

Dear

Thank you for your request for information under the Freedom of Information (Scotland) Act 2002 (the "Act") dated 16 October 2016. Under that request, you asked for the following information to be released to you:

1. Please provide the full remit(s) of BeedeeHR Ltd as prescribed by the college Scotland (i.e. reasons for which the college Scotland has engaged their services).
2. Please provide the date or dates BeedeeHR Ltd were appointed and give the length of their contract (if applicable).
3. Please provide the remuneration/fee paid to BeedeeHR Solutions for the period in which they have been (or are still) engaged, with copies of invoices if possible.
4. Please provide copies of all written correspondence (email or otherwise) between any employee of the college Scotland and BeedeeHR Ltd. including before the date of their official engagement and up to the end of their contract. I am, of course, happy to have names of individuals redacted although I require the dates of these emails (or otherwise) too. I believe that BeedeeHR Ltd should have been briefed as to their expectations with working for a public body and are subject to similar protocols under FOISA.

In response to your request please find attached a letter.

Your Right to Seek a Review of the Response

If you are not satisfied with our response or our reasoning set out above, you have forty working days in which to request a review of our decision. Any request should be put in writing and should be sent to Andrew Witty at the address noted below. The request should:

- (a) detail your request for a review of our decision to be undertaken;
- (b) describe the nature of your original request; and
- (c) explain the reasons why you are dissatisfied with our response.

Andrew Witty
Colleges Scotland
Argyll Court
Castle Business Park
Stirling
FK9 4TY

If you remain dissatisfied with how your request for information has been dealt with, you also have the right to apply to the Scottish Information Commissioner for a decision as to whether Colleges Scotland has handled your request properly.

Information relating to your right to seek a review is available from the Scottish Information Commissioner's web page at:

<http://www.itspublicknowledge.info/YourRights/Askingforareview.aspx>

Or by contacting the Scottish Information Commissioner's Office at the following address:

Scottish Information Commissioner
Kinburn Castle
Doubledykes Road,
St Andrews
Fife
KY16 9DS
Telephone: 01334 464610
Fax: 01334 464611
e-mail: enquiries@itspublicknowledge.info

Website: www.itspublicknowledge.info

This concludes Colleges Scotland's response to your information request.

Yours sincerely

Andy



15 November 2016

[REDACTED]
By Email
Whatdotheyknow Website

Ref: SS/LM
Direct: 01786 892008

Dear [REDACTED]

Letter confirming that the applicable cost limit is exceeded

Thank you for your email of 16 October 2016 where you requested information about Colleges Scotland's dealings with BeedeeHR Ltd, including a request for "copies of all written correspondence (email or otherwise) between any employee of the College Scotland and BeedeeHR Ltd" from "1 January 2014 until present".

From our preliminary assessment, it is clear that we will not be able to answer your request without further clarification. Section 12 (1) of the Freedom of Information Scotland Act 2002 makes provision for public authorities to refuse requests for information where the cost of dealing with them would exceed the statutory limit of £600.

To provide you with the information on the scale that you have requested would require the following steps, for which our IT experts have given an estimate of time to complete:

1. Information is backed up to tape on a four-week cycle keeping the tapes nearest the end of the month off-site. For the period the data is being requested for there are 34 tapes which will need to be loaded into the tape drive, re-catalogued and unknown amount of data retrieved. It is estimated it would take up to 90 minutes per tape to retrieve the data (3,060 minutes).
2. Once the data has been restored to the e-mail server the individual mailboxes will need to be manually searched with any e-mail found then needing to be correlated. It is estimated that this would take 30 minutes per mailbox. Eleven mailboxes have been identified as needing to be searched (330 minutes).
3. As well as electronic searches for emails, paper files will need to be located to search for non-electronic correspondence. It is estimated that a full search for "all written correspondence" without any specific detail or scope for the search would take one member of staff three working days (1,350 minutes).

The Freedom of Information Scotland Act sets a cost of £15 per hour to the administration involved in collating the information for a request. As per the estimate above the request would take in the region of 79 hours to complete, resulting in a total cost of £1,185. Therefore, your request in its current form will not be processed further, as it would exceed the statutory limit of £600.

You may wish to refine your request by narrowing its scope by being more specific about what information you particularly wish to obtain.

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Website: www.itspublicknowledge.info

This concludes Colleges Scotland's response to your information request.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Andrew Witty', written over a circular stamp or seal.

Andrew Witty
Funding and Finance Policy Lead