1 | Health Reasons: Mental Health | <5 |
| UG | BAHF.Interior Architecture | 0 | Other Personal Reasons/Dropped | <5 |
| UG | BAHF.Sport Business | 0 | Other Personal Reasons/Dropped | <5 |
| UG | BGHF.Architectural Engineering | 0 | Other Personal Reasons/Dropped | <5 |
| UG | BGHF.Electrical and Electronic Engineering | 0 | Financial Reasons | <5 |
| UG | BGHF.Mechanical Engineering | 0 | Other Personal Reasons/Dropped | <5 |
| UG | BSH.Accounting and Finance | 1 | Gone into Employment | <5 |
| UG | BSH.Biomedical Science | 1 | Other Personal Reasons/Dropped | <5 |
| UG | BSH.Business Management | 1 | Gone into Employment | <5 |
| UG | BSH.Business Management | 1 | Health Reasons: Mental Health | <5 |
| UG | BSH.Business Management | 1 | Other Personal Reasons/Dropped | <5 |
| UG | BSH.Business Management | 1 | Transferred to Other Inst | <5 |
| UG | BSH.Business with Finance | 1 | Gone into Employment | <5 |
| UG | BSH.Business with Finance | 1 | Health Reasons: Mental Health | <5 |
| UG | BSH.Business with Finance | 1 | Transferred to Other Inst | <5 |
| UG | BSH.Business with Finance | 2 | Gone into Employment | <5 |
| UG | BSH.Business with International Business Management | 1 | Transferred to Other Inst | <5 |
| UG | BSH.Forensic Anthropology | 1 | Health Reasons: Mental Health | <5 |
| UG | BSH.Forensic Anthropology | 1 | Other Personal Reasons/Dropped | <5 |
| UG | BSH.Forensic Psychology and Criminal Justice | 1 | Health Reasons: Mental Health | <5 |
| UG | BSH.Forensic Psychology and Criminal Justice | 1 | Other Personal Reasons/Dropped | <5 |
| UG | BSH.Forensic Psychology and Criminal Justice | 2 | Gone into Employment | <5 |
| UG | BSH.Forensic Science | 1 | Other Personal Reasons/Dropped | <5 |
| UG | BSH.Forensic Science | 2 | Financial Reasons | <5 |
| UG | BSH.Nursing with Registered Nurse Status (Adult) | 1 | Health Reasons: Mental Health | <5 |
| UG | BSH.Nursing with Registered Nurse Status (Adult) | 1 | Other Personal Reasons/Dropped | <5 |
| UG | BSH.Nursing with Registered Nurse Status (Mental Health) | 1 | Gone into Employment | <5 |
| UG | BSH.Nutrition | 1 | Health Reasons: Mental Health | <5 |
| UG | BSH.Psychology | 1 | Health Reasons: Mental Health | 5 |
| UG | BSH.Real Estate | 2 | Other Personal Reasons/Dropped | <5 |
| UG | BSH.Science and Football | 2 | Health Reasons: Mental Health | <5 |
| UG | BSH.Sport and Exercise Science | 1 | Gone into Employment | <5 |
| UG | BSH.Sport and Exercise Science | 1 | Health Reasons: Mental Health | <5 |
| UG | BSH.Sport Nutrition | 1 | Health Reasons: Mental Health | <5 |
| UG | BSH.Sport Nutrition | 1 | Other Personal Reasons/Dropped | <5 |
| UG | BSH.Sport Psychology | 1 | Gone into Employment | <5 |
| UG | BSH.Sport Psychology | 1 | Health Reasons: Mental Health | <5 |
| UG | BSH.Sport Psychology | 2 | Financial Reasons | <5 |
| UG | BSHF.Business Management | 0 | Health Reasons: Mental Health | <5 |
| UG | BSHF.Forensic Science | 1 | Health Reasons: Mental Health | <5 |
| UG | BSHF.Nutrition | 1 | Health Reasons: Mental Health | <5 |
| UG | BSHF.Pharmaceutical and Cosmetic Science | 0 | Health Reasons: Mental Health | <5 |
| UG | BSHF.Pharmaceutical and Cosmetic Science | 1 | Transferred to Other Inst | <5 |
| UG | BSHF.Zoology | 0 | Health Reasons: Mental Health | <5 |
| UG | BSHF.Zoology | 0 | Transferred to Other Inst | <5 |
| UG | CP.Sexual Health in Practice | 1 | Non-Attendance | <5 |
| UG | EXCHERA.Humanities and Social Science | 1 | Other Personal Reasons/Dropped | <5 |
| UG | EXCHERA.Law | 1 | Health Reasons: Mental Health | <5 |
| UG | HNC.Construction & Property | 1 | Gone into Employment | <5 |
| UG | HNC.Construction & Property | 1 | Health Reasons: Mental Health | <5 |
| UG | MG.Electrical and Electronic Engineering | 1 | Health Reasons: Mental Health | <5 |
| UG | MG.Electrical and Electronic Engineering | 1 | Transferred to Other Inst | <5 |

## 23/220

**Your Request 1**: *In an anonymised manner and for graduates of your main undergraduate maths programmes from 2012-2022 could you please provide the following information if available:*

*1. The gender, age, socioeconomic status, and ethnicity of those students and whether they have declared a disability.*

*2. What grades (A-Level, etc.) did they arrive with, in as much detail as is available (qualification, overall grade, exam board)?*

*3. Which modules did those students study during their course, and how did they perform in those modules (module score)?*

*4. What were their final overall %s and classifications?*

**LJMU Response 1:** Please see attached Annex 1. Please note that for the socio-economic classification our Academic Registry team have used Polar4 data which measures the rate of Higher Education participation by postcode and splits them into 5 quintiles, with 1 being classed as low. Not all students will have this data, but where they do this has been provided.

## 23/221

**Your Request 1**: *For graduates of your main undergraduate maths programmes in the years 2012-2022, how many students graduated each year?*

**LJMU Response 1:**

|  |  |
| --- | --- |
| **HESA Year** | **Headcount** |
| 2011/12 | 10 |
| 2012/13 | 11 |
| 2013/14 | 32 |
| 2014/15 | 42 |
| 2015/16 | 48 |
| 2016/17 | 49 |
| 2017/18 | 44 |
| 2018/19 | 43 |
| 2019/20 | 53 |
| 2020/21 | 54 |
| 2021/22 | 38 |

**Your Request 2**: *How many went onto further study after completion of their studies, and what did they study, each year?*

**LJMU Response 2:** LJMU do not hold this information. However, this type of information is available via the results of the Graduate Outcomes Survey, so will be published by the [Higher Education Statistics Agency (HESA)](https://www.hesa.ac.uk/data-and-analysis).

Under s.21 of the FOIA, there is no obligation to provide this information to you where it is reasonably accessible elsewhere.

**Your Request 3**: *How many went into employment after completion of their studies, each year?*

**LJMU Response 3:** LJMU do not hold this information. However, this type of information is available via the results of the Graduate Outcomes Survey, so will be published by the [Higher Education Statistics Agency (HESA)](https://www.hesa.ac.uk/data-and-analysis).

Under s.21 of the FOIA, there is no obligation to provide this information to you where it is reasonably accessible elsewhere.

**Your Request 4**: What average starting salaries did each year’s students earn, and how many students reported back to create those figures?

**LJMU Response 4:** LJMU do not hold this information. However, this type of information is available via the results of the Graduate Outcomes Survey, so will be published by the [Higher Education Statistics Agency (HESA)](https://www.hesa.ac.uk/data-and-analysis).

Under s.21 of the FOIA, there is no obligation to provide this information to you where it is reasonably accessible elsewhere.

## 23/221 follow-up

**Your Request 1**: *For graduates of your main undergraduate maths programmes in the years 2012-2022, how many students graduated each year?*

**LJMU Response 1:**

It has come to our attention that when retrieving the data for this question, our Academic Registry team included only our main maths programme and did not include data for our maths degrees including joint honours. We apologise for this error and have provided the original data which covers our main maths programme only, followed by the data which includes joint honours programmes, so that you now have both sets of information.

**Main maths programme:**

|  |  |
| --- | --- |
| **HESA Year** | **Headcount** |
| 2011/12 | 10 |
| 2012/13 | 11 |
| 2013/14 | 32 |
| 2014/15 | 42 |
| 2015/16 | 48 |
| 2016/17 | 49 |
| 2017/18 | 44 |
| 2018/19 | 43 |
| 2019/20 | 53 |
| 2020/21 | 54 |
| 2021/22 | 38 |

**Joint honours:**

|  |  |
| --- | --- |
| **HESA Year** | **Headcount** |
| 2011/12 | 13 |
| 2012/13 | 15 |
| 2013/14 | 32 |
| 2014/15 | 57 |
| 2015/16 | 59 |
| 2016/17 | 63 |
| 2017/18 | 53 |
| 2018/19 | 52 |
| 2019/20 | 77 |
| 2020/21 | 86 |
| 2021/22 | 50 |

## 23/222

**Your Request 1**: ***High Performance Computing (HPC)***

*a. How many HPC systems does the university have?*

*b. Who is the vendor?*

*c. Who is the current supplier/integrator maintaining it?*

*Within the university who is:*

*d. The Business lead?*

*e. The Technical lead?*

*f. For each would you share their email address and mobile / direct dial contact numbers?*

*g. Would you please confirm the contract end date?*

*h. For each HPC when is the next refresh planned and what would you like to improve upon?*

*i. What would you like to improve upon in your next refresh?*

**LJMU Response 1:**

a. Currently there is 1 central HPC system although some researchers may have their own small grant funded servers which they use for smaller scale activities.

b. HPE

c. Hardware supplier – DTP, managed service provider - Alces Flight Ltd.

d. The University will not disclose this information under the provisions of Section 40(2) of the FOIA because disclosure may breach one or more of the data protection principles of the GDPR.

e. The University will not disclose this information under the provisions of Section 40(2) of the FOIA because disclosure may breach one or more of the data protection principles of the GDPR.

f. The University will not disclose this information under the provisions of Section 40(2) of the FOIA because disclosure may breach one or more of the data protection principles of the GDPR.

g. Hardware: 30th June 2026, managed service: annually in February.

h. Refresh of the oldest components of the HPC is scheduled from Sept 2027.

i. Our current focus is on expansion rather than improvement.

**Your Request 2: *General Servers***

*a. Who is the current vendor?*

*b. Who is the current supplier/integrator/maintainer?*

*c. When was your last refresh and when is the next server refresh planned?*

*d. Would you please confirm contract end dates?*

*e. What would you like to improve upon in your next refresh?*

*f. Who is the technical lead i.e. name and would you share their email address and contact mobile/direct dial number?*

**LJMU Response 2:**

a. HPE

b. HPE / DTP

c. Nov 2023 / Q4 24 or Q1 25 or when the business dictates.

d. 30th June 2026

e. Focus will be refresh with latest generation of server and so by virtue improvement will be performance.

f. The University will not disclose this information under the provisions of Section 40(2) of the FOIA because disclosure may breach one or more of the data protection principles of the GDPR.

## 23/223

**Your Request 1**: *Please tell me the first aid provision your university has calculated it requires for the general needs/safety of your university's site.*

*There is usually a baseline number and a specific number of first aiders deemed to be necessary, e.g. –*

*Baseline: number of first aiders required to provide sufficient cover on campus*

*Specific: required when the risk assessment for the activity indicates that additional first aid provision is required*

**LJMU Response 1:** Our baseline is 196 First Aid at Work trained staff required as calculated on space utilisation data.

Where the risk assessment indicates a specific requirement for first aid provision then first aiders from this number are made available.

**Your Request 2**: *As of the day of this request, please tell me how many full-time staff members (I am including contracted workers such as security in this definition) at your university have been trained in first aid through an accredited course (please tell me the name of the course, the department the person works in e.g. student services, security).*

**LJMU Response 2:** 159 First Aiders have attended the Three Day First Aid at Work Training Course provided by Kays Medical, as follows:

|  |  |
| --- | --- |
| **Department** | **Number of staff** |
| Campus Services | 20 |
| Corporate Communications | 3 |
| Finance | 1 |
| IT Services | 4 |
| JMSU | 2 |
| Library Services | 12 |
| Public Health | 2 |
| Safety, Health and Environment | 1 |
| Security Services | 26 |
| Sports and Physical Activity | 13 |
| Student Futures | 3 |
| Student Recruitment | 8 |
| Faculty of Arts, Professional and Social Studies | 11 |
| Faculty of Business and Law | 9 |
| Faculty of Engineering and Technology | 5 |
| Faculty of Health | 9 |
| Faculty of Science | 26 |

**Your Request 3**: *How many of these staff members who are first aid trained (having taken an accredited course) are available as part of their working responsibilities to respond to an emergency situation in the evening/early morning (i.e. between 7pm and 7am)?*

**LJMU Response 3:** We have 26 Security Services staff and 3 Library Services staff that may be available between 7pm-7am depending on their shift pattern. As per the answer to question 1, if an event is taking place during these hours then additional first aid cover is provided according to the risk assessment.

## 23/225

**Your Request 1**: *Out of the total number of students with 'home fee' status enrolled in an undergraduate course in the 2022-23 academic year, what proportion of students had refugee status?*

**LJMU Response 1:**

|  |  |  |
| --- | --- | --- |
| **No. with ‘Home Fee’ status** | **No. with Refugee status** | **% with Refugee status** |
| 21430 | 15 | 0.07 |

**Your Request 2**: *Out of the total number of students with 'international fee' status enrolled in an undergraduate course in the 2022-23 academic year, what proportion of students had asylum seeker status?*

**LJMU Response 2:**

|  |  |  |
| --- | --- | --- |
| **No. with ‘International Fee’ status** | **No. with Asylum Seeker status** | **% with Asylum Seeker status** |
| 849 | 1 | 0.12 |

**Your Request 3**: *What were the main nationalities of applicants with refugee status and asylum seeker status enrolled in an undergraduate course in the 2022-23 academic year (rank from most to least common)?*

**LJMU Response 3:**

In accordance with Section 40(2) of the FOIA, the University has not been able to give the exact numbers where small numbers of individuals are involved, so that an individual cannot be identified, or inferences be drawn about them. The University has inserted a “fewer than five” (<5) value in any appropriate cell to ensure compliance.

|  |  |
| --- | --- |
| **Nationality Description** | **Headcount** |
| Iran (Islamic Republic Of) | 5 |
| Syrian Arab Republic | <5 |
| Uganda | <5 |
| Afghanistan | <5 |
| Bangladesh | <5 |
| Cameroon | <5 |
| Libyan Arab Jamahiriya | <5 |
| Russian Federation | <5 |
| Somalia | <5 |
| Sudan | <5 |

**Your Request 4**: *Out of the total number of students with 'home fee' status enrolled in an undergraduate course in the 2016/17 academic year, what proportion of students had refugee status?*

**LJMU Response 4:**

|  |  |  |
| --- | --- | --- |
| **No. with ‘Home Fee’ status** | **No. with Refugee status** | **% with Refugee status** |
| 21172 | 12 | 0.06 |

**Your Request 5**: *Out of the total number of students with 'international fee' status enrolled in an undergraduate course in the 2016/17 academic year, what proportion of students had asylum seeker status?*

**LJMU Response 5:**

|  |  |  |
| --- | --- | --- |
| **No. with ‘International Fee’ status** | **No. with Asylum Seeker status** | **& with Asylum Seeker status** |
| 1266 | 4 | 0.32 |

**Your Request 6**: *What were the main nationalities of applicants with refugee status and asylum seeker status enrolled in an undergraduate course in the 2016/17 academic year (rank from most to least common)?*

**LJMU Response 6:**

|  |  |
| --- | --- |
| **Nationality Description** | **Headcount** |
| Iran (Islamic Republic Of) | <5 |
| Libyan Arab Jamahiriya | <5 |
| Syrian Arab Republic | <5 |
| Yemen | <5 |
| Zimbabwe | <5 |
| Uganda | <5 |
| Cote D'Ivoire | <5 |
| Ethiopia | <5 |
| Nigeria | <5 |
| Pakistan | <5 |
| Saudi Arabia | <5 |
| Sudan | <5 |

## 23/226

**Your Request 1**: *How many reports of sexual violence from both staff and students (separated) have you had for the following academic years, separated into unwanted sexual contact, sexual assault and rape. If this would exceed the 18h limit please could you provide me instead with ‘How many reports of sexual violence have you had for the following academic years from staff and students (separated by staff, students)’:*

* *2013-14*
* *2014-15*
* *2015-16*
* *2016-17*
* *2017-18*
* *2018-19*
* *2019-20*
* *2020-21*
* *2021-22*
* *2022-23*

**LJMU Response 1:**

|  |  |  |
| --- | --- | --- |
| **Year** | **Staff** | **Students** |
| 2013-14 | Records not held in a reportable format | Records not held in a reportable format |
| 2014-15 | Records not held in a reportable format | Records not held in a reportable format |
| 2015-16 | 0 | Records not held in a reportable format |
| 2016-17 | <5 | Records not held in a reportable format |
| 2017-18 | <5 | Records not held in a reportable format |
| 2018-19 | <5 | Records not held in a reportable format |
| 2019-20 | 0 | Records not held in a reportable format |
| 2020-21 | 0 | <5 |
| 2021-22 | 0 | <5 |
| 2022-23 | <5 | <5 |

Until 2015 for staff records, and up to 2020 for student records, data was stored differently than it is now. Therefore, to retrieve the requested information from these years would require manual analysis of each file.

Due to the volume of files over the years you have requested, we estimate the costs of manual analysis would be in excess of £450. Section 12 of the FOIA puts a limit of £450 on the costs the University should need to incur in responding to a request for information, therefore we have provided data only for the years which we are able to retrieve within the cost limits imposed by the FOIA.

Additionally, in accordance with Section 40(2) of the FOIA, the University has not been able to give the exact numbers where small numbers of individuals are involved, so that an individual cannot be identified, or inferences be drawn about them. The University has inserted a “fewer than five” (<5) value in any appropriate cell to ensure compliance.

**Your Request 2**: *Please could you also tell me the number of expulsions because of sexual violence for the same years as above.*

**LJMU Response 2:**

|  |  |  |
| --- | --- | --- |
| **Year** | **Staff** | **Students** |
| 2013-14 | Records not held in a reportable format | Records not held in a reportable format |
| 2014-15 | Records not held in a reportable format | Records not held in a reportable format |
| 2015-16 | 0 | Records not held in a reportable format |
| 2016-17 | 0 | Records not held in a reportable format |
| 2017-18 | 0 | Records not held in a reportable format |
| 2018-19 | 0 | Records not held in a reportable format |
| 2019-20 | 0 | Records not held in a reportable format |
| 2020-21 | 0 | 0 |
| 2021-22 | 0 | <5 |
| 2022-23 | 0 | 0 |

**Your Request 3**: *Please could you also tell me if there have been any staff members who have been dismissed for sexual relations with students for the same years as above.*

**LJMU Response 3:** No staff member has been dismissed for sexual relations with students.

**Your Request 4**: *Please could you tell me what support is available to students who report they were the victim of sexual violence?*

**LJMU Response 4:** There are two ways a student can report, speak with a specialist advisor, or report incidents:

(1) Report and Support is the University’s formal online reporting system for reporting harassment and/or misconduct.

(2) Believe, Report, Support is for students to report any incidences of sexual violence or misconduct.

A specialist Sexual Violence Liaison Adviser (SVLA) will contact the student making the disclosure to discuss their options and will be able to offer appropriate practical and emotional support tailored to their circumstances. This is confidential and does not instigate any kind of formal reporting process, but staff can/will work closely with external services such as RASA, Safe Place, and Merseyside Police if required.

The University also has a Police Officer from Merseyside Police on campus to provide advice and support to students and staff.

## 23/227

**Your Request 1**: We would be grateful for some information regards the demographic of your student population within the Built Environment courses.

2021 Intake:

* Percentage of students from ethnic minorities (not White British)
* Percentage of students first in family (to go into HE)
* Percentage of students from the local area (Liverpool/Manchester)
* Male and Female split

**LJMU Response 1:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Year | Starters | Minority% | First in Family% | Local Area% | Female% | Male% |
| 2021/2022 | 425 | 7.8 | 46.8 | 50.4 | 66.4 | 33.6 |

**Your Request 2**: *2022 Intake:*

* *Percentage of students from ethnic minorities (not White British)*
* *Percentage of students first in family (to go into HE)*
* *Percentage of students from the local area (Liverpool/Manchester)*
* *Male and Female split*

**LJMU Response 2:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Year | Starters | Minority% | First in Family% | Local Area% | Female% | Male% |
| 2022/2023 | 364 | 10.7 | 50.3 | 47 | 65.4 | 34.6 |

**Your Request 3**: *2023 Intake:*

* *Percentage of students from ethnic minorities (not White British)*
* *Percentage of students first in family (to go into HE)*
* *Percentage of students from the local area (Liverpool/Manchester)*
* *Male and Female split*

**LJMU Response 3:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Year | Starters | Minority% | First in Family% | Local Area% | Female% | Male% |
| 2023/2024 | 406 | 12.3 | 40.4 | 49.3 | 68.2 | 31.8 |

## 23/229

**Your Request 1**: *How many buildings at Liverpool John Moores have been surveyed for RAAC?*

**LJMU Response 1:** The whole estate has been assessed for the presence of RAAC.

**Your Request 2**: *How many buildings are confirmed to contain RAAC? Please name them.*

**LJMU Response 2:** None

**Your Request 3**: *How much has been spent so far on RAAC surveying/remediation?*

**LJMU Response 3:** Nil

**Your Request 4**: *How much does Liverpool John Moores currently anticipate to spend on RAAC remediation?*

**LJMU Response 4:** Nil

## 23/230

**Your Request 1**:

*Please provide me with a copy of all email correspondence between (to and from) your:*

* *Vice-Chancellor*
* *Chancellor*
* *Pro-Vice Chancellor International*

*(In the case that there is no formal Pro-Vice Chancellor international, then the most senior individual with responsibility for international partnerships will suffice instead).*

*And staff of:*

* *The Chinese Ministry of Foreign Affairs, including the Chinese Embassy.*
* *The Chinese Ministry of Education*
* *The Chinese Ministry of Science and Technology*
* *The Chinese Academy of Sciences*
* *The National Natural Science Foundation of China*

*From 1st January 2021 to date.*

**LJMU Response 1:**

None of the colleagues mentioned, nor any same level colleagues, have any correspondence with the staff of the ministries listed.

## 23/231

**Your Request 1**: *Can you answer the following questions for last year’s (2022) Scope 3 business travel, please:*

*1. The total number of business trips taken (research, study, and other business)*

*2. The total number of flights for business trips*

*3. Do you include hotel stays in your business travel Scope 3 calculations?*

*4. How do you calculate business travel-related CO2; distance-based, fuel burn-based, emissions trading, or a hybrid approach?*

*5. Do you include the type of class taken on flights in your calculations?*

**LJMU Response 1:**

1. 2644 (this number includes rail, ferry, flight, accommodation and coach).

2. 576

3. Yes

4. We use information supplied by our travel ticket providers which is distance-based.

5. We use information supplied by our travel ticket providers which includes cabin class.

## 23/232

**Your Request 1**: *Does your university have a contract with Corporate Travel Management (CTM) https://uk.travelctm.com?*

*If so, can you tell me:*

1. *What the contract is for?*
2. *When it began?*
3. *The length of the contract?*

**LJMU Response 1:** As a HEI, we utilise the SUPC Travel Management Services Framework – PFB40939SU.

The contract commenced in August 2019 to March 2024.

The Framework is split into two lots: Business Travel and Student Travel.

Business Travel: Providing Members with access to a fully managed service for all UK and International travel and associated services. The Member will be able to research and book using an online tool and/or via offline booking channels using a traditional call centre/agent type operation (on the lowest cost non-Premium Line telephone number). This lot will cover UK and International Air, Rail, and Hotel services; Ferry services; Eurostar; International Vehicle Hire; Visa services and relevant professional advice to all clients.

Student Travel: Covering UK and International Air, Rail and Hotel / Hostel services; Ferry services; Eurostar; International Vehicle Hire; Group Travel services: and relevant professional advice to Members for student group travel.

On expiry of the Framework, LJMU will move to the new SUPC Travel Management Services Framework during 2024.

## 23/233

**Your Request 1**: *Aligned to Condition G2 of the OfS Regulatory Framework 2018-2022, please provide the documentary evidence (that includes financial assessment) from the 2021-2022 academic year that clarifies how your university has secured VFM (value for money) for the Student Premium funding (Student Funding for Access and Success) you have received from the OfS to deliver WP (widening participation and success interventions), and how that VFM assessment influenced which WP interventions you delivered in the 2022 – 2023 academic year (01.08.2022 – 31.07.2023).*

**LJMU Response 1:**

**Expenditure**

Expenditure related to the student premium is embedded within core university budgets. Budgets are agreed as part of the annual budget setting process, and further details of annual financial accounts can be accessed at: <https://www.ljmu.ac.uk/about-us/public-information/financial-information/financial-statements>.

Student access and success activity is funded through two mechanisms.

1. The higher fee rate as per the approved agreements in the university access and participation plan – see: <https://www.officeforstudents.org.uk/advice-and-guidance/the-register/search-for-access-and-participation-plans/#/AccessPlans/provider/10003957>.

2. Specifically, the OfS grant supports and compliments the access and participation plan. In terms of headline figures for spend against the £3.75M allocation, this was distributed as follows:

* Student access (£2.049m)
* Disability support (£0.931m)
* Financial support (including hardship funding) (£4.990m\*) (\*includes core funding)
* Research and evaluation (£0.288m)

Details of where, and how, the university allocate the OfS funds are detailed by individual department and reported through school and faculty plans. The OfS funding is considered as core university activity and as such supports core business budgets rather than being separately budgeted for. This has the benefit of maximisation of both grant and core funding for the benefit of students.

**Evaluation**

The university evaluation strategy utilises a variety of methods to assess the impact of access, success, and progression activities as well as financial support. The University has invested in Research Officer roles within its Teaching and Learning Academy to support evaluation. A

specific priority is to further develop an integrated institutional evaluation plan that covers the whole student lifecycle. This approach builds and expands on current evaluation practices to ensure that impact can be demonstrated across all areas.

**Data analysis**

Annual analysis of HESA performance indicators and composition of university student population helps to monitor progress against the targets and milestones and is utilised to inform value for money investment, future strategies, and strategic priorities. This data is publicly available through the OfS data dashboards – see: <https://www.officeforstudents.org.uk/data-and-analysis/official-statistics>.

The university WebHub system provides a dynamic academic business intelligence resource. This brings together data from a range of statutory returns and the Student Information System. Data is available for staff relating to programmes, modules, student surveys (such as National Student Survey, Destination of Leavers, and module appraisal) and applications and targets as well as trend data and benchmarking.

This database can be used to track students from targeted groups throughout the student lifecycle to identify barriers, to inform the objectives of activities and to monitor the impact of success and retention activities.

**Financial support evaluation**

The university provided £2m of student support funds (hardship) in 2021/22 funded from the OfS Student premium and high fee income. Evaluation of students receiving a payment from the student support fund found levels of retention were comparable to institutional outcomes. Further details can be accessed at: <https://www.ljmu.ac.uk/discover/student-support/student-support-schemes>.

**Monitoring**

An annual assessment of the University’s progress in relation to the access and participation plan is provided in the monitoring return to the Office of Students. This is compiled by the cross-university Access and Participation Board and is approved by the Executive Leadership Team and Board of Governors.

Outcomes of the University’s progress are discussed and evaluated at various University committees throughout the year, and appropriate action plans are put in place to address any recommendations for enhancement.

The table below shows the 2021/22 OfS funding related to Student Access and Success.

|  |  |
| --- | --- |
| Premium to support successful student outcomes: full-time | 2,949,762 |
| Premium to support successful student outcomes: part-time | 530,650 |
| Disabled students' premium | 398,342 |
| Premium for student transitions and mental health | 211,902 |
| **Subtotal: funding for student access and success** | **4,090,656** |

**Your Request 2**: *Please supply the names of the interventions that your institution delivered in the 2021-22 academic year to reduce the degree outcomes gap between your BAME and White students.*

**LJMU Response 2:**

In 2021/22 the Awarding Gap between Black and White students was the lowest (20.9%). The trend is volatile though (32.6% in 2020/21 and 28.4% in 2022/23).

In 2021/22 a Bridge the Gap project took place (£50K funding). One of the interventions delivered by the project was a small-scale peer-mentoring scheme (in addition to raising awareness of the awarding gap via student and staff surveys, and students focus groups and interviews).

Outcomes of the project informed Faculty action plans as follows:

* Engineering and Technology: Focus on the awarding gap for Ethnic minority, Irish and white male Q1 and 2
* Health: Focus on the awarding gap (black and white)
* Science: Introduction of a buddy scheme.

Other interventions focused upon Curriculum Enhancement Internship projects that addressed decolonising the curriculum. These operated within the Faculty of Science and comprised:

* EDIpedia – see: <https://www.ljmu.ac.uk/about-us/edi/edipedia>
* Sport Science: Decolonising Curriculum Audit
* Biological and Environmental Sciences: Decolonising Curriculum Audit
* Embedding decolonising the curriculum within core module tutorials with Personal
* Curriculum Enhancement Internship projects:

An institutional project on reciprocal mentoring relationships between black students and white staff was also ran in 2021/22. Further details are provided at: <https://www.ljmu.ac.uk/microsites/blacklivesmatter/reciprocal-and-reverse-mentoring>.

**APP evaluation network group project evaluations**

Several Theory of Change based evaluation plans were devised both to assess the attainment gap, and broader aspects of diversity. These comprised:

* Summer Schools (care experienced)
* Summer University (disadvantaged students)
* Law Factor (low HE participation areas)
* L8 Local communities and organisations working in partnership to increase access to higher education for students from an ethnic minority background.
* The Step Up programme (works with a designated cohort of pupils who are in some way disadvantaged and have ability but are at risk of failing to meet minimum GCSE requirements). The Annual Report 2023 provides details of longitudinal outcomes: <https://www.ljmu.ac.uk/-/media/files/ljmu/about-us/edi/di-annual-report.pdf>.

**Graduate Trainee Tutors (Positive Action Training)**

In June 2023, the university made significant appointments by recruiting six Graduate Trainee Tutors. These appointments were distributed across the Liverpool Business School, School of Education, and Astrophysics Research Institute.

This initiative is part of a positive action programme designed to strengthen the university's representation of Ethnically Diverse staff. Over the course of this four-year programme, trainees will not only complete their PhDs but also undertake a Postgraduate Certificate in Academic Practice.

They will gain invaluable teaching experience with the full support of their respective departmental teams and act as positive role models for the student body.

**The University Funded Diversity and Inclusion Scheme (£10K each)**

The following projects were funded:

* Using the Gypsy, Traveller, Roma, Showmen and Boaters' (GTRSB) HE and Schools Pledge to increase access into FE and HE
* Lean in Construction for Girls
* Elena Zaitseva: Understanding Barriers to Academic Achievement of Male Students from Low HE Participation Areas and Developing Institutional Interventions
* ‘Story Creators’ - A collaborative inclusion project for LJMU students and pupils in the Liverpool City Region with Special Educational Needs and Disability
* ‘Intern to Work’ - A collaborative inclusion project for LJMU to partner with Liverpool City Council (LCC) to provide supported internships to students in the Liverpool City Region (LCR) with Special Educational Needs and Disability (SEND)
* #BlackintheIvory
* Clues in the Cues - Chronicling and Contextualising Non-Western Socio-Cultural Norms for Improved Student Experience
* You Can't Be What You Can't See
* The Experiences of Disabled Staff within a Higher Education Setting

**Your Request 3**: *Please supply the VFM assessments that your university has completed on each of the interventions that were designated to reduce the degree attainment gap between BAME and White students your university has delivered (funded by the OfS Student Funding for Access and Success) in the academic year 2021-2022, aligned to Request 2 above.*

**LJMU Response 3:**

**Evaluation of activities**

The university adopts a theory-based approach to evaluating activity targeted at individuals from underrepresented groups. For example, in delivering its outreach to prospective students, we adopt a framework based on Kirkpatrick’s evaluation model focussing on *Reaction, Learning, Behaviour* and *Results*.

This evaluation framework is used to demonstrate impact and inform changes where necessary. Outreach programmes have clear objectives for each intervention with standardised evaluation measures in place for different categories of interventions such as pre and post activity questionnaires that show attitudinal change and the learning experience of the individual.

Objectives are strategically aligned with institutional goals enabling individual activities to be measured against its objective.

The university is committed to delivering sustained long-term outreach and therefore it is vital participants are tracked through to higher education progression and their performance beyond the point of enrolment.

The university utilises the Higher Education Access Tracker (HEAT) to evaluate the impact of aspiration and attainment raising activity, providing quantitative metrics which detail learner characteristics, baseline data and the volume of outreach individuals have engaged in.

**Your Request 4**: *In section 10.a of the OfS Regulatory Advice 10 (*[Regulatory advice 10: Accountable officers. Guidance for providers on the responsibilities of accountable officers (officeforstudents.org.uk)](https://www.officeforstudents.org.uk/media/ffbda735-b768-40f3-b835-1ed20451aefc/ofs2018_29.pdf)*) it clarifies that your Accountable Officer has a personal responsibility to ensure that your institution complies with the Terms and Conditions of Funding for any funding they receive from the OfS. Please clarify how your Accountable Officer has ensured that your institution has secured VFM for the OfS Student Funding for Access and Success you received in 2021-2022 to deliver WP interventions, including the interventions to reduce the attainment gap between BAME and White students in that year.*

**LJMU Response 4:**

The Accountable Officer operates within the Articles of Governance as set out in the Governance and Charitable status of the university. Further details can be accessed at: <https://www.ljmu.ac.uk/about-us/structure/governance-and-charitable-status>.

The Accountable Officer reports to the Board of Governors and related committees in the operation of the university. Management and operation of the university is delivered through the university strategy and targets and performance metrics. The Executive Leadership Team operate through delegated authority to discharge the agreed roles and responsibilities of the various strands of the strategy.

Regulatory returns are reported to Academic Board, Finance Committee, Audit and Risk Committees and the Board of Governors. These also are reported through University Annual reports. See: <https://issuu.com/ljmu/docs/annual_report_dec22_with_finance_pages>.

## 23/234

**Your Request 1**: *The number of student complaints relating to antisemitism raised between 1 January 2014 and 3 December 2020 (the “First Period”).*

**LJMU Response 1:** We are unable to respond to this as our Student Governance team only retain records for a period of 6 years following the last action on the file.

**Your Request 2**: *The number of student complaints relating to antisemitism raised during the First Period which resulted in any kind of disciplinary measure pursuant to the relevant university rules and procedures.*

**LJMU Response 2:** Please see Response 1

**Your Request 3**: *The number of student complaints relating to antisemitism raised during the First Period which were taken to the Office of the Independent Adjudicator for Higher Education, and details of the Independent Adjudicator's findings in each such case.*

**LJMU Response 3:** Please see Response 1

**Your Request 4**: *The number of student complaints relating to antisemitism raised between 4 December 2020 and 6 October 2023 (the “Second Period”).*

**LJMU Response 4:** 0

**Your Request 5**: *The number of student complaints relating to antisemitism raised during the Second Period which resulted in any kind of disciplinary measure pursuant to the relevant university rules and procedures.*

**LJMU Response 5:** 0

**Your Request 6**: *The number of student complaints relating to antisemitism raised during the Second Period which were taken to the Office of the Independent Adjudicator for Higher Education, and details of the Independent Adjudicator's findings in each such case.*

**LJMU Response 6:** 0

**Your Request 7**: *The number of student complaints relating to antisemitism raised since 7 October 2023 and 1 December 2023 (the “Third Period”).*

**LJMU Response 7:** 0

**Your Request 8**: *The number of student complaints relating to antisemitism raised during the Third Period which resulted in any kind of disciplinary measure pursuant to the relevant university rules and procedures.*

**LJMU Response 8:** 0

**Your Request 9**: *The number of student complaints relating to antisemitism raised during the Third Period which were taken to the Office of the Independent Adjudicator for Higher Education, and details of the Independent Adjudicator's findings in each such case.*

**LJMU Response 9:** 0

## 23/235

**Your Request 1**: *Was your organisation a member of the Stonewall Diversity Champions scheme in the financial year 2022-23?*

**LJMU Response 1:** Yes

**Your Request 2**: *What was the membership fee given to Stonewall as part of their Diversity Champions programme in 2022-23 by your organisation?*

**LJMU Response 2:** £3000

**Your Request 3**: *Is your organisation currently a member of Stonewall’s Diversity Champions programme?*

**LJMU Response 3:** Yes

**Your Request 4**: *What additional monies have been given to Stonewall in 2022-23? Specifically, this incorporates:*

* *Events/conferences (where, for example, your organisation has purchased tickets to attend or entered raffles or auctions organised by Stonewall). Please name any events/conferences that your organisation attended and the date attended.*
* *Other programmes (such as LGBT Leadership programme, LGBT Role Model programme, Ally and/or Trans Ally programmes, as well as Train the Trainer programmes etc).*

**LJMU Response 4:** The only payment made by the university to Stonewall in 2022/23 was for membership of the Diversity Champions programme.

## 23/236

**Your Request 1**:

*1. Has your organisation acquired any Internet of Things (IoT) devices in the last 36 months?*

*2. What was the budget allocated for these projects?*

*3. What did these projects encompass?*

*4. Does your organisation have an energy/metering monitoring platform?*

*5. If so, which one is it, and what is the annual cost of this platform?*

*6. Is there any form of analytics software within your estate's portfolio?*

*7. Do your buildings incorporate Building Management Systems (BMS) or Building Energy Management Systems (BEMS)?*

*8. If so, which manufacturer's software do you utilise for these systems?*

*9. Additionally, what is the manufacturer of the hardware used for these systems?*

*10. How much is expended on the annual maintenance of these systems?*

*11. Who bears responsibility for the upkeep and maintenance of the BMS?*

*12. Has your organisation appointed a nominated energy manager?*

*13. Does your organisation have a plan in place to achieve carbon net-zero emissions?*

*14. If such a plan exists, could you kindly provide access to the details of this plan?*

*15. Are there any strategies or plans in progress to decarbonise heating systems within your estate?*

*16. If so, may I request information on these heat decarbonisation plans?*

*17. Has your organisation received any public funding to support the decarbonisation efforts within your estate?*

*18. If funding has been received, please specify the funding source and the amount received.*

**LJMU Response 1:**

1. No

2. The IoT costs are embedded in individual projects and cannot therefore be quantified with any accuracy.

3. IoT encompasses everything with a sensor or connectivity to the internet. We are not able to quantify these projects.

4. Yes – BMS and Systems Link.

5. The University will not be disclosing this spend because it would be prejudicial to our commercial interests to do so. Section 43(2) of the FOIA allows us to withhold information in such cases and we do not consider there is public interest in disclosing it.

6. The only analytic software we use are the BMS and CAFM Systems.

7. Yes

8. Trend/Niagara

9. Trend

10. The University will not be disclosing this spend because it would be prejudicial to our commercial interests to do so. Section 43(2) of the FOIA allows us to withhold information in such cases and we do not consider there is public interest in disclosing it.

11. Our maintenance FM provider.

12. Yes

13. Yes

14. Please see our Climate Action webpage: https://www.ljmu.ac.uk/about-us/ljmu-climate-action

15. Yes

16. We are unable to provide these at this stage as they have not been formally approved and published.

17. Yes, we received Salix Funding for an ASHP for one building.

18. The funding source was Salix who they can contact for further information.

## 23/237

**Your Request 1**: I would like to know how much the university has invested (if at all) in the following companies:

|  |  |
| --- | --- |
| Lockheed Martin | Lockheed Martin UK Ltd. |
| BAE Systems (Operations) Ltd. | Northrup Grumman |
| ThyssenKrupp Marine Systems | Atlas Elektronik UK |
| General Dynamics Land Systems | GE Aviation |
| MPE | Ametek |
| Renk AG | Leonardo UK Ltd. |
| AgustaWestland | Meggitt |
| Penny + Giles Controls | Elbit Systems |
| UAV Engines Ltd | UAV Systems Ltd |
| Buoyancy Aerospace V1 Ltd | Blaenavon Forgings Limited |
| Mettis Aerospace Limited | Advanced Logistics for Aerospace (UK) Limited |
| Pattonair (Derby) Limited | Brookhouse Aerospace Limited |
| FGP Lufton Limited | Ultra PCS Limited |
| Wesco Aircraft EMEA, Ltd. | Goodrich Actuation Systems Limited |
| ITP Aero UK Limited | Teledyne UK Limited |
| Meggitt Aerospace Limited | API Design & Build Ltd |
| RFD Beaufort Limited | Hardide Coatings Limited |
| Specialty Coating Systems Limited | Rolls-Royce PLC |
| RTI International Metals Limited | Trelleborg Sealing Solutions UK Limited |
| Radius Aerospace UK Limited | Forged Solutions Group Limited |
| Stirling Dynamics Limited | Pattonair Limited |
| EDM Limited | Sealand Support Services Limited |
| Aalberts Surface Technologies Heat Limited | Vital Link Europe Limited |
| Pratt & Whitney Military United Kingdom Ltd | Itel Electronics Limited |
| Northrop Grumman UK Limited | Icon Aerospace Technology Ltd |
| Rockwell Collins UK Limited | Weston Aerospace Limited |
| Teledyne Limited | DDC Electronics Limited |
| M.J. Sections Limited | Attewell Limited |
| Martin-Baker Aircraft Company Limited | Welwyn Components Limited |
| FGP Systems Limited | McBraida PLC |
| Glenair UK Limited | Ronaldsway aircraft company ltd |
| Strain Measurement Devices Limited | API Microwave limited |
| Haskel Europe Ltd | RLC (UK) Limited |
| Qioptiq Limited | Velocity Composites PLC |
| Technical Fibre Products Limited | Darchem Engineering Limited |
| S.W. Plastics Limited | Parker Hannifin Manufacturing Limited |
| GE Aviation Systems Limited | Moog Wolverhampton Limited |
| Mission Systems Wimborne Limited | Nicholsons Sealing Technologies Limited |
| Honeywell Control Systems Limited | Goodrich Control Systems |
| C.W. Fletcher & Sons Limited | Honeywell UK Limited |
| Teknoflex Interconnect Solutions Limited | Senior UK Limited |
| Bowmill Engineering Limited | Manthorpe Engineering Limited |
| Eaton Limited | Porvair Filtration Group Limited |
| Dunlop Aircraft Tyres Limited | Cross Manufacturing Company (1938) Limited |
| L3Harris Release & Integrated Solutions Ltd | GKN Aerospace Services Limited |
| HS Marston Aerospace Limited | SPS Technologies Limited |
| Ultra Electronics Limited | Greene Tweed & Co Limited |

**LJMU Response 1:**

Nil

## 23/238

**Your Request 1**: *I would be most grateful if you would provide me, under the Freedom of Information Act, details in respect of your Contract Cleaning Services excluding council housing.*

*The details we require are:*

1. *Suppliers who applied for inclusion and were successful & not successful at the PQQ & ITT stages\**
2. *Copy of the successful suppliers ITT submission*
3. *Contract values of each contract year to date*
4. *Start date & duration of contract*
5. *Scope of services provided under current contract*
6. *Is there an extension clause in the contract(s) and, if so, the duration of the extension?*
7. *Has a decision been made yet on whether the contract(s) are being either extended or renewed?*
8. *Who is the senior officer (outside of procurement) responsible for this contract and what are their contact details?*

*\* For clarity, the details of the successful and unsuccessful suppliers are kept in the strictest confidence. These details are used only to contact and support suppliers regarding their bidding activity for the relevant contracts.*

**LJMU Response 1:**

The majority of LJMU’s estate is cleaned by internal staff through the Campus Services department. There are two exceptions to this, where we have property on lease (Exchange Station and Liverpool Science Park).

1. **Liverpool Science Park**: Given the value, three quotations were gained for this as opposed to full open tender. Suppliers who provided quotes were Unify Management Solutions Limited, Churchill Group and Venture Maintenance Limited. Unify were appointed.

**Exchange Station**: The current supplier at Exchange Station is Atlas – they were originally (pre-2022) providing the service through the landlord of Exchange Station (CEG) who would invoice LJMU for services.

2. We will not provide this information because this is likely to prejudice our commercial interests. The public interest is in favour of withholding the information for this reason under the provisions of s.43 of the FOIA.

3. £1,725.50 +VAT per month

4. **Liverpool Science Park**: 1st June 2022 to present

**Exchange Station**: We entered into a 12-month agreement at the end of 2022 with Atlas after the landlord wanted LJMU to work directly with the supplier, in that Atlas would begin to invoice us directly rather than through the landlord – this was appointed on a waiver due to the need for continuity of service.

5. Office cleaning to LJMU areas within multi-tenanted building.

6. N/A

7. N/A

8. LJMU is obliged to protect personal data in compliance with the principles of the GDPR. Under the provisions of Section 40(2) of the FOIA we can withhold data where disclosure could be in breach of these principles.

## 23/239

**Your Request 1**: *I am writing to request information about the John Moores University Transnational Education provisions with some West Africa countries.*

*The annual reporting data to The Higher Education Statistics Agency (HESA) indicates that the institution has delivered TNE providing in Gambia, Ghana, Liberia, Nigeria, and Sierra Leone since official reporting began in 2007.*

*Please kindly provide a list of all the oversea TNE partners in the following countries and year of provision (no student or enrolment data or status is required): Gambia, Ghana, Liberia, Nigeria, Sierra Leone.*

*Oversea partners may include universities and colleges, etc. in host countries.*

**LJMU Response 1:**

LJMU does not have any TNE partners who are based in Africa.

## 23/240

**Your Request 1**: *I would like the organisation to review my Freedom of Information request below, focused around contract data for services around facilities management, specifically:*

*1. Office and building cleaning – service contract that is focused around office, commercial and building cleaning services*

*2. Lift service and maintenance – service contract for lift service and maintenance*

*3. Food – service contract that is focused around catering services*

*4.* *General waste services contracts – organisation’s primary general waste service contract*

*5. Laundry services - where clothes and linen can be washed and ironed*

* *Contract profile questionnaire for each type of contract:*
* *Supplier/provider of the services*
* *Total Annual Spend – the spend should only relate to each of the service contracts listed above*
* *A description of the services provided under this contract – please include information if other services are included under the same contract*
* *The number of sites the contract covers*
* *The brand name of the type of lifts used by the organisation [only for lift contract]*
* *The start date of the contract*
* *The end date of the contract*
* *The duration of the contract – please include information on any extensions period*
* *Who within the organisation is responsible for each of these contracts? Name, job title, contact number and email address*

**LJMU Response 1:**

1. Our cleaning staff are employed directly by the University. We do, however, have cleaning contracts both in Exchange Station and Liverpool Science Park which provides office cleaning to LJMU areas within multi-tenanted buildings. The supplier of the contract is Unify Management Solutions. The total annual spend is £1,725.50 +VAT per month. The Interim Director of Campus Services is responsible for this contract. We will not provide the date range of this contract because this is likely to prejudice our commercial interests. The public interest is in favour of withholding the information for this reason under the provisions of s.43 of the FOIA.

2. We do not hold this information – the maintenance of lifts within University premises is included in our wider Facilities Maintenance contract and it is not possible to disaggregate aspects in relation to Lift Service.

3. We do not hold this information – our catering staff are employed directly by the University.

4. We do not hold this information – the Waste Management of the University is through numerous contracts and it is not possible to disaggregate aspects

5. We do not hold this information – we do not offer a laundry service.