

Freedom of Information Act Disclosure Log 2010

Date Received	Newman Reference	Information Requested	Response to Request
5 January 2010	FOI/10/01	Number and types of requests made to Newman under the Regulation of Investigatory Powers Act	Newman University College has not received any requests under RIPA.
6 January 2010	FOI/10/02	Number of staff currently earning more than £100,000 per annum	There is currently one member of staff earning more than £100,000 (but less than £150,000).
11 January 2010	FOI/10/03	The sum spent by Newman on legal fees during academic year 2008 – 2009	Newman University College spent £15,696.92 on legal fees during academic year 2008 – 09.
18 January 2010	FOI/10/04	The names of Newman's current provider of legal services and the date any contracts with these providers are due for renewal.	Newman University College uses a number of legal firms on an ad hoc basis, none of which are under contract to us.
8 February 2010	FOI/10/05	Structure of Newman's Finance Department	Structure chart provided
24 February 2010	FOI/10/06	Entry standards demanded of home and international students for years 2009 and 2010, particularly in the areas of law, medicine and chemistry.	<p>Entry requirements are the same for home and international students.</p> <p>2009: a minimum of 180 – 220 UCAS points 2010: a minimum of 200 – 300 UCAS points</p> <p>We do not offer courses in law, medicine or chemistry.</p>

24 February 2010	FOI/10/07	Annual salary, benefits and pension contributions to the Vice-Chancellor (Principal) for years 2007 – 2009	<p>Figures provided:</p> <table border="1"> <thead> <tr> <th data-bbox="1279 320 1525 440">Dates</th> <th data-bbox="1536 320 1771 440">Annual Salary</th> <th data-bbox="1783 320 2074 440">Pension Contributions Awarded</th> </tr> </thead> <tbody> <tr> <td data-bbox="1279 440 1525 520">Aug 2007 – Aug 2008</td> <td data-bbox="1536 440 1771 520">£116,600</td> <td data-bbox="1783 440 2074 520">£16,324</td> </tr> <tr> <td data-bbox="1279 520 1525 600">Aug 2008 – Aug 2009</td> <td data-bbox="1536 520 1771 600">£130,050</td> <td data-bbox="1783 520 2074 600">£18,200</td> </tr> <tr> <td data-bbox="1279 600 1525 679">Aug 2009 – Aug 2010</td> <td data-bbox="1536 600 1771 679">£138,650</td> <td data-bbox="1783 600 2074 679">£19,411</td> </tr> <tr> <td data-bbox="1279 679 1525 762">Jan 2010 – Jan 2011</td> <td data-bbox="1536 679 1771 762">£123,000</td> <td data-bbox="1783 679 2074 762">£17,220</td> </tr> </tbody> </table>	Dates	Annual Salary	Pension Contributions Awarded	Aug 2007 – Aug 2008	£116,600	£16,324	Aug 2008 – Aug 2009	£130,050	£18,200	Aug 2009 – Aug 2010	£138,650	£19,411	Jan 2010 – Jan 2011	£123,000	£17,220
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24 February 2010	FOI/10/08	Number of staff currently earning more than £100,000 and £200,000 per annum and details of post.	There is currently one member of staff earning more than £100,000 (but less than £200,000). This is the post of Principal and Chief Executive which has academic and managerial responsibilities.															
26 February 2010	FOI/10/09	Copies of ICT strategy/business plan, budget/financial plans, procurement strategy and strategic plan.	Copy of ICT strategy and 2009 – 2010 budget provided. We do not produce an IT business plan or procurement strategy. The strategic plan is available via our website: http://www.newman.ac.uk/info/?pg=2544															
29 March 2010	FOI/10/10	Information on domestic student recruitment	Information provided. Please contact the Information Officer for further details.															
29 March 2010	FOI/10/11	Information on international student recruitment	Newman University College spent £0 on international recruitment during 2007 – 09. Course fees totalling £71,270 were received from 10 international students.															

31 March 2010	FOI/10/12	Information on environmental management	Available via the People & Planet's Green League 2010 website: http://peopleandplanet.org/greenleague/table?ggl10pr ofile=3654&test=3293ca#policy
6 April 2010	FOI/10/13	Information on ICT expenditure	Information provided. Please contact Information Officer for full details.
23 April 2010	FOI/10/14	Information about non-disclosure agreements	One former employee submitted a claim to ETS, which was settled prior to hearing; a gagging clause was not involved in the terms of the settlement. One former employee signed a non disclosure agreement for other reasons.
26 April 2010	FOI/10/15	Information on staff email addresses	These are publicly available on our website: http://www.newman.ac.uk/staff_contacts/index.asp?S DL=A&CAT=GSC , with the exception of the Principal: p.lutzeier@newman.ac.uk
26 April 2010	FOI/10/16	Information on workplace bullying and harassment	Information provided. Please contact Information Officer for full details.
26 April 2010	FOI/10/17	Information on terrorism legislation	We do not hold any of the information requested.
26 April 2010	FOI/10/18	Information on suspended staff	During the period 01/01/07 to 31/12/09, only one member of staff was suspended on full pay. At the time of request, no staff members were suspended.
26 April 2010	FOI/10/19	Information on internet and email access	Information provided. Please contact Information Officer for full details.
28 April 2010	FOI/10/20	Information on public criticism, whistle blowing and disrepute	The academic employment contract restricts public criticism of the institution or bringing it into dispute. No staff were investigated for these. Newman has a

			whistle blowing policy, no staff invoked a justification of whistle blowing during 2007 – 2009.
28 April 2010	FOI/10/21	Information on publicising research grants	Newman has received research grants and dissemination is a normal condition of such work. The most common methods of publicising work are: seminars, website, reports to stakeholders, media and journals.
18 May 2010	FOI/10/22 (b)	Information on university procurement practices	Approximately £5,730 was spent on garments during academic year 2008-09, of which £5,038 was spent on staff wear/uniforms and £692 on sportswear. Our main suppliers were Simon Jersey Ltd, Alexandra Workwear, Smith and Moore, PSMSPO and Premier Workwear. We have a Fairtrade Steering Group and a Value for Money Policy.
30 May 2010	FOI/10/23	Information on building maintenance	The University College has a maintenance team of six, which undertakes 90% of the work onsite. The maintenance budget for 2009-10 was £969,000, which has increased year on year over the last five years. We manage our own residential accommodation, including 213 rooms in the Halls of Residence. The Finance Committee oversees Value for Money, which is benchmarked against the HEFCE EMS.
7 June 2010	FOI/10/24	Information on travel costs and policy	The University College does not use any particular travel agent. During academic year 2008/09, £152,000 was spent on staff travel. The expenses policy can be found on our website: http://www.newman.ac.uk/info/?pg=2281#doc

8 June 2010	FOI/10/25	Information on postgraduate fees since 2003	<p>Information provided:</p> <table border="1"> <thead> <tr> <th data-bbox="1317 296 1469 395">Course</th> <th data-bbox="1469 296 1639 395">PGCE courses</th> <th data-bbox="1639 296 1848 395">Taught Masters (Med, MA)</th> <th data-bbox="1848 296 2074 395">Postgraduate Research (MPhil, PhD)</th> </tr> </thead> <tbody> <tr> <td data-bbox="1317 395 1469 496">2003-04</td> <td data-bbox="1469 395 1639 496">Did not have to pay fees</td> <td data-bbox="1639 395 1848 496">Data not found</td> <td data-bbox="1848 395 2074 496">N/A</td> </tr> <tr> <td data-bbox="1317 496 1469 596">2004-05</td> <td data-bbox="1469 496 1639 596">Did not have to pay fees</td> <td data-bbox="1639 496 1848 596">£1,800 approx</td> <td data-bbox="1848 496 2074 596">N/A</td> </tr> <tr> <td data-bbox="1317 596 1469 632">2005-06</td> <td data-bbox="1469 596 1639 632">£1,175</td> <td data-bbox="1639 596 1848 632">£3,600</td> <td data-bbox="1848 596 2074 632">£3,600</td> </tr> <tr> <td data-bbox="1317 632 1469 683">2006-07</td> <td data-bbox="1469 632 1639 683">£3,000</td> <td data-bbox="1639 632 1848 683">£3,700</td> <td data-bbox="1848 632 2074 683">£3,700</td> </tr> <tr> <td data-bbox="1317 683 1469 734">2007-08</td> <td data-bbox="1469 683 1639 734">£3,070</td> <td data-bbox="1639 683 1848 734">£3,800</td> <td data-bbox="1848 683 2074 734">£3,170</td> </tr> <tr> <td data-bbox="1317 734 1469 785">2008-09</td> <td data-bbox="1469 734 1639 785">£3,145</td> <td data-bbox="1639 734 1848 785">£3,900</td> <td data-bbox="1848 734 2074 785">£3,340</td> </tr> <tr> <td data-bbox="1317 785 1469 871">2009-10</td> <td data-bbox="1469 785 1639 871">£3,225</td> <td colspan="2" data-bbox="1639 785 2074 871">Please contact Information Officer for full details.</td> </tr> </tbody> </table>	Course	PGCE courses	Taught Masters (Med, MA)	Postgraduate Research (MPhil, PhD)	2003-04	Did not have to pay fees	Data not found	N/A	2004-05	Did not have to pay fees	£1,800 approx	N/A	2005-06	£1,175	£3,600	£3,600	2006-07	£3,000	£3,700	£3,700	2007-08	£3,070	£3,800	£3,170	2008-09	£3,145	£3,900	£3,340	2009-10	£3,225	Please contact Information Officer for full details.	
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9 June 2010	FOI/10/26	Information on agreement between Newman and Panache Consultancy	Information provided. Please contact Information Officer for full details.																																
16 June 2010	FOI/10/27	Information on procurement of contractors and construction	Newman University College uses the OJEU process for procuring construction consultancy and construction contractors.																																
28 June 2010	FOI/10/28	Information about the study of terrorism or similar topics at Newman	Module Handbooks provided. Please contact Information Officer for full details.																																

5 July 2010	FOI/10/29	Information on Newman's agreement with the TDA	Copy of accreditation agreement provided.
9 August 2010	FOI/10/30	Number of international students who have disappeared after gaining a student visa over the last three years.	No international students have disappeared after gaining a student visa sponsored by Newman.
25 August 2010	FOI/10/31	Number of Czech students attending Newman in 2009/10.	No Czech-domiciled students were enrolled at Newman during 2009/10.
3 September 2010	FOI/10/32	Information on travel agents used, how much spent on travel and expenses policy.	The University College does not use any particular travel agent. During academic year 2008/09, £152,000 was spent on staff travel. The expenses policy can be found on our website: http://www.newman.ac.uk/info/?pg=2281#doc
31 August 2010	FOI/10/33	Information related to email exchanges between Governors.	Information provided. Please contact Information Officer for full details.
9 September 2010	FOI/10/34	Information related to income and expenditure for Halls of Residence for last five years.	Information provided. Please contact Information Officer for full details.

11 November 2010	FOI/10/35	Information on the number of students found cheating and outcome of any disciplinary	Information provided. Please contact Information Officer for full details.
24 November 2010	FOI/10/36	Information on Estates Strategy and Space Management Policy	Copy of Estates Strategy provided. We do not have a Space Management Policy.
29 November 2010	FOI/10/37	Copy of successful candidate's job application form	Requested refused under Section 40(2) of FOIA – personal data about third parties exemption (DPA)
1 December 2010	FOI/10/38	Information on media courses/film production	We currently offer three media courses: Foundation Degree in Business and Media Production, an undergraduate Combined Honours BA (Hons) in Media and Communication and a Postgraduate Certificate in Creative and Media Education. The Foundation Degree in Business and Media Production includes four film production modules: Production Company Planning, Production Company on Camera, Production Company Film Planning and Production Company on Location. The undergraduate Combined Honours in Media and Communication has three film production related modules: Working with Moving Images, Moving Image Arts and Media Literacies. The latter module touches upon film production but is not purely about this. We currently have 78 students undertaking media-related courses, of which 67 are undertaking film

			production courses.
9 December 2010	FOI/10/39	Information on Graduation Photography contract	Newman signed a five year contract with Ede and Ravenscroft in March 2010 to provide graduation photography. They receive commission rate on gross sales plus we receive free VIP photos up to a certain value. We will you be tendering for this again in 5 years time and businesses can approach us for inclusion in the tender process.