Disclosure Log – Quarter 1,2,3 2021

Freedom of Information Act (FOIA) Requests Responded from **January – September 2021**

Table 1 contains an Index of all the FOI requests that we responded to this year and a summery.

Table 2 contains the responses

If you have any questions, or would like any access to any of the accompanying annexes and appendices to the FOI requests please email foi@ljmu.ac.uk.

Ref	Subject category	Description overview	Response Type	Notes and Exemptions used
21/001	Student issues and numbers	Details and outcomes of academic misconduct and cheating cases.	Partially withheld due to an exemption(s)	s40. Personal information
21/002	Management and administration of the institution	Request for copy of contract register	Information not held	
21/003	IT provision and use	Details of Learning Management System Contract	Disclosed in full	
21/004	Management and administration of the institution	Details of Vice Chancellors personal objectives	Information not held	
21/005	Management and administration of the institution	Request for staffing structures and contact details of all staff in of professional service departments		
21/006	Student issues and numbers	Number of Overseas Students from EU and non-EU countries are currently studying from overseas for qualifications		
21/007	Management and administration of the institution	Spending on external legal services and proportion related to Employment Tribunal.	Fully withheld due to an exemption(s)	s12. Exemption where cost of compliance exceeds appropriate limit
21/008	HR and staff issues	Employee and pay scale details	Partially withheld due to an exemption(s)	s12. Exemption where cost of compliance exceeds appropriate limit
21/009	Student issues and numbers	Number of students who have dropped out for each of the past 3 years	Disclosed in full	
21/010	Management and administration of the institution	Spend on advertising and marketing, social media management, website and prospectuses over the past 5 years	Fully withheld due to an exemption(s)	s43. Commercial interests
21/011	Financial information	Total fees paid to LJMU in Cash in each of the last 5 years. Nationality of students who have paid fees in cash and any internal guidance on payment by cash.	Disclosed in full	
21/012	Student issues and numbers	The number of students who have been unable to graduate due to an outstanding balance on their academic balance in the past 2 years.	Fully withheld due to an exemption(s)	s12. Exemption where cost of compliance exceeds appropriate limit
21/013	IT provision and use	Details of Communications contracts	Fully withheld due to an exemption(s)	s21. Information reasonably accessible to the applicant by other means
21/014	Student issues and numbers	Details of usage of counselling service and waiting list	Fully withheld due to an exemption(s)	s12. Exemption where cost of compliance exceeds appropriate limit
21/015	IT provision and use	Details of our LAN contracts	Fully withheld due to an exemption(s)	s21. Information reasonably accessible to the applicant by other means

21/016	Management and administration of the institution	Details of any refurbishment of the VC office during 2020	Disclosed in full	
21/017	Student issues and numbers	Details of Complaints of Sexual Assault over the past 5 years and outcomes of cases.	Partially withheld due to an exemption(s)	s12. Exemption where cost of compliance exceeds appropriate limit
21/018	Management and administration of the institution	Details of Mental Health provision and budget	Partially withheld due to an exemption(s)	s12. Exemption where cost of compliance exceeds appropriate limit
21/019	IT provision and use	Details of IT Security breaches and cyber crime incidents	Fully withheld due to an exemption(s)	s12. Exemption where cost of compliance exceeds appropriate limit
21/020	Financial information	Details of Insurance Services Tender	Information supplied in part where held	
21/021	Management and administration of the institution	Details of Mental Health provision and budget	Partially withheld due to an exemption(s)	s21. Information reasonably accessible to the applicant by other means
21/022	Animal research	Details of animal experimentation.	Disclosed in full	
21/023	IT provision and use	Details of IT hardware contracts	Fully withheld due to an exemption(s)	s21. Information reasonably accessible to the applicant by other means
21/024	Management and administration of the institution	Details of COVID 19 LFD (Lateral Flow Device Testing and outcomes	Information supplied in part where held	
21/025	Financial information	Details of University investments, Sustainability policy and COVID recovery plan	Disclosed in full	
21/026	Student issues and numbers	Dropout rates for nursing students.	Disclosed in full	
21/027	HR and staff issues	Details of any application for "Stonewall Diversity Champion" or Stonewall's Equality Index"	Disclosed in full	
21/028	Student issues and numbers	Dropout rates for the past three years broken down by study level, faculty and month	Disclosed in full	
21/029	Student issues and numbers	Numbers of allegations of sexual misconduct and outcomes over the past 4 years.	Disclosed in full	
21/030	IT provision and use	Details of student applications to the hardship find and details of any cyber attacks	Fully withheld due to an exemption(s)	s12. Exemption where cost of compliance exceeds appropriate limit
21/031	HR and staff issues	Details of any pay cut for the VC during 2020 and details of redundancies.	Partially withheld due to an exemption(s)	s21. Information reasonably accessible to the applicant by other means
21/032	Student issues and numbers	Details of any incidents of transphobia and the outcomes of any investigations	Information supplied in part where held	
21/034	Student issues and numbers	Details of any incentives offered to applicants for deferrals or cancelations in this or the next academic year.	Disclosed in full	

21/035	Management and administration of the institution	Details of our Mail room operations	Partially withheld due to an exemption(s)	s21. Information reasonably accessible to the applicant by other means
21/036	IT provision and use	Details of our network infrastructure	Fully withheld due to an exemption(s)	s21. Information reasonably accessible to the applicant by other means
21/037	Financial information	Details of procurement framework for external contractors	Disclosed in full	
21/038	Management and administration of the institution	Contact details for careers and disability services	Fully withheld due to an exemption(s)	s21. Information reasonably accessible to the applicant by other means
21/039	Student issues and numbers	Details of the use of the counselling service	Fully withheld due to an exemption(s)	s12. Exemption where cost of compliance exceeds appropriate limit
21/040	Management and administration of the institution	details of compliance with the 2020 OFS guidance	Fully withheld due to an exemption(s)	s36. Effective conduct of public affairs
21/041	Student issues and numbers	Details of any civil litigation against the university in relation to handling sexual misconduct cases.	Information not held	
21/042	Estates and buildings	Details of Electric Vehicle Policies and provision of EV charge points.	Disclosed in full	
21/043	Estates and buildings	Details of confidential waste contract	Partially withheld due to an exemption(s)	s43. Commercial interests
21/044	Teaching and assessment	Grade information	Information not held	
21/045	ITS	IT Strategy, Use and strategy documents	Fully withheld due to an exemption(s)	s43. Commercial interests
21/046	Financial information	Details of University budgets of Physical and Mental health	Disclosed in full	
21/047	Student issues and numbers	Details of Serious Incidents regarding students	Information not held	
21/048	Management and administration of the institution	Details of any University delegations to Israel	Information supplied in part where held	
21/049	Management and administration of the institution	Details of applications and rejections through the ATAS (Academic Technology Approval Scheme)	Information supplied in part where held	
21/050	Financial information	Details of external funding and donations	Disclosed in full	
21/051	Teaching and assessment	Details of any academic analysis tools in use	Disclosed in full	
21/052	Other research	Details of Patents held by LJMU and employment of researchers.	Partially withheld due to an exemption(s)	s21. Information reasonably accessible to the applicant by other means
21/053	Student issues and numbers	Support offered to students for mental health and wellbeing. Reports on the impact of COVID on Mental Health	Fully withheld due to an exemption(s)	s12. Exemption where cost of compliance exceeds appropriate limit

21/054	ITS	Details of our Network provision	Fully withheld due to an exemption(s)	s21. Information reasonably accessible to the applicant by other means
21/055	Estates and buildings	Details of Plumber call outs	Disclosed in full	
21/056	Student issues and numbers	Details of grants from the student hardship fund since Jan 2020	Disclosed in full	
21/057	Management and administration of the institution	Details of FOI requests received in 2020	Disclosed in full	
21/059	Student issues and numbers	Dropout rates for nursing students.	Disclosed in full	
21/060	Estates and buildings	Details of the vehicle fleet including electric vehicle proportion	Disclosed in full	
21/061	Management and administration of the institution	Contact Details for the vice chancellor	Fully withheld due to an exemption(s)	s21. Information reasonably accessible to the applicant by other means
21/062	Management and administration of the institution	Requests for filming on university property and any revenue generated from this.	Disclosed in full	
21/063	Management and administration of the institution	Details of staffing and students on our midwifery courses	Disclosed in full	
21/064	Management and administration of the institution	Software used for meetings of University governance structure.	Information supplied in part where held	
21/065	Financial information	Spend marketing and student recruitment	Fully withheld due to an exemption(s)	s43. Commercial interests
21/066	Student issues and numbers	Student usage of Mental health services and waiting lists.	Disclosed in full	
21/067	Management and administration of the institution	Details of successful and unsuccessful applicants broken down by ethnicity and gender.	Disclosed in full	
21/068	Student issues and numbers	Wellbeing support for those on placement and policy concerning sickness of those on placement.	Disclosed in full	
21/069	Management and administration of the institution	Details of marketing spending	Fully withheld due to an exemption(s)	s43. Commercial interests
21/070	IT provision and use	Details of Network and hosting services	Fully withheld due to an exemption(s)	s21. Information reasonably accessible to the applicant by other means
21/071	Management and administration of the institution	Details of marketing spending and budget	Fully withheld due to an exemption(s)	s43. Commercial interests
21/072	Student issues and numbers	Details of usage and waiting times for Students mental health and OH services.	Information supplied in part where held	

21/073	IT provision and use	Details of network infrastructure	Fully withheld due to an exemption(s)	s21. Information reasonably accessible to the applicant by other means
21/074	IT provision and use	Details of Software used in the university	Fully withheld due to an exemption(s)	s21. Information reasonably accessible to the applicant by other means
21/075	Teaching and assessment	Follow up on FOI 21_051 - Details of in-house learning analytics tool.	Disclosed in full	
21/076	Management and administration of the institution	Details of DSE workstation assessments and any external contracts for these services	Information supplied in part where held	
21/077	Management and administration of the institution	Number of students on law courses in LJMU	Partially withheld due to an exemption(s)	s21. Information reasonably accessible to the applicant by other means
21/079	Student issues and numbers	Details of suspensions and expulsions for cases of plagiarism over the past 5 years.	Partially withheld due to an exemption(s)	s40. Personal information
21/080	Financial information	Details of the universities investments	Partially withheld due to an exemption(s)	s21. Information reasonably accessible to the applicant by other means
21/081	Student issues and numbers	Details of any requests for rebates of tuition fees since January 2019	Disclosed in full	
21/082	Admissions	Details of applicants for law courses	Disclosed in full	s12. Exemption where cost of compliance exceeds appropriate limit
21/083	Student issues and numbers	Details of any student sanctions for breach of COVID-19 rules	Disclosed in full	
21/084	Estates and buildings	Details of student accommodation offered	Disclosed in full	
21/086	Management and administration of the institution	Structure of our Administration teams, details of our ERP and CRM systems	Partially withheld due to an exemption(s)	s21. Information reasonably accessible to the applicant by other means
21/087	Management and administration of the institution	When will OFS consumer protection law review be completed? (Follow on from FOI 21_040)	Disclosed in full	
21/088	Teaching and assessment	Details of Awards across whole student body	Disclosed in full	
21/089	Management and administration of the institution	Details of how the university investigates complaints of sexual assault/misconduct.	Disclosed in full	
21/090	IT provision and use	Details of ERP software used	Fully withheld due to an exemption(s)	s21. Information reasonably accessible to the applicant by other means
21/091	Student issues and numbers	Numbers of student access Counselling Services and average Waiting times since 2017	Fully withheld due to an exemption(s)	s12. Exemption where cost of compliance exceeds appropriate limit
21/092	Student issues and numbers	Details of any recorded student suicides and university policy	Information supplied in part where held	

21/093	Admissions	Details of demographics of starters on the policing qualification.	Partially withheld due to an exemption(s)	s43. Commercial interests, s40. Personal information
21/094	Student issues and numbers	Details of cases of Academic Misconduct since 2010/11.	Partially withheld due to an exemption(s)	s12. Exemption where cost of compliance exceeds appropriate limit
21/095	Management and administration of the institution	Student Evictions from university accommodation.	Information not held	
21/096	Financial information	Details of Business Travel costs and policy	Disclosed in full	
21/097	HR and staff issues	Details of any reports of bullying by members of staff.	Partially withheld due to an exemption(s)	s40. Personal information
21/098	Student issues and numbers	Details of Reports of sexual assaults	Disclosed in full	
21/099	IT provision and use	Details of IT Equipment disposal and re-use through social enterprise	Partially withheld due to an exemption(s)	s21. Information reasonably accessible to the applicant by other means
21/100	Teaching and assessment	List of programs using an online exam assessment in 2021.	Disclosed in full	
21/101	IT provision and use	Details of Wi-Fi contracts	Fully withheld due to an exemption(s)	s21. Information reasonably accessible to the applicant by other means
21/102	Student issues and numbers	Details of LGBTQ+ hate crimes and investigations involving students since 2016	Fully withheld due to an exemption(s)	s12. Exemption where cost of compliance exceeds appropriate limit
21/103	Admissions	Details of Female admissions on construction courses.	Partially withheld due to an exemption(s)	s21. Information reasonably accessible to the applicant by other means
21/104	Teaching and assessment	Details of any discussion of changes to Science and History syllabuses in relation to Black Lives Matter or a wish to "decolonise" the curriculums.	Partially withheld due to an exemption(s)	s43. Commercial interests
21/105	Management and administration of the institution	Details of post COVID-19 Graduation ceremonies for classes of 2020 and 2021	Disclosed in full	
21/106	Student issues and numbers	Details of students with declared disabilities that have enrolled graduation or dropped out of journalism courses.	Disclosed in full	
21/107	Teaching and assessment	Details of Cancer care teaching in adult Nursing	Disclosed in full	
21/108	Student issues and numbers	Details of university demographics and class sizes.	Disclosed in full	
21/109	Management and administration of the institution	Existence of and use of emergency plans	Disclosed in full	
21/110	Management and administration of the institution	Details of support to students who have speech difficulties	Disclosed in full	
21/111	Financial information	Details of advertising and recruitment spend	Fully withheld due to an exemption(s)	s43. Commercial interests

21/112	Management and administration of the institution	Contact details for managers and details of ISO certificates held	Disclosed in full	
21/113	Management and administration of the institution	Details of our risk assessment processes, training and accident statistics	Information supplied in part where held	
21/114	HR and staff issues	Access to recognition agreements with Trade Unions, details of time taken for union's activities and involvement in industrial action.	Information supplied in part where held	
21/115	Student issues and numbers	Details of investigations in to student discipline because of "revenge porn" over the past 5 years.	Fully withheld due to an exemption(s)	s12. Exemption where cost of compliance exceeds appropriate limit
21/116	Student issues and numbers	Details of enrolments, details of societies and engagement with careers team since 2015	Partially withheld due to an exemption(s)	s21. Information reasonably accessible to the applicant by other means
21/117	HR and staff issues	Details of voluntary severance payments and compensation or settlement agreements made in relation to bullying complaints.	Fully withheld due to an exemption(s)	s40. Personal information
21/118	Management and administration of the institution	Does LJMU have a policy setting out companies our careers service will work with?	Disclosed in full	
21/119	Admissions	statistics for adult nursing admissions	Information supplied in part where held	
21/120	Student issues and numbers	Number of investigations under disciplinary procedure for sexual assaults where the victim was male.	Disclosed in full	
21/121	Management and administration of the institution	Details of any evictions form University owned or managed accommodation.	Disclosed in full	
21/122	HR and staff issues	Details of temporary worker agency usage.	Partially withheld due to an exemption(s)	s12. Exemption where cost of compliance exceeds appropriate limit
21/123	Financial information	Details of Insurance Policies held by LJMU and underwriters	Partially withheld due to an exemption(s)	s31. Law enforcement
21/125	Financial information	Details of payments to Stonewall Equality Ltd	Partially withheld due to an exemption(s)	s43. Commercial interests
21/126	IT provision and use	Details of operating system usage	Fully withheld due to an exemption(s)	s21. Information reasonably accessible to the applicant by other means
21/127	Management and administration of the institution	When LJMU adopted IHRA definition of Anti-Semitism	Disclosed in full	
21/128	Estates and buildings	Details of number and spend on Gender Neutral Toilets	Fully withheld due to an exemption(s)	s12. Exemption where cost of compliance exceeds appropriate limit

21/129	Financial information	Details of money spent with Stonewall	Partially withheld due to an exemption(s)	s43. Commercial interests
21/130	Management and administration of the institution	Details of any "travel management contract"	Disclosed in full	
21/131	Other research	Details of the success of research grant applications and total income 2018-2020	Disclosed in full	
21/132	Student issues and numbers	Clarification on FOI 21_097 - Details of any reports of bullying by members of staff.	Disclosed in full	
21/133	HR and staff issues	Details of paygrade for lecturers in the Psychology School	Partially withheld due to an exemption(s)	s40. Personal information
21/134	HR and staff issues	Numbers of any staff disciplinary action in relation to Transphobia, HR policy and meeting minutes related to transphobia issues	Partially withheld due to an exemption(s)	s12. Exemption where cost of compliance exceeds appropriate limit
21/135	IT provision and use	Contract information related to cyber security	Fully withheld due to an exemption(s)	s21. Information reasonably accessible to the applicant by other means
21/136	HR and staff issues	Details of LJMU policy concerning Student/Staff relationships, details of any known instances and any disciplinary action related to such incidents	Partially withheld due to an exemption(s)	s40. Personal information
21/137	HR and staff issues	Details of staff time provision for UCU Union rep work and training.	Information supplied in part where held	
21/138	HR and staff issues	Ethnicity of staff in the Chemistry Department, Black Chemists survey	Information supplied in part where held	
21/139	Student issues and numbers	Details of student disciplinary action taken as a result of breach of COVID-19 Guidance	Disclosed in full	
21/141	IT provision and use	IT Software Use and strategy documents	Fully withheld due to an exemption(s)	s21. Information reasonably accessible to the applicant by other means
21/144	IT provision and use	Costs of IT hardware	Partially withheld due to an exemption(s)	s12. Exemption where cost of compliance exceeds appropriate limit
21/145	Management and administration of the institution	Contact Email addresses for all Staff and Governors	Fully withheld due to an exemption(s)	s40. Personal information, s21. Information reasonably accessible to the applicant by other means
21/146	Management and administration of the institution	university views on COVID	Disclosed in full	
21/147	Student issues and numbers	Details of any Refunds or Compensation paid to students due to disruption caused by Covid	Disclosed in full	

21/148	Financial information	Details of HEIF funding - how overhead/indirect costs are applied	Disclosed in full	
21/149	Financial information	Details of Donation and Research Grants received from nationals, companies or public bodies from the People Republic of China (PRC).	Fully withheld due to an exemption(s)	s12. Exemption where cost of compliance exceeds appropriate limit
21/150	Management and administration of the institution	Any minutes of Board of Governors meetings regarding concerns being raised about accountability by individuals.	Information not held	
21/151	Student issues and numbers	Statistics for admissions and course completions across the school of nursing.	Disclosed in full	
21/152	IT provision and use	Details of Cyber security breaches, training and staff	Partially withheld due to an exemption(s)	s31. Law enforcement
21/153	Teaching and assessment	Does the LPC course include training on sexual harassment and violence or active bystander training in professional context.	Disclosed in full	
21/154	Teaching and assessment	Does the LLB course include training on sexual harassment and violence or active bystander training in professional context.	Disclosed in full	
21/155	HR and staff issues	Disciplinary and gross misconduct cases taken against staff each year since 2015	Partially withheld due to an exemption(s)	s40. Personal information
21/156	Estates and buildings	Details of the general waste contract.	Disclosed in full	
21/157	Management and administration of the institution	Number of referrals to Prevent and Channel Strategy's in each if the past 6 years,.	Fully withheld due to an exemption(s)	s24. The national security exemption
21/158	Student issues and numbers	Numbers of and details of requests to assist students with homelessness in the past 3 years.	Partially withheld due to an exemption(s)	s40. Personal information
21/159	IT provision and use	Current status of any contract with Haplo Services Ltd	Disclosed in full	
21/160	HR and staff issues	Numbers of staff taking parental leave over the past 5 years	Disclosed in full	
21/161	Student issues and numbers	Details of any requests for waive, refund or rebate tuition fess in relation to a complaint about the quality of teaching.	Partially withheld due to an exemption(s)	s40. Personal information
21/162	Student issues and numbers	Number of applications from individuals who declared a conviction for a "religious hate crime" to LJMU, and details of any accommodation allocated to them.	Fully withheld due to an exemption(s)	s12. Exemption where cost of compliance exceeds appropriate limit
21/163	Financial information	Is HEIF used to fund or part fund staff to develop and deliver degree apprenticeships. What proportion of total HEIF funding is this.	Disclosed in full	

21/164	IT provision and use	Details of phone service contracts	Fully withheld due to an exemption(s)	s21. Information reasonably accessible to the applicant by other means
21/165	Management and administration of the institution	Details of university mental health service provision	Disclosed in full	
21/166	Management and administration of the institution	Details of procurement of Non-Medical help (NMH) services for disabled students.	Disclosed in full	
21/167	Management and administration of the institution	Details of employee benefits contract	Disclosed in full	
21/168	IT provision and use	Details of Hardware provision and use	Fully withheld due to an exemption(s)	s12. Exemption where cost of compliance exceeds appropriate limit
21/169	Management and administration of the institution	Details of complaints related to any university accommodation	Disclosed in full	
21/170	Estates and buildings	whether any CCTV is, or has ever been situated in university prayer rooms	Disclosed in full	
21/171	Management and administration of the institution	details of any monitoring of Students social media accounts (overt or covert)	Partially withheld due to an exemption(s)	s12. Exemption where cost of compliance exceeds appropriate limit
21/172	Student issues and numbers	details investigations into alleged academic misconduct.	Partially withheld due to an exemption(s)	s12. Exemption where cost of compliance exceeds appropriate limit
21/173	Teaching and assessment	Details of plans for Active blended learning.	Disclosed in full	
21/174	Estates and buildings	Details of university accommodation that have flammable cladding	Disclosed in full	
21/175	Estates and buildings	Details of campus parking	Information supplied in part where held	
21/176	Financial information	Details of any grants or loads to stated charities and third sector organisations. Over the past 3 years.	Information not held	
21/177	Estates and buildings	Details of estates contracts	Partially withheld due to an exemption(s)	s43. Commercial interests
21/178	Financial information	Detail of any donation to the Police Memorial Arboretum Trust	Information not held	
21/179	IT provision and use	Details of compliance with website accessibility regulations.	Disclosed in full	
21/181	Management and administration of the institution	Details of staff with responsibility for information governance and security	Disclosed in full	
21/182	Student issues and numbers	Details of recorded cases of Meningitis amongst students.	Information supplied in part where held	

21/183	Teaching and assessment	Details of investment in digital teaching, and hours of digital teaching	Information supplied in part where held	
21/184	Student issues and numbers	Provision , budget and waiting times for metal health services	Information supplied in part where held	
21/186	IT provision and use	Update on the Orical contract	Fully withheld due to an exemption(s)	s22. Information intended for future publication
21/187	Student issues and numbers	Details of any ransomware attacks	Disclosed in full	
21/188	IT provision and use	Details of Mental health Service provision and use	Partially withheld due to an exemption(s)	s12. Exemption where cost of compliance exceeds appropriate limit
21/189	Estates and buildings	Details of renewable energy use	Disclosed in full	
21/190	Student issues and numbers	Records of student suicides	Disclosed in full	
21/191	Estates and buildings	Details of any refunds given for rented accommodation	Information not held	
21/192	Teaching and assessment	Details of action to decolonise the curriculum in the School of Pharmacy	Disclosed in full	
21/193	Estates and buildings	Details of various estates contracts; cleaning, lift maintenance, food and laundry	Information not held	
21/194	Student issues and numbers	Details of Mental Health provision and waiting times	Disclosed in full	
21/195	Other	Details of ransomware attacks	Fully withheld due to an exemption(s)	s12. Exemption where cost of compliance exceeds appropriate limit
21/196	Financial information	Details on accepted donations, gifts and research funding from oil and gas companies	Disclosed in full	
21/197	Teaching and assessment	Is intrapreneurship taught as part of the curriculum, if so within what modules	Disclosed in full	
21/198	Student issues and numbers	Number of student sexual violence cases reported and NDAs, details of student victims	Partially withheld due to an exemption(s)	S12 Exemption where cost of compliance exceeds appropriate limit
21/199	IT provision and use	Details about mobile phone contracts	Fully withheld due to an exemption(s)	s21. Information reasonably accessible to the applicant by other means
21/200	Financial information	Details of technology spend, funding for international students and spend of support for international students.	Information supplied in part where held	
21/201	Financial information	Details of university's investment portfolio, use of external fund managers, details of companies invested in, ethical investment policy	Request refused as being repeated/vexatious	S22 Future publication
21/202	Estates and buildings	Number of applications for university owned student accommodation	Information not held	
21/203	estates and buildings	Details of confidential waste contract	Information supplied in part where held	

21/204	Teaching and assessment	Details of admission statistics for law courses	Information supplied in part where held	
21/205	Student issues and numbers	Details of students investigated for possessing or distributing illegal drugs	Information supplied in part where held	s40. Personal information
21/206	IT provision and use	Details of corporate software/enterprise applications	Fully withheld due to an exemption(s)	s21. Information reasonably accessible to the applicant by other means
21/208	Teaching and assessment	Past exam papers and solutions for all undergraduate course units taught in Dept of Commuter Science for 2017/18 and 2018/19	Fully withheld due to an exemption(s)	s43. Commercial interests
21/209	Management and administration of the institution	Details about the VC and compensation	Partially withheld due to an exemption(s)	s40. Personal information
21/211	Financial information	Further details of involvment between LJMU and Police Memorial Arboretum Trust.	Disclosed in full	
21/212	Teaching and assessment	Details of any "trigger warnings" used with English Language Courses to warn students of any content they ,ay find offencive, and details of any complaints reeived about content.	Disclosed in full	
21/213	Management and administration of the institution	Details of any Statues, busts or artwork removed from the University for reasons of historical or political insensitivity.	Disclosed in full	
21/214	Estates and buildings	Details of University energy use, and any renewable energy generated	Disclosed in full	
21/217	Student issues and numbers	spending on drugs safety education, disciplinary action and details of any fines.	Disclosed in full	
21/218	Financial information	Details of any research grants or donations received from any of the listed Chinese Companies in the past 5 years	Disclosed in full	
21/219	Estates and buildings	Number of students logged as using the Civiles and Built Enviroment labs during a specific period, and details of any restictions that should be in place.	Disclosed in full	
21/220	Management and administration of the institution	Details of University compliance with Anti-money Laundering Policy	Partially withheld due to an exemption(s)	s31. Law enforcement
21/221	Admissions	Whether LJMU will be accepting new "T Levels" as entry qualifications for admission	Disclosed in full	
21/222	HR and staff issues	Demographic details of ELT and Board of Governors members. Are there initiatives to decolonise the curriculum.	Partially withheld due to an exemption(s)	s40. Personal information

21/223	Student issues and numbers	Details of ethnicity of students studying Sports Journalism now and 5 years ago.	Disclosed in full	
21/224	Estates and buildings	Details of manufacturers, and any data collecting features (facial recognition) of our CCTV cameras.	Disclosed in full	
21/225	Student issues and numbers	Details of Reports of sexual assaults	Partially withheld due to an exemption(s)	s40. Personal information
21/226	Management and administration of the institution	Details of staffing in our midwifery department.	Disclosed in full	
21/227	Student issues and numbers	Details of Reports of sexual assaults	Partially withheld due to an exemption(s)	s40. Personal information
21/228	Student issues and numbers	Details of student absence due to "long Covid" and any support offered	Partially withheld due to an exemption(s)	s12. Exemption where cost of compliance exceeds appropriate limit
21/229	Financial information	Spending with electrical suppliers	Disclosed in full	
21/230	Teaching and assessment	Percentage of teaching is being carried out face-to-face this term.	Disclosed in full	
21/231	Student issues and numbers	Details of mental health provision and budget	Disclosed in full	
21/232	IT provision and use	Details of IT Security Strategy	Partially withheld due to an exemption(s)	s21. Information reasonably accessible to the applicant by other means
21/233	Admissions	Details of contracts held with international admission agencies	Fully withheld due to an exemption(s)	s12. Exemption where cost of compliance exceeds appropriate limit
21/234	Estates and buildings	Details of costs of provision of free sanitary products, and paid for sanitary vending machines around campus	Disclosed in full	
21/235	Student issues and numbers	Details of the universities hardship fund	Partially withheld due to an exemption(s)	s12. Exemption where cost of compliance exceeds appropriate limit
21/236	Student issues and numbers	Details of any mental health surveys, conducted with students and staff.	Fully withheld due to an exemption(s)	s12. Exemption where cost of compliance exceeds appropriate limit
21/237	Student issues and numbers	Details of any investigations into allegations of drink spiking in 2020.	Disclosed in full	
21/238	Financial information	Salary details of the VC and whether they took a pay cut during COVID	Disclosed in full	
21/239	Teaching and assessment	Copies of past exam papers and solutions for BEng Electrical Engineering	Fully withheld due to an exemption(s)	s43. Commercial interests
21/240	Management and administration of the institution	Details of our estates team structure	Partially withheld due to an exemption(s)	s40. Personal information

21/241	Management and administration of the institution	provide organisational structure charts for the following departments: ITS, Finance, Procurement, facilities, HR	Disclosed in full	
21/242	Management and administration of the institution	Is it possible to apply for alcohol free accommodation? How many students have requested this?	Disclosed in full	
21/244	HR and staff issues	details of the criteria used to determine whether LJMU academic staff will be allocated a teaching or lecturer fellow role at both grades 8 and 9.	Information not held	
21/245	HR and staff issues	Collection of diveristy data within the university, including govenors, and breakdown of those who identify as LGBT+	Disclosed in full	
21/246	Management and administration of the institution	Copy of our latest Stratigic Plan & Estates Straegy/Master Plan.	Fully withheld due to an exemption(s)	s21. Information reasonably accessible to the applicant by other means
21/247	IT provision and use	Details of ITS equipment provision and contracts	Fully withheld due to an exemption(s)	s21. Information reasonably accessible to the applicant by other means

Ref	Response	
21/001	**Your Request**	**LJMU Response**
	Please respond to these questions in relation to the (i) 2018/19 academic year and (ii) the 2019/20 academic year.	

		Under-Graduate	Post-Graduate
	2018/19	<5	0
	2019/20	5	<5

1) How many students were permanently excluded from the University for cheating in examinations and/or assessments? For each of these cases please state if the student was an undergraduate or a postgraduate and a single sentence description of what form the cheating took.

Cases of Academic Misconduct that led to expulsion fell under the following categories

Plagiarism
Cheating in Exam
Falsification of data
Collusion

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.

2) How many students were found guilty of cheating during formal University examinations/assessments (please note that any cases referred to in question 1 should still be included in this answer)? Please give a brief description of the type of cheating that was involved in these cases.

2018/19	109
2019/20	188

All cases of Academic Misconduct fell under the following categories

Plagiarism
Cheating in Exam
Falsification of data
Collusion
Submission obtained from a third party

3) How many students were found guilty of paying a third party to provide him/her with an essay that was used as part of an official assessment? For each case please state the amount the student paid if recorded and the name of the company/website that was paid for the essay.

We do not collate this data, we only collate data relating to incidents where a student has obtained an assessment from a third party (either paid or unpaid).

This data is

	2018/19	5
	2019/20	18

21/002	**Your Request**	**LJMU Response**
	I want to submit a request for some information from the organisation, in relation to their contract's register.	I can confirm that the University does not hold the information you seek, and that there is no central contracts register – no one member of staff has responsibility for a contract register or API as you describe.
	The contract register should display all the organisations existing/live contracts I would like the register to display the following columns/headings:	
	1. Contract Reference 2. Contract Title 3. Procurement Category 4. Supplier Name 5. Spend (Total or Annual) 6. Contract Duration 7. Contract Extensions 8. Contract Starting Date 9. Expiration Date 10. Contract Description [Please provide me with as much detail as possible.] 11. Contact Owner (Full contact details if possible.) 12. CPV codes/ProClass 13. Can you also provide me with contact details of the person responsible for the actual contract's register or someone responsible for API? [Name, Job Title, Telephone, Email Address] At the very least provide me with their actual job title.	

21/003	**Your Request**	**LJMU Response**
	Do you use an LMS (Learning Management System) within your organisation?	Yes
	If yes, which organisation supplies this product/service to you?	Canvas
	Is your LMS supplied on a contract basis?	Yes
	If yes, please confirm when the current contract comes to an end	March 2024

Do you receive any other services from your LMS supplier? E.g. eLearning content	Yes – 24/7 helpline
Who is the key decision-maker for the aforementioned products/services?	Peter Ashton Chief Information Officer
If possible, please provide their contact details	P.Ashton@ljmu.ac.uk

21/004

Your Request	LJMU Response
Please can you confirm if any of the following are included in your Vice Chancellor's* personal objectives: (*or equivalent title/role)	We do not hold this information
Student recruitment numbers UG/PG Yes/No	
Student recruitment numbers UG/PG Yes/No	
Number of formal student complaints Yes/No	
Number of student compensation payouts Yes/No	
League table position Yes/No	
NSS Score Yes/No	
Student Employability Yes/No	
Acceptable level of attrition/dropouts for UG and PG Yes/No	
I would also be grateful if you could direct me to where I might find your VC's objectives on your website.	
We will be sharing the anonymised findings please indicate if you would like them sent to you.	

21/005

Your Request	LJMU Response
Please would you forward me the staffing structure, including names, direct lines and email addresses, of your following departments: ▪ Legal & Governance Department ▪ Human Resources Department ▪ Policy & Communications Department	Please find in Annex 1 staffing structures for the below departments which are currently held on record and are subject to change: • Finance • Human Resources • Legal and Governance Services

▪ Finance & Accounting Department ▪ Payroll Department	• Corporate Communications and Stakeholder Relations. In accordance with Section 40 (2) of the FOIA, we have redacted the personal data of staff from these documents.
▪ What the total spend on Temporary/Interim staff has been in the last twelve months	£ 4,222 was spent on temporary /interim staff in the 4 departments listed
▪ Which/if any recruitment consultancies have been used to provide these staff	The staff falling within this figure were recruited through the agencies below: • Hays Special Recruitment • Unitemps

21/006

Your Request	LJMU Response

Study Level	Region	Type	Headcount
Graduate	Outside EU	Overseas Partner Organisation	1283
Graduate	Within EU	Overseas Partner Organisation	29
Undergraduate	Outside EU	Overseas Partner Organisation	1535
Undergraduate	Within EU	Overseas Partner Organisation	184
Total			3031

How many overseas students from EU and non-EU countries are currently studying overseas (Mid-late November, AY2020/21) for undergraduate and postgraduate qualifications offered by [Liverpool John Moors University] broken down according to the five HESA categories for overseas student provision?

LJMU only has students in one AOR (Aggregate Offshore Record) category.

21/007

Your Request	LJMU Response
Could you please provide the following information for financial years: 2015/16, 2016/17, 2017/18, 2018/19, 2019/20 and 2020/21 (so far):	University Financial years run from August 1st each year.
1. The total spending on external legal services.	
2. The total spending (and proportion of 1.) on external legal services related to employment tribunal cases.	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 Legal team does not record the total spend on external legal services in each file in a reportable format. To ascertain such total spend would require manual analysis of each case file, bill and any associated insurance claim. Due to the volume of legal case files held covering the 5 years 6 months you have requested, we estimate the costs of this manual analysis would be in excess of £450.

21/008	Q1a. Please provide the number of staff (headcount) employed by the institution on a) 01/10/2019 and b) 01/10/2020, broken down into the following categories
	
	    i) Academic and research staff
	    ii) Non-academic management
	    iii) Other staff
	
	Please do not include casual/sessional staff in the counts.	

	Number of staff (headcount) on 01/10/2019	Number of staff (headcount) on 01/10/2020
Academic and research staff	1255	1305
Non-academic management	34	33
Other staff	1292	1270
Total	2581	2608

Q1b. For each of spine points 3-30, please provide (a) the number of staff employed on 01/10/2020, (b) the number of these staff for whom this is the top spine point reachable by automatic incremental progression of the grade on which they are employed, ie the top non-discretionary spine point for the grade.

Please do not include casual/sessional staff in the counts.

Spine point	Number of staff employed on 01/10/20 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	3	3
4	0	0

5	0	0
6	0	0
7	11	0
8	12	0
9	2	0
10	8	0
11	118	118
12	3	0
13	19	0
14	10	0
15	8	0
16	186	186
17	3	0
18	22	0
19	20	0
20	16	0
21	14	0
22	202	202
23	9	0
24	14	0
25	22	0
26	29	0
27	24	0
28	194	194
29	20	20
30	48	0

Q1c. How many staff (headcount), who are not managers, academics or research staff, were employed on zero-hours contracts (a contract under which the employer has no obligation to offer work and guarantees no minimum hours of work) on 01/10/2019 and on 01/10/2020?

	Number of staff (headcount) on 01/10/2019	Number of staff (headcount) on 01/10/2020

Staff on zero hours contracts, excluding managers, academics and research staff	0	0

Q1d. How many of the staff in Q1c were employed in roles that were only available to students, eg student ambassadors?

	Number of staff (headcount) on 01/10/2019	Number of staff (headcount) on 01/10/2020
Employed in roles only available to students	-	-

Q2. Please provide the number of staff (headcount) employed on a) 01/10/2019 and b) 01/10/2020 who are i) Male, ii) Female, iii) Black Minority and ethnic staff, iv) Disabled

Please do not include casual/sessional staff in the counts.

	Number of staff (headcount) on 01/10/2019	Number of staff (headcount) on 01/10/2020
Male	1199	1229
Female	1382	1379
Black Minority and ethnic	237	239
Disabled	421	404

Q3a. For those staff leaving due to redundancy between 01/10/2019 and 30/09/2020, please provide the number (headcount) taking a) compulsory redundancy, b) voluntary redundancy. If you cannot provide separate numbers for compulsory and voluntary redundancies, please provide the total numbers of redundancies. Please do not include redundancies due to the end of fixed term contracts if it is possible to exclude them from the counts.

	Number of staff leaving due to redundancy (headcount) between 01/10/2019 and 30/09/2020
Compulsory redundancy	6
Voluntary redundancy	15
Total	21

Q3b. Please provide the number of staff taking redundancy due to the ending of fixed term contracts between 01/10/2019 and 30/09/2020.	2

Q4a. Please provide the number of staff leaving due to redundancy between 01/10/2019 and 30/09/2020, within each of the following categories:-

    i)   Academic and research staff
    ii)   Non-academic management
    iii)   Other staff

Please do not include those staff leaving due to the ending of fixed term contracts in the counts.

	Number of staff (headcount) leaving due to redundancy between 01/10/2019 and 30/09/2020
Academic and research staff	5
Non-academic management	1
Other staff	13

Comment

Included both voluntary and non-voluntary redundancy staff. Excluding two staff members who left with voluntary redundancy at the end of their fixed term contracts.

Q4b. Please provide the number of staff on fixed term contracts leaving due to redundancy between 01/10/2019 and 30/09/2020, within each of the following categories:-

    i)   Academic and research staff
    ii)   Non-academic management
    iii)   Other staff

Please only include those staff leaving due to the ending of fixed term contracts in the counts.

	Number of fixed term contract staff (headcount) leaving due to redundancy between 01/10/2019 and 30/09/2020
Academic and research staff	1
Non-academic management	0
Other staff	1

Comment

Comment

Included both voluntary and non-voluntary redundancy staff.

Q5. Please provide the number of staff leaving due to redundancy between 01/10/2019 and 30/09/2020, who are i) Male, ii) Female, iii) Black Minority and ethnic staff, iv) Disabled, v) Aged 55 years or more

Please do not include those staff leaving due to the ending of fixed term contracts in the counts.

	Number of staff (headcount) leaving due to redundancy between 01/10/2019 and 30/09/2020
Male	7
Female	12
Black Minority and ethnic	0
Disabled	1
Aged 55 years or more	6

Comment

Included both voluntary and non-voluntary redundancy staff. Excluding two staff members who left with voluntary redundancy at the end of their fixed term contracts.

Q6a. What is the minimum adult hourly rate of pay at the institution, including any regional pay supplement, excluding apprentice pay rates? (Hourly rate should be exclusive of holiday pay).	£9.68

Q6b. What is the minimum adult hourly rate of pay for apprentices (if employed), including any regional pay supplement? (Hourly rate should be exclusive of holiday pay).	£9.00

Q7. How many directly employed staff (headcount), excluding apprentices, are paid less than the Living Wage (£9.50 per hour outside Greater London and £10.85 per hour in Greater London)?	0

Q8. How much money, including VAT, has been spent on employment agencies (hiring agency staff) during the financial year 2019/2020?	Section 12 – Please see above

Q9a. Does the university contract out any services in the following areas? Please give the names of the companies to whom the services are currently contracted out. When is the contract for the service up for renewal (if multiple contracts what is the earliest date)?

	Contracted out	Companies	Date contract is up for renewal
a. Cleaning			
b. Catering	Section 12 – Please see above		
c. Security			

Q9b. Is a minimum rate of pay specified in the university's contracts with external companies providing the following services? If so, what is the minimum rate of pay?

	Minimum rate specified in contract	Minimum pay rate
a. Cleaning		
b. Catering	Section 12 – Please see above	
c. Security		

Q10. How much did the university pay to the Students Union as a block grant in the financial year 2019-2020? How much has the university awarded to the Students Union as a block grant for the financial year 2020-2021?

	2019-2020	2020-2021
Block grant to Students Union	1,038,000	1,038,000

21/009

Your Request	LJMU Response
I am looking into the number of students who have dropped out, or withdrawn from their course of study. I am hoping that these figures will give an understanding of how students have been affected by Covid-19.	

Academic Year	Drop Out numbers	Drop Out %
2018/19	755	3.1
2019/20	774	3.1

| | I am interested in both the raw figures and the percentage of students who have dropped out/withdrawn from their course.

I would like to know these figures for the following academic years: 2018/19, 2019/20 and 2020/21 | 2020/21   204   0.8

These figures do not include students who have failed their courses, changed their programme or have died. |

21/010		
	Your Request	**LJMU Response**
	Looking at the budget years: 2015-2016, 2016-2017, 2017-2018, 2018-2019 and 2019-2020, what has been your **annual total spend** for each of the following: 1. Spend on advertising (including, but not limited to) AdWords, Google Display Network, social advertising (Facebook, Instagram, Twitter, LinkedIn, Snapchat, YouTube, etc), TV/On demand, Out of Home, printed advertising, online profiles (IDP Connect, The Student Room, UCAS, etc). 2. Spend on the printed prospectus – specifically the total figure for design, print production and postage. 3. Spend on any keep warm and conversion activity and mailers for applicants and offer holders. 4. Website budget for on-going maintenance and ad hoc/planned projects. This figure should exclude any complete re-designs/re-platforming. *Please note that a breakdown per channel is not needed, only the annual total for each line item per budget year. Please provide this information via email response.*	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.

21/011		
	Your Request	**LJMU Response**
	1. Please state the total amount of fees your university accepted in cash (i.e., deposit of banknotes) in each of the last five financial years, and the current financial year to date.	Nil
	2. If you hold this information centrally and in machine-readable form, please provide a breakdown of this total by the nationality of the students that made the payments, in terms of the total sum of cash payments, and the number of	N/a

	students of each nationality that paid in this manner. Please provide this information for each of the last five financial years, and the current financial year to date.	
	3. Please provide a copy of your university's internal guidance issued to staff on accepting fee payments in cash.	LJMU does not accept payments in case. This is confirmed on our website at this address : https://www.ljmu.ac.uk/about-us/public-information/financial-information/online-payments.

21/012	**Your Request**	**LJMU Response**
	The number of students at Liverpool John Moores University who have not yet received their degree certificate or had their degree award verified in the academic years 2018-2019 and 2019-20 due to an outstanding academic balance (tuition fees, reassessment fees, library fines, or other academic fees, e.g. field trips).	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 Records team does not record in a reportable format, instances where a student has had an outstanding balance and then discharged it. |
| | - Please can you provide the data broken down by academic year (i.e. 2018/19 and 2019/20), fee status of student (home or international), and degree level of student (undergraduate, postgraduate). | To ascertain the number of students with an outstanding balance on fees on a specific date would require manual analysis of each file. Due to the volume of students completing degree courses each year the costs of manual analysis would be far in excess of £450.

Reportable records only relate to balances that are currently outstanding. |

21/013	**Your Request**	**LJMU Response**
	Contract 1

1.   Current Lines/Voice Services (Analogue, ISDN VOIP, SIP etc) Provider- Please can you provide me with the name of the supplier for the contract.

2.   Fixed Line- 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.   Fixed Line- Contract Duration- the number of years the contract is for each provider

4.   Type of Lines- Please can you split the type of lines per each supplier? PSTN, Analogue, SIP | Details of our IT equipment provision and use are published annually on our website at the following 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 |

5.   Number of Lines- Please can you split the number of lines per each supplier? SIP trunks, PSN Lines, Analogue Lines

Contract 2

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.

 9.   Minute's Landlines Contract Duration: the number of years the contract is with the supplier.

10.   Number of Extensions- Please state the number of telephone extensions the organisation currently has. An estimate or average is acceptable.

Contract 3

11.   Fixed Broadband Provider- Supplier's name if there is not information available please can you provide further insight into why?

12.   Fixed 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.   Fixed Broadband Annual Average Spend- Annual average spend for each broadband provider. An estimate or average is acceptable.

Contract 4

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 of the 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 there full contact details including contact number and email and job title for all the contracts above.	

21/014

Your Request	LJMU Response
Please could you break down the answers for each question into each term of the past two full academic years and the first term of the 2020-2021 academic year (therefore each term in the academic years 2018-2019, 2019-2020 and the first term of the 2020-2021 academic year).	
1. The number of requests for counselling made by undergraduate students. 2. The number of requests for counselling made by postgraduate students. 3. The number of students on the waiting list for counselling (if this information is not held for each term, please provide it for each year, and if it is not held for each year please provide the number of students on the waiting list as of the date of receipt of this FOI request).	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 is unable to report on the study level (undergraduate or postgraduate) of users of its services for students during the 2018/19 academic year. To ascertain the study level of users during this period or prior would require manual analysis of each file. Due to the volume of users during this year have requested the costs of manual analysis would be in excess of £450.
4. The number of referrals received by the University's Counselling Service.	LJMU does not record referrals to the Counselling Service.

21/015

Your Request	LJMU Response

Can I please make a request under the Freedom of Information Act and I would like to request the following information about the organisation's Local Area Network (LAN) environment. **You may have received the same request in the past and this information sent has now expired and I require an update as soon as possible for the following information** Please can you send me the organisation's Local Area Network (LAN) contract, which may include the following: · Support and Maintenance- e.g. switches, router, software etc · Managed- If this includes services than just LAN. 1. Contract Type: Managed or Maintenance 2. Existing Supplier: Who is the current supplier? 3. Annual Spend for each supplier: What is the annual average spending on the supplier above? If there is more than one supplier please split the annual average spend for each supplier. 4. Number of Users: Please can you provide me with the number of users this contract covers. Approximate number of users will also be acceptable. 5. Number of Sites: The number of sites, where equipment is supported by each contract. 6. Hardware Brand: What is the hardware brand of the LAN equipment? 7. Contract Description: Please provide me with a brief description of the overall contract. 8. Contract Duration: What is the duration of the contract is and can you please also include any extensions this may include.	Details of our LAN contracts can be found in the IT Provision and Use document which is updated annually and available 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	

9.   Contract Expiry Date: When does the contract expire?

10. Contract Review Date: When will the organisation be planning to review the contract?

11. Responsible Officer: Contact details including name, job title, contact number and email address?

If the LAN maintenance is included in-house please include the following information:

1.   Hardware Brand: What is the hardware brand of the LAN equipment?
2.   Number of Users: Please can you provide me with the number of users this contract covers. Approximate number of users will also be acceptable.
3.   Number of Sites: Estimated/Actual number of sites the LAN covers.
4.   Responsible Officer: Who within the organisation is responsible for LAN please provide me with contact details including name, job title, contact number and email address?

If the contract is managed by a 3rd party e.g. Can you please provide me with

1.   Existing Supplier: Who is the current supplier?
2.   Number of Users: Please can you provide me with the number of users this contract covers. Approximate number of users will also be acceptable.
3.   Number of Sites: Estimated/Actual number of sites the LAN covers.
4.   Contract Type: Managed, Maintenance, Installation, Software
5.   Hardware Brand: What is the hardware brand of the LAN equipment?
6.   Contract Description: Please provide me with a brief description of the overall contract.
7.   Contract Duration: What is the duration of the contract is and can you please also include any extensions this may include.
8.   Contract Expiry Date: When does the contract expire?

	9. Contract Review Date: When will the organisation be planning to review the contract? 10. Responsible Officer: Who within the organisation is responsible for each of these contract(s) please provide me with contact details including name, job title, contact number and email address?	
21/016		
	Your Request	**LJMU Response**
	1. In relation to the 2020 calendar year please state how much money was spent by the university in the redecoration/refurbishment of (i) the vice-chancellor's office and (ii) the vice-chancellor's university owned residence.	i) Following water damage to an LJMU property in June 2020, repairs where required including to the Vice Chancellors Office The repairs to the Vice Chancellors Office totalled to £15,411.08 + VAT ii) LJMU do not own a residence for use of the Vice Chancellor
	2. For each episode of redecoration/refurbishment please provide me with a breakdown of what the costs were for.	The following costs all relate to the work following water damage to the VC's office in June 2020 Repairs & Redecoration - £5,562.46 + VAT Floor Repairs & Replacement Floor Coverings - £3,664.38 + VAT Electric Repairs & Replacement (power & lighting) - £6,184.20 + VAT
	3. Please provide a complete list of any furniture for either the office or residence that was purchased in 2020 showing the price for each item.	Nil
21/017	**Your Request**	**LJMU Response**
	Please could you tell me, of the total sexual assault cases reported by students at the university in the past five academic years (and please provide this number for clarity):	LJMU can be notified of incidents and allegations of sexual misconduct via the Student Complaints Procedures or Incident Reporting mechanisms, such as Accommodation Providers Incident Reports, Police Notifications, Student Disclosures. Students can discuss sexual assaults with our professional Student Advice and Wellbeing officers. Cases where the alleged perpetrator is an LJMU student would normally be investigated under the Student Discipline Procedures or the Criminal Convictions Procedures if the allegations had been reported to the police. 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

LJMU records Cases of Sexual Assault investigated under the University's Student Disciplinary Procedure in an easily reportable format.

Unfortunately, the University's Student Governance team does not record the nature of the matter (i.e. Sexual assault) in Criminal Convictions Procedure cases in a reportable data form.

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.

To ascertain how many contacts happened for the first time in any given period of a year would require manual analysis of each file. 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.

	Cases of Sexual Assault investigated by the university under the Student Disciplinary Procedure

		2015/16 – 2019/20	There have been less than 5 cases. 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. 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.
	• The outcome of these cases, broken down by year and category. Please specifically include how many resulted in expulsions and bans from campus/uni facilities, and how many resulted in no action taken		Cases of sexual assault during this time have been investigated under the provisions of the Student Disciplinary and the Criminal Convictions Policy. Outcomes of these cases, in no particular order included. • No Further Action • Written Warnings • Suspension and Monitoring under Fitness to Practice Procedures • Expulsion
	• The average time it took for cases to be resolved, by year, and the longest individual case, by year		Cases investigated under the Student Disciplinary Procedure during this period took an average of 28 days. Cases investigated under the criminal Convictions Procedure can take much longer due to the need for criminal justice system proceedings to conclude.
	• Are victims/complainants able to appeal the outcomes of cases?		Details of appeals procedures under university student policies can be found on our website: https://www.ljmu.ac.uk/about-us/public-information/student-regulations/guidance-policy-and-process
	• Are perpetrators/those accused able to appeal the outcomes of cases?		

Your Request	LJMU Response			
Q1. Name of your university	Liverpool John Moores University – Otherwise known as LJMU			

Q2. What was the total annual budget allocated to university mental health spending in the following academic years: 2018/19 2019/20 2020/21	2018/19	£354,678		
	2019/20	£414,805		
	2020/21	£483,337		

Q3. Please confirm the total number of [the following] employed by the university to provide mental health support in the following academic years: Counsellors	2018/19	6		
	2019/20	6		
	2020/21	6		
Mental Health nurses	2018/19	1		
	2019/20	3		
	2020/21	3		
Other Wellbeing Staff	2018/19	0		
	2019/20	10		
	2020/21	10		
Externals Providers	2018/19	0		
	2019/20	0		
	2020/21	0		

Q4. Please confirm the total number of students registered with university counselling and wellbeing services at the end of the autumn term in the following academic years: 2018/19 2019/20 2020/21	Year	Counselling	Mental Health	Wellbeing
	18/19	390	151	No Service
	19/20	429	208	1954
	20/21	239	170	1709

| Q5. Please confirm the total number of students registering with university counselling and wellbeing services for the first time during the autumn term in the following academic years:
2018/19
2019/20
2020/21 | 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 SAW service does not record whether a contact is a "first contact" in a reportable format. | | | |

	To ascertain how many contacts happened for the first time in any given period of a year would require manual analysis of each file. 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.
Q6. Which of the following are also provided to students by counselling and wellbeing services:	
Q6.1 Drop-in sessions (Y/N)	Yes
Q6.2 Workshops (Y/N)	Yes
Q6.3 Online support (Y/N)	Yes
Q6.4 Conversations with trained staff other than counsellors (Y/N)	Yes
Q6.5 Other (please list)	Details of our Counselling Service provision is recorded on our website at the following address: https://www.ljmu.ac.uk/discover/student-support/health-and-wellbeing/counselling-service
Q7 Please add any further comments about mental health initiatives launched by the university and any evaluation of their impact.	We are currently part of an Office for Students project in conjunction with the University of Liverpool and MerseyCare Trust, establishing effective pathways for mental health support for students. Details of this are available here - Improving Student Mental Health through Partnerships Project | Liverpool John Moores University (ljmu.ac.uk)

21/019

Your Request	LJMU Response
1. Has your university ever suffered a loss of data as a result of an enrolled student stealing data from the university network? a. Yes b. No c. Not sure	Our IT Services team, when it receives a report of a cyber-attack would log it as an incident along with all other requests for assistance they receives. To locate records of any successful cyber-attacks by a student, each of these logs would need to be manually checked. Due to the large volume of these logs, (in excess of 30,000 for the past year) the costs involved in locating these records would be disproportionate.
2. Has your university ever suffered a loss of data as a result of an enrolled-student stealing academic-research from the university network? a. Yes b. No c. Not sure	The FOIA at Section 12 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.
3. Does the university have tools in place which allow you to identify where	

	internet-traffic on your network is coming from?
	   a. Yes
	   b. No
	   c. Not sure
		Due to the volume of IT incident logs held, the costs of manual analysis would be in excess of £450.

21/020

Your Request	LJMU Response
We would be most grateful if you would provide me, under the Freedom of Information Act, details in respect to the contract below. Tender for Insurance and Associated Services	
• The ITT documents which were used to support the procurement of the current contract • Suppliers who applied for inclusion on each framework/contract and were successful & not successful at the PQQ & ITT stages • Actual spend on this contract/framework (and any sub lots), from the start of the contract to the current date • Start date & duration of framework • Is there an extension clause in the framework(s)/contract(s) and, if so, the duration of the extension? • Has a decision been made yet on whether the framework(s)/contract(s) are being either extended or renewed?	We do not hold this information. LJMU procure insurance services through UMAL under a mutual arrangement and do not undertake a tender exercise under the provisions of S12 of Public Contracts Regulations 2015
• Who is the senior officer (outside of procurement) responsible for this contract?	Deputy Director of Finance

21/021

Your Request	LJMU Response
For both the 2019/20 academic year and the current academic year, please could you tell me: Please provide separate answers for each year, not a combination of both. For the current academic year, please provide budgeted/forecasted spend for question 1, and current waiting times for question 2. For the avoidance of doubt, 'students' is referring to all students at the university - UG and PG.	

	1. Your total spending on mental health services for students For this question, please provide the budget for the university's counselling/wellbeing services, along with a very brief outline of the services included in this budget. If you are not able to provide a specific budget for the university's counseling/wellbeing services, please provide details of the university's student support budget, with spending broken down by area - to allow me to identify which parts of this wider budget are relevant.	In the 2019/20 academic year the actual spend on Mental Health and Counselling services was £414,805. For the ongoing 2020/21 academic year the budget for Mental Health and Counselling services is - £483,337. Details of our Counselling Service provision is recorded on our website at the following address: https://www.ljmu.ac.uk/discover/student-support/health-and-wellbeing/counselling-service
	2. The waiting time for a student to get a counselling appointment with your university mental health services	We do not hold this information
	3. The total number of students enrolled at your university	This information is published by HESA 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.
	4. The total number of students who have applied to use the university's counselling services	<table><tr><td>2019/20</td><td>662</td></tr><tr><td>2020/21 – To date</td><td>250</td></tr></table>

21/022	**Your Request**	**LJMU Response**
	I am writing to make an open government request for all the information to which I am entitled under the Freedom of Information Act 2000. I request to know the information for the year 2020 (01/01/2020 to 31/12/2020).	
	Did your university conduct experiments on animals in the year 2020?	Yes
	If yes to the above question, how many animals were held on the premises for research purposes.	57
	What species of animal were used?	Rats and mice

How many of each species of animal were used in experiments?	Rats 40, mice 17
What was the nature and outcome of these experiments?	Research to further understand mechanisms and treatments of Alkaptonuria, (an incurable and painful joint disease) looks in detail at little understood cellular responses, allowing testing and evaluation of potential therapies, where no adequate non-animal model exists. The aim is to understand adaptation to endurance and resistance exercise in stimulated rat and mouse muscle.
What are the Home Office licence classification for these experiments in terms of pain, lasting harm, etc. if classified?	All moderate classification
Were the animals used for medical or non medical research?	Yes, medical
Which departments of your university were or are engaged in such research?	Sport and Exercise Science
How many animals, held on the premises, were killed without being used for experiments? If any of this information is already in the public domain, please can you direct me to it, with page references and URLs if necessary.	Rat 34, Mice 38, Zebrafish 114, Hamster, 19

21/023

Your Request	LJMU Response
a) Photocopiers/MFDs (Multi-Functional Devise) b) Printers c) Print room / reprographic d) Desktops e) Laptops f) Displays 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 University? Q5. In reply to question 4, which department/facility are those located?	This information is available to you in the IT Services Provision and Use document available on our website at this address: https://www.ljmu.ac.uk/~/media/files/ljmu/public-information-documents/data-protection/it-services_provision-and-use-2020.pdf?la=en

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, displays and accessories? Please provide their title, and their contact details.

21/024	Your Request	LJMU Response
	How many students were tested with Lateral Flow Device (LFD) tests as part of mass asymptomatic testing at the university in late November to early December to support student movement at the end of term?	LJMU do not hold this data. Students who remained in Liverpool had access to the Liverpool City Council facilities and we do not have access to or hold a record of this data.
	How many students tested positive in this LFD testing scheme?	We do not hold this data.
	How many of the students who tested positive received a positive confirmatory test, and how many received a negative follow-up test, if known?	We do not hold this data. All students who received a positive result via LFD were advised to take a PCR test.

21/025	Your Request	LJMU Response
	I am requesting a full list of companies the University currently invests in, including pension funds, hedge funds and banks, including the value of each investment. Please ensure that this is the **most recent version of this available**. This includes any held in subsidiary companies or bodies in which the University is the majority shareholder or the owner in any other form. Where University funds and investments are managed by a third party, please provide information about the companies that University funds have been invested in by those third parties.	This information is available within our financial statements for the financial years 2019 and 2020 on our website: https://www.ljmu.ac.uk/about-us/public-information/financial-information/financial-statements For the 2019 Financial Statements the information is in Notes 14 -16 which commences at p 64 For the 2020 Financial Statements the information is in Note 13 which commences at p 85

	I am also requesting the same information, **but all versions between January 2019 and March 2020** (so I am able to make comparisons).	
	Please provide **a copy of the University's sustainability policy** and any reports/action plans which reflect the University's compliance/progress with implementation of this and the related initiatives/projects/workflows	Our Environmental Management and Sustainability Policy can be found on our website at this address: https://www.ljmu.ac.uk/~/media/sample-sharepoint-libraries/policy-documents/212.pdf?la=en Details of sustainability development and actions at LJMU can be found on our website at the following address: https://www.ljmu.ac.uk/about-us/about-liverpool-john-moores-university/sustainability
	Please also provide **a copy of the University's COVID-19 recovery plan**, if it has one.	Please see the attachment at Annex 1 for the document- dating from May 2020: Recovery Plan: Moving Forward Together. Full details of all of our current advice and communications regarding COVID can be found on our website at this address: https://www.ljmu.ac.uk/microsites/moving-forward

21/026

Your Request	LJMU Response
Could you please tell me the number of students who dropped out of nursing courses at your university, from the last 4 academic years? (So 2017/2018, 2018/2019, 2019/2020, and so far for the 2020/2021 academic year). Could you please also present this for each course separately, e.g. mental health nursing, children's nursing, adult nursing?	We have classed a student as having "dropped out" if they did not complete the final year, or if they did not re-enrol for the next year of a course, they had been taking within 11 months. This figure excludes students who failed academically, died or were excluded, as we do not feel these students would meet the common definition of having "dropped out". Table 1: number students who "dropped out" in each academic year

	Adult Nursing	Child Nursing	Mental Health Nursing
2017/2018	16	2	4
2018/2019	17	0	3
2019/2020	18	3	6

	Adult Nursing	Child Nursing	Mental Health Nursing
2020/2021 to date	3	2	2

Table 2: For comparison, we have also provided this data as a percentage of the class size.

	Adult Nursing	Child Nursing	Mental Health Nursing
2017/2018	2%	2.7%	2.2%
2018/2019	2%	0%	1.6%
2019/2020	1.9%	3.4%	2.9%
2020/2021 to date	0.4%	1.6%	1.1%

21/027

Your Request	LJMU Response
1. Any application you made in 2019 or 2020 to be a "Stonewall Diversity Champion" or to be included on Stonewall's "Workplace Equality Index," including any attachments or appendices to those applications. Please redact personal details if necessary.	LJMU is a member of the Stonewall workplace index. In 2011, LJMU was identified as the highest ranking University in position 48. LJMU was also listed in the Stonewall Top 100 Employers 2014 and ranked 25th overall, an improvement of 3 places on last year's list. We have continued our longstanding relationship with Stonewall and the Workplace Index by ensuring that our LGBT staff are able to access Stonewall Talent Programmes to develop their leadership skills, and for resources that would help us ensure an inclusive study and work environment.
2. Any feedback you received in 2019 or 2020 from Stonewall in relation to either application or programme.	No information held
3. Any other communication you have received from Stonewall in 2019 or 2020 unless privileged or otherwise exempt from disclosure (but if you claim privilege or exemption in relation to any material, please say in broad terms what the material is and the basis on which you claim to be entitled to withhold it).	Communications from stonewall centred on membership of the diversity champions programme and available resources and support to the University as part of our Stonewall membership
4. Full details of any equality impact assessment you carried out connected with any of these applications (including any equality impact assessment carried out prior to an earlier application of the same kind, if no further assessment was done).	We have a process of Equality Impact Assessment in place in the University. The exercise is to ensure that our policies, practices, procedures, etc are not discriminatory against any protected characteristics by the way it is written or interpreted.

5. Details of the total amount of money you paid to Stonewall (i) in 2019; (ii) in 2020, whether or not as payment for goods or services.	We pay our yearly subscription to Stonewall. The annual membership fee is £2500+VAT
6. Whether you intend to continue your membership of any Stonewall scheme in the future, and if so which.	Yes, we intend to continue our membership of Stonewall. On Tuesday 2nd March as part of our celebration of LGBT history month, we welcomed Nancy Kelly, CEO of Stonewall, for a virtual session who spoke on the role of inclusive education in helping LGBTQ+ people to thrive. It was great to see so many staff and students involved in the event. It further provided platform and space for us to be able to discuss and learn from each other.

21/028

Your Request	LJMU Response

Leave Year	Level	Faculty	Month	Drop Out
18/19	PG	APS	August	5
18/19	PG	APS	September	11
18/19	PG	APS	October	29
18/19	PG	APS	November	29
18/19	PG	APS	December	13
18/19	PG	APS	January	18
18/19	PG	APS	February	15
18/19	PG	APS	March	12
18/19	PG	APS	April	7
18/19	PG	APS	May	5
18/19	PG	APS	June	<5
18/19	PG	APS	July	<5
18/19	PG	BUS	August	0
18/19	PG	BUS	September	22
18/19	PG	BUS	October	18
18/19	PG	BUS	November	11
18/19	PG	BUS	December	8
18/19	PG	BUS	January	8
18/19	PG	BUS	February	<5
18/19	PG	BUS	March	7
18/19	PG	BUS	April	<5
18/19	PG	BUS	May	10
18/19	PG	BUS	June	<5
18/19	PG	BUS	July	<5
18/19	PG	FET	August	<5
18/19	PG	FET	September	8
18/19	PG	FET	October	9

The number of undergraduate students who have dropped out of their course this academic year of 2020-2021 up until January 2021, compared with the two previous academic years of 2018-2019, and 2019-2020 for the whole year.

The number of masters students who have dropped out of their course this academic year of 2020-2021 up until January 2021, compared with the two previous academic years of 2018-2019 and 2019-2020 for the whole year.

Could you please break down this information into the different course faculties, and number of dropout cases per month?

		18/19	PG	FET	November	9	
		18/19	PG	FET	December	13	
		18/19	PG	FET	January	5	
		18/19	PG	FET	February	<5	
		18/19	PG	FET	March	<5	
		18/19	PG	FET	April	<5	
		18/19	PG	FET	May	<5	
		18/19	PG	FET	June	<5	
		18/19	PG	FET	July	0	
		18/19	PG	FHE	August	<5	
		18/19	PG	FHE	September	10	
		18/19	PG	FHE	October	8	
		18/19	PG	FHE	November	6	
		18/19	PG	FHE	December	<5	
		18/19	PG	FHE	January	<5	
		18/19	PG	FHE	February	<5	
		18/19	PG	FHE	March	7	
		18/19	PG	FHE	April	7	
		18/19	PG	FHE	May	<5	
		18/19	PG	FHE	June	<5	
		18/19	PG	FHE	July	<5	
		18/19	PG	SCS	August	<5	
		18/19	PG	SCS	September	8	
		18/19	PG	SCS	October	11	
		18/19	PG	SCS	November	5	
		18/19	PG	SCS	December	<5	
		18/19	PG	SCS	January	7	
		18/19	PG	SCS	February	5	
		18/19	PG	SCS	March	<5	
		18/19	PG	SCS	April	<5	
		18/19	PG	SCS	May	<5	
		18/19	PG	SCS	June	<5	
		18/19	PG	SCS	July	<5	
		19/20	PG	APS	August	8	
		19/20	PG	APS	September	33	
		19/20	PG	APS	October	43	
		19/20	PG	APS	November	17	
		19/20	PG	APS	December	21	
		19/20	PG	APS	January	19	
		19/20	PG	APS	February	7	
		19/20	PG	APS	March	6	
		19/20	PG	APS	April	<5	
		19/20	PG	APS	May	5	
		19/20	PG	APS	June	<5	
		19/20	PG	APS	July	0	

		19/20	PG	BUS	August	<5	
		19/20	PG	BUS	September	12	
		19/20	PG	BUS	October	30	
		19/20	PG	BUS	November	13	
		19/20	PG	BUS	December	9	
		19/20	PG	BUS	January	8	
		19/20	PG	BUS	February	8	
		19/20	PG	BUS	March	5	
		19/20	PG	BUS	April	<5	
		19/20	PG	BUS	May	<5	
		19/20	PG	BUS	June	<5	
		19/20	PG	BUS	July	<5	
		19/20	PG	FET	August	<5	
		19/20	PG	FET	September	14	
		19/20	PG	FET	October	8	
		19/20	PG	FET	November	<5	
		19/20	PG	FET	December	8	
		19/20	PG	FET	January	<5	
		19/20	PG	FET	February	<5	
		19/20	PG	FET	May	<5	
		19/20	PG	FET	June	<5	
		19/20	PG	FET	July	<5	
		19/20	PG	FHE	August	0	
		19/20	PG	FHE	September	5	
		19/20	PG	FHE	October	9	
		19/20	PG	FHE	November	7	
		19/20	PG	FHE	December	6	
		19/20	PG	FHE	January	8	
		19/20	PG	FHE	February	5	
		19/20	PG	FHE	March	5	
		19/20	PG	FHE	April	0	
		19/20	PG	FHE	May	<5	
		19/20	PG	FHE	June	<5	
		19/20	PG	FHE	July	<5	
		19/20	PG	SCS	August	0	
		19/20	PG	SCS	September	6	
		19/20	PG	SCS	October	5	
		19/20	PG	SCS	November	5	
		19/20	PG	SCS	December	<5	
		19/20	PG	SCS	January	<5	
		19/20	PG	SCS	February	<5	
		19/20	PG	SCS	March	<5	
		19/20	PG	SCS	April	0	
		19/20	PG	SCS	July	0	

20/21	PG	APS	August	<5
20/21	PG	APS	September	32
20/21	PG	APS	October	25
20/21	PG	APS	November	5
20/21	PG	APS	December	14
20/21	PG	APS	January	6
20/21	PG	BUS	August	6
20/21	PG	BUS	September	16
20/21	PG	BUS	October	33
20/21	PG	BUS	November	12
20/21	PG	BUS	December	11
20/21	PG	BUS	January	7
20/21	PG	FET	August	<5
20/21	PG	FET	September	12
20/21	PG	FET	October	<5
20/21	PG	FET	November	<5
20/21	PG	FET	December	8
20/21	PG	FET	January	<5
20/21	PG	FHE	August	<5
20/21	PG	FHE	September	20
20/21	PG	FHE	October	5
20/21	PG	FHE	November	<5
20/21	PG	FHE	December	0
20/21	PG	FHE	January	<5
20/21	PG	SCS	August	0
20/21	PG	SCS	September	13
20/21	PG	SCS	October	<5
20/21	PG	SCS	November	<5
20/21	PG	SCS	December	<5
20/21	PG	SCS	January	<5

21/029

Your Request	LJMU Response
The scope of this request is limited to reports of incidents investigated by our Student Governance team (where the alleged perpetrator is an LJMU student). 1. The number of incidents/allegations of rape AND/OR sexual misconduct AND/OR sexual harassment reported by students to the university in the academic years 2017/18, 2018/19, 2019/20 and 2020/21 (to the present day). Please note: I ask for incidents/allegations of "rape AND/OR sexual misconduct AND/OR sexual harassment" as per the university's definitions in their Student Sexual Misconduct	Since the academic year, 2017/18 LJMU has not investigated any incidents of rape/sexual misconduct or sexual harassment under the provisions of its student disciplinary process. Students convicted of a crime by the criminal justice system can be subject to further sanctions including expulsion under LJMU's Criminal Convictions policy.

Policy, as I am aware that some universities define all of the above as "sexual misconduct". Sexual misconduct may cover all forms of sexual violence, including sex without consent, sexual abuse (including online and image-based abuse), non-consensual sexual touching, sexual harassment (unwanted behaviour of a sexual nature which violates your dignity; makes you feel intimidated, degraded or humiliated or creates a hostile or offensive environment), stalking, abusive or degrading remarks of a sexual nature, and a vast range of other behaviours.

Please provide a breakdown of the type of incident if you hold this information separately i.e. total for rape, sexual misconduct and sexual harassment; otherwise, please provide the total for sexual misconduct and clarify that this is the definition you use for all three.

2. The number of students with allegations of rape AND/OR sexual misconduct "found proven" against them through the university's disciplinary procedure in the academic years 2017/18, 2018/19, 2019/20 and 2020/21 (to the present day). Please can these be provided as separate figures for reports of rape, reports of sexual harassment and reports of sexual misconduct, unless all three come under sexual misconduct as per the university's policy.

Please note: I am aware that students cannot be found "guilty" of rape AND/OR sexual misconduct AND/OR sexual harassment because the university's disciplinary system is not legal in nature, but that allegations may be "found proven" and appropriate action taken following a disciplinary investigation.

3. The number of students who, once an allegation(s) of rape AND/OR sexual misconduct AND/OR sexual harassment were found proven by the university, were partially or fully "removed" from campus/the university as a result, in the academic years 2017/18, 2018/19, 2019/20 and 2020/21 (to the present day). Please can these be provided as separate figures for reports of rape, reports of sexual harassment and reports of sexual misconduct, unless all three come under "sexual misconduct" as per the university's policy.

Please note: by "removed", this may include:
i) "expelled" from the university (i.e. permanent removal from the university)
ii) "complete suspension" from the university
iii) "partial suspension" from the university
iv) "banned" from university campus/university facilities

As such, please could you provide a breakdown of those removed from campus as per the definitions i, ii, iii and iv outlined above. If this is not possible, please could you instead provide a total for all students who have been "expelled" AND "suspended" (including complete and partial suspensions) during the aforementioned years following allegations of rape AND/OR sexual misconduct AND/OR sexual harassment having been found proven.

21/030

Your Request	LJMU Response
Part 1 a) Are international students able to access financial support from your hardship fund?	Our IT Services team, when it receives a report of a cyber-attack would log it as an incident along with all other requests for assistance they receives. These logs are not searchable by key term. To locate records of any detected cyber-attacks, each of these logs would need to be manually checked. Due to the large volume of these logs, (in excess of 30,000 for a year) the costs involved in locating these records would be disproportionate.
b) If so, how many international students have applied for financial help between March 2020 and January 2021?	
c) Of these, how many were rejected?	The FOIA at Section 12 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.
d) What were the top three reasons for rejection?	
e) Are international students able to request financial support multiple times in an academic year?	
Part 2 a) How many cyber attacks did you detect against your institution in 2020?	Due to the volume of IT incident logs held, the costs of manual analysis would be in excess of £450.
b) How many cyber attacks in the same period impeded normal university operations for more than 24 hours? c) Has the university ever paid a ransom to a cyber attacker?	
d) Do you offer training or information to staff and students about preventing cyber attacks? If so, please give details about the form this takes (i.e. information on institution website, email updates, training sessions).	

21/031

Your Request	LJMU Response
1) Whether your vice chancellor took a pay cut or any reduction to their remuneration due to the Covid-19	The salary of our Vice-Chancellor as of 31st July 2020 is published in our 2020 annual accounts, which are published on our website

		pandemic, and, if so, what the exact figures were. For example, if your vice-chancellor did take a pay cut, what was their pay before they took a cut, and what was it afterwards.	at this address: https://www.ljmu.ac.uk/about-us/public-information/financial-information/financial-statements

There has been no change to this figure since July 31st 2020.

2) Whether your vice-chancellor has since reinstated the pay to its former level. This should come with the date when this took place.

Not Applicable

3) How many staff have been made redundant at your university since the beginning of March 2020? This should be accompanied by the job which was made redundant (eg lecturer, part-time lecturer, cleaner etc.) It should also include the month when they were made redundant.

Year	Month	No. of roles made redundant through compulsory and voluntary processes
2020	March	6
2020	April	1
2020	May	1
2020	June	0
2020	July	1
2020	August	1
2020	September	2
2020	October	0
2020	November	0
2020	December	0
2021	January	2
2021	February	3

In accordance with Section 40 (2) of the FOIA, the university has not been able to give details of the title of a redundant role in a specific month, because of the small numbers of individuals are involved. This is so that an individual cannot be identified, or inferences be drawn about them.

The redundant roles listed above had the following job tiles – in alphabetical order.

	Communication Officer.		
	Executive Support Officer.		
	Lecturer/Senior Lecturer.		
	Library Assistant.		
	Media Officer.		
	Professor.		
	Research Developer.		
	Scientific Software Developer.		
	Senior Technician.		
	Student Wellbeing Advisor.		

21/032

Your Request	LJMU Response
Over the past four years (2017, 2018, 2019, 2020) at this University: • How many complaints did this University receive alleging transphobia by a student or staff member (differentiate between each)? • How many of the complainants were students, staff, or members of the public?	13 complaints by students regarding the conduct of 2 members of staff in regards of 4 separate incidents.
• How many of these complaints were investigated?	Both incidents where investigated.
• How many of these complaints led to compensation being offered to the complainant, and to what value in pounds sterling?	None
• How many of these transphobia complaints led to disciplinary action against the perpetrator?	None

21/034

Your Request	LJMU Response
Please send information on any incentives offered to applicants to defer or cancel their university entry for the current (2020-21) or next (2021-22) academic year.	We did not offer any incentives for students to defer or cancel their university entry for the current (2020-21) or next (2021-22) academic year.

	Please provide information on what the incentive was, how many applicants it was offered to, and how many took up the offer. Please also provide the date on which any incentive was first offered.	

21/035

Your Request	LJMU Response
1. Is the mailroom function outsourced or in-house?	LJMU employs staff directly in its post room.
2. If the mailroom is outsourced, please confirm supplier, contract start date, end date and annual spend.	N/A
3. If the mailroom function is in-house, how many staff work in the mailroom?	5 staff work in the central post room
4. Do you currently use digital mail and what percentage of mail does this represent?	Yes. Information regarding the provision and use of our IT systems is published annually 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
5. Do you use any systems and / or suppliers for SMS and electronic communications?	Information regarding the provision and use of our IT systems is published annually on our website at the address above.
6. How many outbound texts, emails, letters are sent each year, over the last 2 years?	Our post room team do not record this information
7. How many incoming mail items are received per year, over the last 2 years?	Our post room team do not record this information
8. What percentage (approx.) of incoming mail is for students;	LJMU does not own or operate student accommodation. We do not hold this information.
9. how is the mail delivery managed? For example, do you use lockers to deliver the mail?	LJMU post room staff manage the internal delivery of post directly.

21/036

Your Request	LJMU Response
1. Who is the current provider for the universities network infrastructure? - When considering network infrastructure this is specifically the switching hardware and wireless access points that may be deployed throughout the council's estate and associated cabling etc. 2. How many sites does the university have responsibility for that require a network infrastructure as detailed above? 3. What manufacturer does the university use for the above-mentioned network infrastructure?	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 This document is reviewed every April. Under s.21 of the FOIA, there is no obligation to provide this information to you where it is reasonably accessible elsewhere.

4. What are the approximate number of network switches deployed across the estate?
5. What are the approximate number of wireless access points deployed across the estate?
6. What is the latest Wi-Fi version supported i.e. 802.11 b/g/n/ac/ax
7. How often do the university refresh the deployed network infrastructure?
8. When do the existing contracts for the switching network and wireless network expire?
9. What vendor currently provides the universities cyber security system?
10. How many users utilise the cyber security solution?
11. How often does the cyber security solution get refreshed or upgraded?
12. Who provides the current cyber security solution? I.e. is this direct with the software company or through a partner?
13. When do the existing contracts for the current cyber security solution expire?
14. How do the university purchase new hardware is this via a standard industry framework agreement or directly to the market via an open tendering process?
15. Does the university have a fully defined IT strategy?
16. If the answer to question 10 is yes can a copy be provided?
17. Can the university provide a copy of the IT departments organisational chart including names and email addresses.
18. Finally, can the university confirm if the IT department make the final decisions with regards to purchasing new solutions for the IT environment.

21/037	**Your Request**	**LJMU Response**
	I require certain information regarding your estates department and procurement policy.	
	1 Your procurement policy and framework for external contractors.	Please find attached a copy of the LJMU Procurement Guidance.
	2 The start and end dates of the frameworks	LJMU have not tendered for our own frameworks but we do access Public Frameworks such as Pagabo, CIF, and are exploring the CCS agreements currently.

	3 The titles and content of the frameworks	
	4 Any possible extension periods to the frameworks	
	5 The companies appointed under the current frameworks, in particular regarding construction services.	

21/038		
	Your Request	**LJMU Response**
	May I have the email addresses of both the University's career and disability services, ideally with the name of a primary point of contact?	This information can be found on our website: Careers Disability Support

21/039		
	Your Request	**LJMU Response**
	1) How many students at your university have accessed university counselling services in the following years: - 2020-2021 - 2019-2020 -2018-2019 -2017-2018 -2016-2017	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 Counselling team does not record the required data for the years 2016-2017 and 2017-2018 in a reportable format. This is because during these years our counselling team offered services to both students and staff at the University.
	2) A breakdown of the issues students are seeking counselling for. 3) How many complaints your university has received in the following years, and a breakdown of the reasons for complaining: - 2020-2021 - 2019-2020 -2018-2019 -2017-2018 -2016-2017	For us to be able to answer you request it would be necessary to enter each record and manually ascertain if the referral relates to a student or a staff member Due to the volume of counselling files over those two years the costs of manual analysis would be in excess of £450.

21/040		
	Your Request	**LJMU Response**
	1. Please explain the steps that the university took last summer, prior to the main autumn enrolment period, to comply with Paragraphs 39, 45, 46, and 52 of the following Office for Students guidance, with particular reference to obtaining consent from students for changes to the material information.	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.

https://www.officeforstudents.org.uk/media/62c88493-70bd-47fb-851e-f9b13e15f767/guidance-for-providers-about-student-and-consumer-protection-during-coronavirus.pdf	A response under FOIA must provide records of information held were 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.
2. Please supply a copy of the review that you were asked to carry out during the first half of the spring term of your compliance with consumer protection law, as required in this letter from the Office for Students. https://www.officeforstudents.org.uk/media/928ddbfc-7d48-4a7b-853e-411c34d6202f/ao-letter-regulation-during-the-current-phase-of-pandemic-14-jan-2021.pdf	It is the judgement of the legally authorised qualified person, the Vice Chancellor and Chief Executive, to refuse disclosure under Section 36(2)(c) of the FOIA as to do so would "*be likely to prejudice the effective conduct of public affairs*". This is because the document is currently in the process of drafting and approval. LJMU feels that disclosure of a draft version would prejudice the ability to conduct this important process effectively. As a qualified exemption, the university believes that maintaining the exemption outweighs the public interest in disclosure. We have considered the importance of preserving a safe space for effective policy and review formulation without outside pressure to be of greater benefit than any public interest in transparency of this process. It is certainly not in the public interest for the process of policy review to be compromised in a year were our students have already experienced significant changes to the way they study.

21/041	**Your Request**	**LJMU Response**
	1. The number of lawsuits started against the university in relation to cases of rape AND/OR sexual misconduct in the academic years 2015/16, 2016/17, 2017/18, 2018/19, 2019/20 and 2020/21. Please note: by "in relation to cases of rape AND/OR sexual misconduct", this includes cases where a civil case has been taken out against the university after a student has been involved in a disciplinary hearing involving rape or sexual misconduct.	None

	2. The number of lawsuits started against the university under the Equality Act in relation to cases of rape or sexual misconduct in the academic years 2015/16, 2016/17, 2017/18, 2018/19, 2019/20 and 2020/21.	None
	3. The total amount of money paid to students in legal settlings in relation to cases involving rape or sexual misconduct in the academic years 2015/16, 2016/17, 2017/18, 2018/19, 2019/20 and 2020/21.	None
	4. The total amount of money paid to students in "goodwill gestures" in relation to cases involving rape or sexual misconduct in the academic years 2015/16, 2016/17, 2017/18, 2018/19, 2019/20 and 2020/21.	None

21/042		
	Your Request	**LJMU Response**
	1. A breakdown of the Number of Electric Vehicle (EV) Car Parking Spaces the University has on their sites:	
	• Number of EV Charging Bays	Eight spaces have EV charges - there are no designated EV car parking spaces.
	• Number of EV Parking Bays allocated to Permit holders/concessions	None
	• Number of EV Parking Bays Allocated to Public Use	None
	2. A Breakdown of non - EV Parking Bays	
	• Number of Parking Bays allocated to Permit holders/concessions	550
	• Number of Parking Bays Allocated to Public Use	None
	3. How is the University Parking Management Service operated, is it:	
	• Internally managed	Yes
	• By managed service providers	No
	• On what date do the existing managed service contracts expire	N/A
	4. Does the University have an EV Charging Strategy or Policy in place	No
	5. Does the University have Green Transport Policies in place that support the Governments Net Zero Carbon agenda	Yes. Please refer to our web pages. https://www.ljmu.ac.uk/about-us/about-liverpool-john-moores-university/sustainability/travel
	6. Would the trust be happy for us to contact the SRO responsible for Sustainability, Parking and Travel Management to setup a meeting to discuss EV Strategy and Policy	This is not a request for information held by LJMU and therefore it is not appropriate to answer under the provisions of the FOIA.
	7. Provide the contact details (Name, e-mail address) of the SRO responsible for	Pro-Vice- Chancellor (Strategic Initiatives). Contact details available on our website:

Sustainability, Parking and Travel Management.	https://www.ljmu.ac.uk/about-us/structure/office-of-the-vice-chancellor/professor-phil-vickerman

21/043

Your Request	LJMU Response
I would be most grateful if you would provide me, under the Freedom of Information Act, details in respect to the contract below. Confidential Waste The details we require are: • Has confidential waste being procured via tender or framework or another means?	A tender is to be issued under the North of England, Commercial Procurement Collaborative, Total Waste Management Services Framework
• If a framework, could you confirm the name of the framework please?	N/A
• Actual contract values of each framework/contract (& any sub lots)	LJMU will not provide details of value of individual contracts due to the likelihood of this information causing prejudice to its commercial interests. This is because it may affect our ability to achieve the best price at tender. We consider it to be exempt from disclosure under the provisions of section 43 (2) of the FOIA The University must achieve the best value for money in all its spending so that recourses can be spent on provision of education. LJMU considers that no public interest would be served by the disclosure of this information.
• Start date & duration of contract	This information has yet to be decided with regards to the new contract.
• Is there an extension clause in the framework(s)/contract(s) and, if so, the duration of the extension?	This information has yet to be decided with regards to the new contract.
• Has a decision been made yet on whether the framework(s)/contract(s) are being either extended or renewed?	A tender is to be issued under the North of England, Commercial Procurement Collaborative, Total Waste Management Services Framework
• Who is the procurement officer responsible for this contract and could you provide their email address and phone number please? Who is the senior officer (outside of procurement) responsible for this contract and could you provide their	Mark Nevitt. M.A.Nevitt@ljmu.ac.uk 0151 231 5758

	email address and phone number please?	
	• Who is the current supplier?	ShredIT
	• If your current supplier is a Facilities Management/Waste Company, which sub-contractor services your organisation?	N/A

21/044	**Your Request**	**LJMU Response**
	The grade distributions by letter grade First, 2:1, 2:2, Third, Pass, for every class for the Academic year 2019.	We do not hold this information. LJMU grades bachelors degree students only at the completion of a course. We cannot provide grade distribution at the end of a "Fall semester".

21/045	**Your Request**	**LJMU Response**
	1. ICT/IM&T/IS Strategy- The IT department strategy or plans, highlights their current and future objectives.	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.
	2. ICT Org Chart- A visual document that presents the structure of the IT department, please include name and job titles. If this cannot be sent, please work towards a structure with job titles.	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
	3. ICT Annual or Business Plan- Like the ICT strategy but is more annually focused.	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.

| | 4. ICT Capital Programme/budget- A document that shows financials budget on current and future projects. | 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. |

21/046

Your Request	LJMU Response
1. How much funding has been allocated to the University's student mental health service in the financial years, 2018-19, 2019-20, and 2020-21?	Please note the LJMU financial year runs from August 1st each year.

Academic year	Budget for Mental Health Services
2018/19	£354,678
2019/20	£414,805
2020/21	£483,337

Your Request	LJMU Response
2. How many people have accessed the student mental health service for an appointment in the financial years, 2018-19, 2019-20, 2020-21 (to date)?	

Academic years	Individual case interactions
2018/19	1201
2019/20	1149
2020/21 *to date	761

Individual case interactions are records of contact between an individual student and a member of our Counselling or Mental Health Teams.

21/047

Your Request	LJMU Response
I am requesting information pertaining to all serious incident investigations involving the health, wellbeing or welfare of one or more students - a 'serious incident' being an adverse event, with significant harmful or potentially harmful consequences, and/or where the	This information is not held. LJMU does not currently have a Serious Incident Protocol and therefore has not carried out any serious incident investigations.

effectiveness of the university response is likely to have a significant impact on the health, wellbeing or welfare of a student, their family and/or the community.

The need for a serious incident report is specifically recognised in UUK's Suicide-Safer Universities (2018) guidance.

It would be most useful, if your reply could be comprehensive. The key factor in all cases is that the University conducted a serious incident investigation. It is not limited to serious incident investigations following the death of a student, or a student suicide, or conducted after a mental health incident (such as attempted suicide, near misses, parasuicide, and non-suicidal self-injury), and whether in University owned property or not. Additionally, if you have records regarding students who were no longer registered with the University, but where you still carried out such an investigation, that information would also be of interest.

If you could provide the relevant numbers, subdivided according to any of the above and/or other categories, that would be extremely helpful.

So, for each of the academic periods 2018-19, 2019-20 and 2020-21:

a) How many serious incident investigations has Liverpool John Moores University conducted?

b) How many serious incident reports were produced?

c) How many serious incidents involved a fatality?

d) How many serious incident reports and/or their findings has Liverpool John Moores University shared with other institutions?

e) How many serious incident reports and/or their findings have other institutions shared with you?

	In the case of (d) and (e), please specify the different types of institution that were involved in the sharing e.g., other university, UUK, NHS, PHE, Mental Health Trust, OfS, DfE, etc	
21/048		

Your Request	LJMU Response
Can you tell me how many university representatives have participated in delegations to Israel over the last five year up to the date of this request.

I would also like to know: | 9 LJMU staff have participated in 8 trips to Israel over the past 5 yeas |
| 1. Who initiated or sponsored each delegation? | These trips where sponsored by the following organisations |

2. Who paid for each trip and the cost?	LJMU Public Health Institute	1 trip 4 delegates Costs £2757.12 paid by LJMU's Public Health institute.
	Weizzman-UK Joint research programme Collaboration	3 trips 2 delegates LJMU has records of costs of £2963.23. All costs beyond £157.39 paid by the sponsor.
	EU Research Project COST Action CA17125 - Public Value Capture of Increasing Property Values	1 trip 2 delegates LJMU does not hold cost information
	Early Careers Researchers Fellowship Scheme 2017-18	3 trips 1 delegate Costs approx. £3400 paid for by sponsor

21/049	

Your Request	LJMU Response
I'd like to make an FOI request about Academic Technology Approval Scheme use at your institution. My questions:

1. How many of your courses require ATAS for international students to join the programs? | 4 Postgraduate Taught Programmes.

Any PHD degree containing areas of research in the Common Aggregate Hierarchy (CAH) code areas requiring ATAS |

	2. Per academic year for the previous five years, how many ATAS applications have been made by international students to join your courses in total?	LJMU does not hold this information. Students are responsible for determining if an ATAS certificate is required and making applications from the Foreign, Commonwealth and Development Office.
	3. Per academic year for the previous five years, how many ATAS applications made by international students have been rejected in total?	LJMU does not hold this information. We would not be aware of the number of rejections unless a student informed us their ATAS application had been rejected.
	4. Within the total ATAS rejections, what are the most common five nationalities?	LJMU is not aware of any student who has been rejected for ATAS

21/050

Your Request	LJMU Response
Please provide me with a list of all donations, sponsorships, grants and other external funding which the university has received - and which is valued at £100,000 or more. However, please exclude all funding received from: • UK-RI research councils, • UK central government, • the European Union, • the European Research Council. Please also only include funding where some or all of the money has been received within the last two financial years. In each case, please state: (i) the name of the funder/ donor/ sponsor (ii) the total amount of the this funding/ donation/ sponsorship, in pounds (£)	(see table below)

Name of funder	Total funding £
Great Ormond Street Hospital Children's Charity	£ 148,573.00
Nuffield Foundation	£ 168,191.00
Arcus Foundation	£ 121,388.00
Bill & Melinda Gates Foundation	£ 431,176.26
BASF Agricultural Specialities Ltd	£ 125,391.00
The Jane Goodall Institute	£ 120,689.67
Wellcome Trust	£ 250,779.01

21/051

Your Request	LJMU Response
Q1) Please could you tell me if, as of today's date (09/03/2021), your university is using learning analytics tools or learning analytics projects to, for example, monitor enrolled undergraduate or postgraduate student's learning, university engagement or academic progress. Examples of the names of such tools include, but are not limited to: Solutionpath Stream. Please bear in mind that the name of the analytic tools vary and I have only stated an example of one.	Yes We do not use a commercially developed tool, with the exception of the analytics function in Canvas. The remainder has been developed in-house.

Among the purported uses of such programmes is for universities to be able to monitor class attendance data, use of the library, the institution's 'virtual learning environment' and how regularly students are handing in assessments, enabling staff to spot patterns and anomalies that can then be investigated. In relation to Q1, please can you answer 'Yes', 'No' or state if there are plans to adopt such monitoring tools by the end of the 2020/21 academic year or in the 2021/22 academic year. If the answer is 'Yes', please can you tell me the name of the learning analytic tool your university has adopted, on what date (in this format: DD/MM/YYYY) it was first rolled out at your institution on undergraduates/postgraduates (even if this was a 'pilot'), at what cost (£), and from whom (for example, but not limited to Jisc).	
Q2) If the answer was 'Yes' to Q1, please can tell me the stated purpose of using said learning analytic tool or learning analytic programme/project. For example, is it to: track how often students log onto their virtual learning environment, click on any content, hand in any work, take out books from the library, access journals, view reading lists, print, scan or photocopy documents, log on to computers owned by the university and attend lectures, seminars and workshops?	Data is collected with respect to physical attendance, online engagement, use of tools within the VLE, log-on, library use.
Q3) If data collected from the analytic tool shows students are not engaging with their education, is it your university's policy to then contact the student directly or contact a student support advisor to suggest next steps?	Both to contact the student directly and contact a student support advisor.
Q4) Are all of the students being monitored aware of the university using such analytics tools to do so?	The LJMU Student Privacy Notice can be found on our website: https://www.ljmu.ac.uk/legal/privacy-and-cookies/student-privacy-notice

21/052		

Your Request	LJMU Response		
The total number of research staff employed at Liverpool John Moores, and the gender split percentage of these.		% Male	% Female

		% Male	% Female
The total number of research staff employed at Liverpool John Moores,	113	59.3 %	40.7%

The total number of undergraduate and postgraduate students studying STEM subjects at Liverpool John Moores, and the gender split percentage of these.

LJMU does not classify our courses as being STEM or Not-STEM. Therefore, to assist with your request we have provided data for courses within the two faculties generally recognised as mostly containing STEM subject courses.
A full list of courses offered can be found on our website.

		% Male	% Female
Total Headcount for students currently studying in Faculty of Engineering and Technology, and the Faculty of Science (December 2020)	4730	83	17

The total number of patents that the university holds which have been filed and approved since 2017 (Or annually going back as far at time permits between the latest annual data and 2017). For each patent, could you also provide the following information:

- o The year that the patent was approved
- o The gender of the named lead researcher(s) that the university is patenting on behalf of.
- o The faculty that the named lead researcher(s) worked in while developing the patented research.

Details of any and all patents held by LJMU are public records, you can find out more about how to locate a patent on the .gov.uk website: https://www.gov.uk/search-for-patent
Under section 21 of the FOIA, the University is not required to provide information in response to a request if it is already reasonably accessible to you.

21/053

Your Request	LJMU Response
1. What support services do you have currently for those suffering with mental health?	Details of LJMU's provision for health and welling of students, including mental health and

Your Request	LJMU Response
2. What is your current budget for mental health support for each of the last 5 academic years, and where possible a breakdown on how that money is allocated, e.g. staff, marketing, equipment etc	counselling services can be found on our website: https://www.ljmu.ac.uk/discover/student-support/health-and-wellbeing
3. What number of students seeking mental health support in each of the last 5 academic years.	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, for the years 2016/17 and 2017/18 we are unable to provide an accurate figure for the number of students who were supported by our cancelling service.
4. Average waiting time for mental health support in each of the last 5 academic years.	This is because during these years our counselling team offered services to both students and staff at the University. For us to be able to answer you request it would be necessary to enter each record and ascertain if the referral relates to a student or a staff member.
5. Any internal reports or reviews relating to mental health provisions post the Covid19 pandemic	To ascertain how many students alone used our counselling service during these years would require manual analysis of each file. Due to the volume of files over these 2 years the costs of manual analysis would be in excess of £450

21/054

Your Request	LJMU Response
1. How much did the university spend on broadband in the 2019/20 financial year?	This information is reasonable available to you within our IT Provision and Use document. This is published on our website at this address:
2. Who is your internet network provider?	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
3. What is the average network speed on each of your campuses? Please list the name of each campus and the internet speed for each. Here is a tool for testing speed if needed:	Under s.21 of the FOIA public bodies are exempt from providing you access to material that is already available to you.
4. What percentage of each university campus is covered by wifi? Please list the name of each campus and the percentage of wifi coverage.	LJMU does not own or operate any student accommodation.
5. Between January 2015 and December 2020, how many times have you switched network providers?	

6. How many broadband routers do you have across all campus buildings?

7. Do you have fibre-optic broadband in any campus buildings?

8. Do any of the university-owned halls of residence require an ethernet cable as opposed to wifi? If yes, please list the names of the halls of residence.

9. Do any of the university-owned halls of residence have the option to connect to both an ethernet cable and wifi? If yes, please list the names of the halls of residence.

10. Do you have a data destruction policy?

11. Between January 2015 and December 2020, how many student complaints has the university received relating to the "internet", "WiFi" and "broadband"? Please list the number of complaints per calendar year

21/055

Your Request	LJMU Response
In the last calendar year (2020) how many times did you have to call out a plumber (who was not employed directly by the university) for an emergency call? For each call, please state the reason for the call, where the problem was and what the cost of the call-out was to the university.	LJMU made 9 requests for assistance for plumbing problems under its Facilities Management contract in the year 2020. They have been categorised as being needed the following problems Leak through Ceiling x2 Leaking Toilet Urinal Leaking Water Heater Flood Leak on Automatic Flush No Hot Water No Hot Water or Heating The costs of work carried out under the contract are withheld under the provision of s.43 of the FOIA because it is considered likely to be prejudicial to our commercial interests if these where known.

21/056

Your Request	LJMU Response

	Could you tell me how much money has been given by the university to students as part of hardship funds during Covid-19 (from January 1, 2020 to today's date of March 11, 2021).	£1,453,180
	Could you break this down into home students and international students?	UK students: £1,409,506 International and EU student: £43,620

21/057	**Your Request**	**LJMU Response**
		FOI's requests responded to by LJMU in 2020.
	1. How many FOI requests your institution received in 2020, broken down by month.	Jan — 21 Feb — 27 Mar — 19 Apr — 9 May — 12 June — 15 July — 25 Aug — 17 Sep — 22 Oct — 34 Nov — 17 Dec — 16
	2. And if available, a breakdown of the type/topic of request (For example – HR related, Covid related, student statistics etc)	See subject area table below

Jan	21
Feb	27
Mar	19
Apr	9
May	12
June	15
July	25
Aug	17
Sep	22
Oct	34
Nov	17
Dec	16

Subject area	Total
Admissions	4
Estates and buildings	20
Student issues and numbers	66
Animal research	2
IT provision and use	34
HR and staff issues	22
Financial information	29
Management and administration of the institution	41
Other research	1
Teaching and assessment	15
Grand Total	**234**

A full log of our disclosures during 2020 can be 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/foi-disclosure-log

21/059

Your Request	LJMU Response
I would like to know how many students left nursing courses prior to graduating in 2018, 2019, 2020, and the statistics so far in 2021.	We have classed a student as having "left" the same we do when the term "dropped out" is used. That is if they did not complete the final year, or if they did not re-enrol for the next year of a course, they had been taking within 11 months. This figure excludes students who failed academically, died or were excluded, as we do not feel these students would meet the common definition of having "dropped out". Table 1: combined number of students who "dropped out" of our Adult, Child and Mental Health Nursing courses in each academic year

	Number	Percentage of total students
2017/2018	22	2.30%
2018/2019	20	1.20%
2019/2020	27	2.73%
2020/2021 to 16th February	7	1.03%

21/060

Your Request	LJMU Response		
1. An updated list of cars and vans (up to 4.5T) owned by or leased to the University. Please include vehicle make, model and year of registration (provided in an Excel format).	**Reg**	**Make**	**Model**
	2018	MERCEDES	S Class
	2018	MERCEDES	E Cass
	2018	MERCEDES	VIANO CDI2.2 AM
	2017	LEXUS	300H
	2017	LEXUS	300H
	2019	LEXUS	300H
	2018	LEXUS	NX 300H SE
	2018	FORD	TRANSIT CUSTOM
	2018	FORD	TRAN CONNECT 90

2018	FORD	TRANSIT
2018	FORD	TRANSIT
2019	FORD	TRANSIT TAIL LIFT
2018	FORD	TRANSIT
2019	FORD	TRANSIT TAIL LIFT
2018	FORD	TRANSIT
2019	FORD	TRANSIT CUSTOM R/F
2019	FORD	TRANSIT CUSTOM R/F
2009	FORD	TRANSIT TAIL LIFT
2009	FORD	TRANSIT
2009	FORD	TRANSIT
2015	CITROEN	BERLINGO MULTIS
2007	CITROEN	BERLINGO M-S FO
2006	FORD	TOURNEO CONN T2
2019	NISSAN	NVE200 CREW VAN
2019	NISSAN	NVE200
2019	NISSAN	NVE200

2. a. A list of Electric vehicles owned by or leased to the organisation	3 Leased Full Electric Vehicles
b. A list of Hybrid vehicles owned by or leased to the organisation	3 Leased Hybrids
c. A list of Diesel vehicles owned by or leased to the organisation	2 cars 17 LGV vans Leased
d. A list of Hybrid vehicles owned by or leased to the organisation	As in question B above
3. Does the University have a future quota or target in relation to electric vehicles in the fleet?	LJMU does not hold this information

21/061

Your Request	LJMU Response
The University Vice-Chancellor's email address and office phone number; The University contact details for the Chancellor if applicable; The physical address of the University campus; The email address and phone number for the media / marketing department	Contact information for LJMU is available on our website at the following address: https://www.ljmu.ac.uk/Contact%20us/Key%20contacts

21/062

Your Request	LJMU Response
• How many requests for filming has your University had in the last five years?	LJMU has not received any commercial filming requests over the last 5 years,
• Please provide a list of filming locations requested	None

	How much revenue did filming generate in that time period?	None

21/063

Your Request	LJMU Response
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 and the Freedom of Information (Scotland) Act 2002. We have made the request in an Excel spreadsheet form – we would be grateful if the information could be supplied in this same format.	Please see our response at Annex 1

21/064

Your Request	LJMU Response
The following freedom of information request is designed to establish what process and specific software tools are used to administer or manage meetings within your University's governance structure (for example, the Board, Board committees).	
1. How does the University administer and manage meetings within your University's governance structure? – what process is followed to prepare, collate and circulate the board meeting agenda and document pack?	Since March 2020, at the beginning of disruption caused by COVID-19, LJMU has prepared and distributed electronic papers to members of the Board and the Executive.
2. Is a "manual process" used for the above, or does the University use a dedicated software tool?	LJMU does not use a dedicated software tool to administer Board meetings.
3. If software is used, what is the name of the software?	Not applicable.
4. If software is currently not used, is the University considering acquiring such a tool or a "Board Portal" at some time in the future?	LJMU does not hold this information
5. Who is the most appropriate person within the University to contact regarding this matter?	Peter Ashton Chief Information Officer Information Technology Services.

21/065

Your Request	LJMU Response
Please can I get hold of the below information for 16/17, 17/18, 18/19 and 19/20 (if available) with a breakdown of spend if possible.	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

	• **Marketing and Student Recruitment spend per year** • **Marketing/Student Recruitment Advertising spend (with a breakdown by provider if possible) per year**	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.

21/066

Your Request	LJMU Response
I wrote to you a while ago about mental health counselling figures but it was very early on into term. I wanted to resubmit this request now for comparable figures up to April. Please see my submission below. 1. How many students have sought mental health support via the university since the start of term 2020 (September and October) to the most recent date you have? Please state the date you have gone up to.	In this data, a contact is defined as the student having had at least one appointment with the service in question, or a referral to that service.

1st Sept – 31st March	Number of students accessing wider mental health Services	Number of students accessing counselling
2020	319	482
2019	390	792
2018	296	842

Your Request	LJMU Response
2. How many students sought mental health support via the university counselling services during the same period in 2019, and 2018?	
3. How many students are currently on a waiting list for mental health support?	96 students (as of 16/04/21)
4. What is the current waiting time for help via university counselling services?	We do not record this data.
5. Has your university added any additional staff/ mental health funding and services in light of the coronavirus crisis? Please state what it is	LJMU has invested in SilverCloud and Togetherall to complement existing in-person services

21/067

Your Request	LJMU Response
The number of applicants who were rejected and LJMU were not able to make an offer in the computer science and digital subject area against the total people who applied grouped by their sex and ethnicity group	The below tables contain 2020 UCAS application data for the following programs | Computer Forensics | BSc (Hons) | |---|
Computer Forensics with Foundation Year | BSc (Hons)
Computer Games Development | BSc (Hons)	

Computer Games Development with Foundation Year	BSc (Hons)
Computer Science	BSc (Hons)
Computer Science with Foundation Year	BSc (Hons)
Computer Security	BSc (Hons)
Computer Security with Foundation Year	BSc (Hons)
Computing	BSc (Hons)
Computing with Foundation Year	BSc (Hons)
Software Engineering	BSc (Hons)
Software Engineering with Foundation Year	BSc (Hons)

Further details of the application process can be found on our website:
https://www.ljmu.ac.uk/study/undergraduate-students/how-to-apply

Ethnicity recorded by applicants	No Offer made by LJMU	Off ma by LJ
Arab	2	
Asian or Asian British - Bangladeshi		
Asian or Asian British - Indian		
Asian or Asian British - Pakistani		
Black or Black British - African	4	
Black or Black British - Caribbean		
Chinese		
Information refused	1	
Mixed - White & Asian		
Mixed - White & Black African	1	
Mixed - White & Black Caribbean	1	
Not known	14	
Other Asian background	2	
Other Black background		
Other Ethnic background		
Other Mixed background		
Other White background.		

	White	45	960
	(blank)	2	15
	Grand Total	**72**	**1224**

Gender recorded by applicants	No Offer made by LJMU	Off ma by LJ
Female	5	
Male	67	
Grand Total	**72**	

21/068

Your Request	LJMU Response
What are your placement policies relating to unnotified student sickness?	LJMU's approach to safeguarding student safety & wellbeing on placement is encapsulated within a Placement Learning Code of Practice (PLCoP). The PLCoP includes obligations for academic teams, students and employer hosts – with emphasis on the latter as having primary day-to-day responsibility for the wellbeing and progress of placement students. Hosts are expected to identify a named supervisor, who signs off a declaration including: 'We confirm that we will advise and consult with the Visiting Tutor or Placement Co-ordinator at LJMU in cases of serious accidents, incidents or breaches of discipline by the student(s)' (university contact details are prepopulated for the employer on the same form). See Q3 for details of independent additional monitoring on the part of LJMU. As a pre-emptive measure the following is included in a declaration signed off by the student: 'To inform the University of any personal factors or changes to personal factors (e.g. health, disability, linguistic or cultural) that may affect the level of risk or may require reasonable adjustments to be made whilst on placement, work shadowing or volunteering opportunity'
Do you have a student handbook for your placement students, if so, does this signpost students to internal and external well-being support?	The PLCoP outlines both mandatory expectations and recommended best practice for academics and other Faculty-based colleagues who oversee work-based learning. It draws upon QAA Quality Code for Higher Education Chapter B3 - Learning and Teaching and Chapter B10 - Managing Higher Education Provision with Others.

	The PLCoP places a compulsory burden on Faculty Placement Coordinators & academic teams to ensure that all placement students are provided (usually within a module or programme guide) with key information that includes: a contact for ongoing pastoral care; contact details for our Student Advice & Wellbeing department; and a 24 hours emergency contact number
What well-being support is available for those on placement, and are universities in regular contact with students?	See Q2 for details of support information provided to all placement students. In addition, Faculty-based Placement Coordinators are tasked by the PLCoP with liaising with placement providers on specific support needs for students known to have mental health & wellbeing challenges. Colleagues within our Student Advice & Wellbeing department are available to provide Placement Coordinators with specialist advice around this. While it proceeds from a recognition that the employer host has primary day-to-day responsibility for the wellbeing and progress of students on placement, the PLCoP sets out minimum expected contact between the university and the student whilst they are undertaking a placement. This varies by duration but will always include e-mail / telephone contact, extending to include visits when placements are over 6 weeks' duration.
What support do lectures have to identify and support students with potential mental health issues?	The university has made available Mental Health First Aid and Mental Health Alertness training to staff in the university. There is detailed information within the Personal Tutors guide on signs and symptoms and academic colleagues are encouraged to contact specialist staff within Student Advice and Wellbeing at any time if they have any concerns.

21/069

Your Request	LJMU Response
I am writing to make an open government request for all the information to which I am entitled under the Freedom of Information Act 2000. Please could you provide a breakdown of advertising and marketing expenditure by line item. If this could be submitted as an excel that would be much appreciate. Ideally this would cover the following questions: 1. What has been the total annual budget for marketing over the last 5 years (2017-2021)?	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.

2.   How much of the marketing budget is spent on in-house marketing and how much is spent on 3rd party providers (e.g. Agencies)?

3.   What are they types of third party services used e.g. (managed marketing services, content creators, self-service platforms) and how is the expenditure distributed among them?

4.   How much of the marketing budget is spent on digital advertising and how much is spent on traditional advertising methods?

5.   What is the segmentation of digital expenditure by channel (e.g. how much is spent on Facebook ads, Google ads etc.) ?

21/070

Your Request	LJMU Response
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 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,	This information is already available to you in our IT Provision and Use document. This is available to you 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

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 are 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 are 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 are 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.

21/071

Your Request	LJMU Response
Please could you provide a breakdown of advertising and marketing expenditure by line item. If this could be submitted as an excel that	LJMU will not provide details of its Marketing and Student Recruitment budget and spend due to the likelihood of this information causing

would be much appreciate. Ideally this would cover the following questions:

1. *What has been the total annual budget for marketing over the last 5 years (2017-2021)?*
2. *How much of the marketing budget is spent on in-house marketing and how much is spent on 3rd party providers (e.g. Agencies)?*
3. *What are they types of third party services used e.g. (managed marketing services, content creators, self-service platforms) and how is the expenditure distributed among them?*
4. *How much of the marketing budget is spent on digital advertising and how much is spent on traditional advertising methods?*
5. *What is the segmentation of digital expenditure by channel (e.g. how much is spent on Facebook ads, Google ads etc.) ?*

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.

21/072

Your Request	LJMU Response
Waiting time for each patient/ student in the month of November for the years 2018, 2019 and 2020. Please categorise by department eg, neurology, oncology, mental health. I understand the health care service may not have oncology and neurology departments, however, I appreciate you telling me you offer occupational health services as well as mental health and counselling. The questions asked can be categorised by these departments. Can the response refer to just students please and not staff.	We do not hold this information for mental health services.

Student Appointment Average Waiting Times (Days) in November	Occupational Health
2018	7
2019	5
2020	40

Please note that during November 2020 the university Occupational Health service was experiencing disruption due to the Covid-19 Public Health emergency. In addition, during this time far fewer students than normal were living in Liverpool. This resulted in difficulties in arranging for in-person appointments between students and physicians.

Number of appointments made in the month of November for the years 2018, 2019 and 2020, listed by department.	Student Appointments in November	Occupational Health	Mental Health and Counselling
	2018	2	458
	2019	4	479
	2020	3	351

21/073

Your Request	LJMU Response
- Could you please advise who are the existing vendors for the following parts of the network, and the estimated number of devices for each. 　o Data Centre switching 　o Security / Firewall 　o Campus Wifi 　o Campus Switching - Are any of these four areas planning to be refreshed in the next two years? If so, please advise which areas. - Are any of these 4 areas purchased as a Managed Service from a 3rd party partner/supplier, and if so who provides this service?	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.

21/074

Your Request	LJMU Response
I am writing to you under the Freedom of Information Act 2000 to request information concerning the types of software and applications that may be in use in your institution. If it is not possible to provide the information requested, please provide advice and assistance, as to how I can refine my request to be included in the scope of the Act. Please can you provide information relating to the types of software (and suppliers) you may be using for: Finance Procurement System Tender Management Solution Catalogue Management Solution Contract Management Solution Payroll HR Software Analytics/Business Intelligence Student Record System Timetabling and Attendance Monitoring In addition to this please include details relating to contract renewal dates and information regarding the support and maintenance of each product.	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.

21/075

Your Request	LJMU Response
I hope you are keeping well. Thanks very much for the response to my FOI Request (FOI 21_051). It is greatly appreciated. In the first instance, would you be so kind to please tell me the name of the analytical development tool produced in-house?	LJMU does not hold this information; the tool does not have a name.
When was this tool first rolled out (DD/MM/YYYY)	The tools capability has been developed over the over the last 4 years
Would you please tell me in more detail about what sort of data is monitored for the following categories:	
• Physical attendance (i.e. how are you measuring this sort of attendance in a Covid context)	Physical attendance monitoring has been suspended due to the COVID-19 Public Health emergency. Prior to that, students scanned a card to log attendance.
• Online engagement (are you measuring how often students complete quizzes, engage in student chats, contact staff etc.	• Completion of Quizzes • Contribution to Discussion boards • Time on the VLE • Logging onto live lectures • Minutes of Panopto video watched
• Use of tools within the VLE (what sort of tools are you referring to here)	There are a range of LTIs in Canvas – the most commonly used are: • Quizzes • Discussion • Panopto • Zoom
• Log-on (what do you mean exactly by this- please expand)	How many times a student accesses each course site through Canvas
• Library use (are you monitoring how many times students rent books/learning materials out, how frequently they swipe their library card to use library resources etc).	Borrowing or downloading resources

21/076

Your Request	LJMU Response
1. How do you complete ergonomic/DSE workstation assessments, including to meet the requirements of the Health and Safety (Display Screen Equipment) Regulations and make "reasonable	Staff complete DSE self-assessment checklists, which are sent to the Safety Health & Environment Department for assessment.

	adjustments" in line with the Equality Act?	
	2. What companies do you use for both providing workstation assessments and supplying DSE equipment recommended?	We do not use any outside contractors to undertake workstation assessments. .
	3. Were these products or services purchased through a tender or framework? If so, which one?	The university has an approved list of suppliers for furniture and stationary items, through the North West Universities Purchasing Consortium (NWUPC).
	4. Are you under contract with your current supplier(s) for the above assessment/supply services? If so, what is the start and end date of the contract?	Details of approved supplies can be found on the NWUPC website: https://www.nwupc.ac.uk
	5. Can you confirm your annual spend on assessments and equipment?	This information is not held. LJMU does not record spending on equipment required for DSE required purchases in a reportable format.
	6. Can you provide contact details for the person(s) responsible in procurement?	Professor Phil Vickerman
	7. Can you provide contact details for the department responsible for managing this service?	SHE@ljmu.ac.uk

21/077	Your Request	LJMU Response
	I would like to know the total # of students in your university.	Data about who is studying at LJMU, the courses they are talking and their residency status is available to you from the Higher Education Statistics Agency (HESA) on their website: https://www.hesa.ac.uk/.
	How many are in the law courses(classroom) & how many in law (online)?	Under the provision of s.21 of the FOIA there is no obligation to provide you with data that is already available to you. All of LJMU's Law courses would usually be classroom based at our central Liverpool campus.
	What is the approx. # of international students in the whole university?	Due to COVID-19, during parts of the 2019/2020 and 2020/2021 academic year, tuition has been provided remotely via Active Blended Learning. Please review updates to the teaching situation on our website: https://www.ljmu.ac.uk/microsites/moving-forward.

21/079	Your Request	LJMU Response
	Please could you tell me, by year for the past five academic years:	Please note. Under LJMU Academic Misconduct Policy, there is no provision for suspension within the prescribed penalties.

1. The total number of students suspended from your university for plagiarism, broken down by year		Suspensions
	16/17	0
	17/18	0
	18/19	0
	19/20	0
	20/21	0

2. The total number of students expelled from your university for plagiarism, broken down by year		Expulsions
	16/17	<5
	17/18	<5
	18/19	<5
	19/20	6
	20/21	0 to date
	Total	12

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.

21/080

Your Request	LJMU Response
(i) Is the university invested directly or indirectly, through owning shares or through pools, trackers, or through investment in funds, in one of the 112 business entities included in the United Nations Human Rights Council report into business activity in Israel's settlements, (A/HRC/43/71)?	No
(ii) If yes, please provide the market value of the investment, and how the investment is made. Further, I request that a copy of the following documents [or documents containing the following information] be provided to me in digital format:	N/A
Further, I request that a copy of the following documents [or documents containing the following information] be provided to me in digital format: (i) A list of companies in which the university directly holds shares.	The information is available to you within the public information available on the LJMU website within the annual published Financial Statements. The 2019/20 statements provide the information in note 13. https://www.ljmu.ac.uk/about-us/public-information/financial-information/financial-statements

(ii) A list of the various funds, trackers and pools in which the university invests - both the name of each fund, and the manager who deals with it on the university's behalf?	Nil
(iii) A list of companies invested in by the funds, trackers and pools you hold funds in, and the market value of each. Understanding that shares held indirectly fluctuate frequently, simply the latest information you already have on this will be fine.	Nil
(iv) Total value of the university's investment portfolio.	As provided within the 2019/20 Financial statements notes 13 and 16.

21/081

Your Request	LJMU Response
Please provide the number of tuition fee refund or rebate requests that have been made by students since 1 January 2019, stating whether they were successful or unsuccessful. This request is limited to requests made as part of complaints and should not include refunds of tuition fees because a student discontinues their study under the existing Tuition Fee Policy.	LJMU's Student Governance team have received 86 complaints that mention a desire for refund or rebate of tuition fees since 1st January 2019. 79 were unsuccessful 5 were successful 2 investigations are ongoing

21/082

Your Request	LJMU Response
I would like to request the following data relating to all law courses (i.e. both the single honours LLB or BA and any joint honours law courses) offered by your university. I am requesting the data for candidates who received offers for one of the aforementioned law courses in the 2018/2019, 2019/2020, 2020/2021 admissions cycles (I refer to these candidates as 'the offerholders'). If the data for 2020/2021 is not available for whatever reason, this is understandable. I request the following data for each admissions cycle:	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 Admissions team does not record this information in a reportable format. To ascertain the specific qualifications of applicants would require manual analysis of each file. Due to the volume of applications over the 3 years, you have requested the costs of manual analysis would be in excess of £450. LJMU is not a member of the LNAT consortium and does not hold LNAT score data.
1) The number of offerholders who were either planning to complete or had completed an Access to Higher Education diploma as their most recent qualification.	
2) The average, highest and lowest LNAT scores (where applicable) of the offerholders who were either planning to complete or had completed an Access to Higher Education diploma as their most recent qualification.	
3) The average, highest, and lowest number of GCSEs of offerholders who were either	

	planning to complete or had completed an Access to Higher Education diploma as their most recent qualification.	
21/083		

Your Request	LJMU Response
1. Since the start of the pandemic, please state on how many occasions you have issued fines to students studying at your institution for breaching laws/guidelines/rules put in place to control the spread of the virus.	None
2. Could you provide me with a breakdown of these fines showing how many have been issued, what they were issued for and the financial value of the fine?	Not applicable
3. Currently what is the total value of fines issued by the university to students for breaching laws/guidelines/rules put in place to control the spread of the virus?	Nil

21/084	

Your Request	LJMU Response
General Questions	
We would like to provide the following definition for 'student accommodations provided by your university' : *'Bedspaces in Halls of Residence or equivalent, whether provided directly by the University or otherwise by agreement with a private provider of purpose built student accommodation.'*	
1. How many units of students accommodation are provided by your University?	4,200 for academic year 2021/22
2. What proportion of this accommodation is provided as either (a) cluster units, ie with shared facilities, or (b) in self-contained accommodation or (c) in a different format?	(a) 99% (b) 1% (c) 0%
3. What were the charges for this accommodation in (a) 2000-1, and (b) 2020-1, as divided between "catered" (ie meals provided) and not catered?	(a) Information not retained (b) Average rent across all room types = £129 per week x 42 weeks NB – no catered accommodation offered in either year
4. When did your University last construct its own student accommodation for its own letting?	1985

5. Has your university entered into an arrangement with a developer by which the developer constructs halls of residence and then leases the building to the University?	No	
Ownership questions		
1. How many units of student accommodation are owned by your University?	None	
2. Is the land on which the student accommodation is provided owned by the University? Is the accommodation owned separately?	No N/A	
3. Did your University procure halls of residence through PFI or public private partnerships? If so, when did it do so in relation to either type of procurement?	No	
4. Do you act as agent on lettings of accommodation units in halls of residence?	No	
5. Are lettings of accommodation units in halls of residence carried out by the University and is the University responsible for non-payment of rent and/or service charges?	No	
6. Do you charge occupiers different rents and/or service charges depending on which provider, including the University, is providing the unit of accommodation?	N/A	
Nomination agreements		
1. With how many private providers of student accommodation do you have nominations agreements? (By nominations agreements, it is meant agreements by which the University nominates students to private providers to occupy accommodation provided by those providers)	Nine during academic year 2020/21	

	Abodus Student Living	150
	Campus Living Villages	140
2. If you have agreements with private providers, please list the organisations with which you have such agreements, and number of units per organization.	Downing Students	107
	Homes for Students	122
	Liberty Living	606

	Sanctuary Students	585
	Student Roost	358
	Unite Students	1,623
	Urban Sleep	192

3.	If you have agreements with private providers, what proportion of such nominations are with (a) a charitable provider, or (b) a private company.	(a) Nil (b) 100%
4.	If you have agreements with private providers, in relation to each such provider: (a) When did the nominations agreements begin? (b) When do those agreement expire? Do those agreements prevent the construction of further accommodation either at all or by reference to type?	All agreements are for one academic year only and have no clauses which relate to the construction of accommodation
5.	If you have agreements with private providers, has the identity of the provider changed since its inception? Ie is there a different provider now from in the original nomination agreement?	No, agreements are for one year only
6.	If you have agreements with private providers, what is the disputes procedure?	The agreement is governed by English law and the parties submit to the exclusive jurisdiction of the English courts in the event of a dispute that cannot be resolved mutually.
7.	If you have agreements with private providers, has the disputes procedure been used?	No
8.	Does the disputes procedure involve tenants at all?	No
9.	If you have agreements with private providers, what occupation level do you guarantee for that accommodation?	LJMU does not guarantee any occupancy level in our "nomination agreements"
	a) Have you ever not met that target? And if so, what have been the consequences?	N/A
	b) What penalties are imposed by your nomination agreement for not meeting that level of occupation?	N/A
10.	Have you varied your contractual or commercial agreements in relation to accommodation with a third party provider in the 18 months from the date of this request? If so, how many times?	N/A – one year agreements only
Arrears		

1. Have there been any building defects in accommodation provided by private providers? And, if so, has any rent (including service charge) reduction been requested by yourselves and/or the occupiers as a result?	Information not held by LJMU.
2. What are the arrears of rent on the student accommodation provided by your University, subdivided by reference to the units provided (a) directly by your university and (b) by agreement with a private provider of student accommodation.	(a) N/A (b) Information not held by LJMU

21/086

Your Request	LJMU Response
1) How is your Admissions department structured? Is it a centralised team managing all student applications or do you have a separate admissions team for each faculty?	Details of our professional services teams are available on our website: https://www.ljmu.ac.uk/about-us/structure/professional-services
2) How many staff are in the Admissions department?	LJMU's Student Recruitment and Admissions department currently has 23 employees.
3) What department does Student Records belong to? E.g. Facilities, registry services or standalone	Details of our professional services teams are available on our website: https://www.ljmu.ac.uk/about-us/structure/professional-services. LJMU has a Registry Services team within its Academic Registry department.
4) How many staff are in Student Records?	LJMU's Registry Services team currently has 21 employees.
5) How many staff are there in HR and Accounts payable?	LJMU's HR department currently has 45 employees LJMU does not have a team called Accounts Payable.
6) What Enterprise Resources Planning (ERP) systems do you use across the university? If you use multiple systems, please specify.	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
7) What Customer Relationship Management (CRM) systems do you use across the university? If you use multiple systems, please specify.	
8) What Student Information System(s) do you use? If you use multiple systems, please specify.	Under s.21 of the FOIA, there is no obligation to provide this information to you where it is reasonably accessible elsewhere.

21/087		
	Your Request	**LJMU Response**
	Please indicate when you expect the information referred to at Q2 [of FOI 21_040 – Office for Student Review,] to become available	The draft of this review is currently due for approval no sooner than the Board of Governors meeting on 19th July 2021.

21/088		
	Your Request	**LJMU Response**
	The grade distributions by grade First, 2:1, 2:2, Third, Pass, for every course for the academic year 2019/20.	Please see the data in the attached Annex 1.

21/089		
	Your Request	**LJMU Response**
	Does the university employ dedicated staff to investigate reports of sexual assault/sexual misconduct?	No
	If yes • How many, and what is their salary? • What is their remit? Ie is it solely to investigate sexual assault/misconduct or to investigate all kinds of disciplinary procedures • When were the positions introduced?	Not Applicable
	If no: • Which staff are used to investigate reports of sexual assault/misconduct?	Investigating officers are nominated from amongst the senior staff members by the ELT (Executive Leadership Team) member from their area. These individuals must be members of the Professoriate or Directorate and received internal training prior to undertaking investigations
	• Does the university use an external company to investigate reports of sexual assault/sexual misconduct?	No
	• If so, what is the name of the company, and how much has been paid by the university to the company? And how much is forecast to be paid this academic year?	Not Applicable
	• Is payment done on a per-case basis, or an overall periodic fee?	Not applicable

21/090		
	Your Request	**LJMU Response**
	Are you running an Oracle or SAP ERP solution? If so, what version are they currently running on and which modules are you using?	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-

	Are you planning to upgrade in the next 12-18 months?	information-and-public-sector-information/freedom-of-information/published-information-and-open-data
	Do you have plans to move to a SAAS model?	
	Do you have plans to migrate our current ERP to a cloud Solution?	Under s.21 of the FOIA, there is no obligation to provide this information to you where it is reasonably accessible elsewhere.
	Do you run Oracle Databases?	
	If so what versions, are you planning an upgrade in the next 12 – 18 months?	
	Do you own perpetual Oracle Licences, do you Pay Oracle directly or through a shared service or other framework?	
	Do you own Perpetual SAP Licences, do you Pay SAP directly or through a shared service or other framework?	
	What is the value of the SAP Support contract and when does it renew?	
	What is the value of the Oracle support contract and when does it renew?	
	Who is commercially responsible for looking after the contract for the Oracle and/or SAP renewals?	
	Do you currently work with any SAP or Oracle third party support providers?	

21/091	**Your Request**	**LJMU Response**
	Can I please request all the information you have held on numbers of students accessing counselling services and the average waiting times since 2017?	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 Counselling team does not record the required data for the years 2016-2017 and 2017-2018 in a reportable format. This is because during these years our counselling team offered services to both students and staff at the University.

For us to be able to answer you request it would be necessary to enter each record and manually ascertain if the referral relates to a student or a staff member |

		Due to the volume of counselling files over those two years the costs of manual analysis would be in excess of £450. LJMU does not hold data on average waiting times for counselling appointments.

21/092

Your Request	LJMU Response
1. How many students died by suicide or suspected suicide in the academic years 2019-2020 and 2020-2021? Please provide a total of both years and separate figures for each year.	The university has not been informed by a coroner of any of our student's deaths being ruled as a suicide since the start of the 2019/18 academic year.
2. How many announcements have been made to the public regarding a student suicide or suspected suicide in the academic years 2019-2020 and 2020-2021? Please provide a total of both years and two separate figures for each year. By 'announcement', I refer to any communication from the university to the student body/general public, which could include mass emails to students, press releases or statements on the university website.	None
3. Please provide the university's policy for informing other students of a student suicide or suspected suicide? By 'policy', I mean the procedures/guidance in place for communicating to other students that a suicide has taken place. Please include details of what would be said to friends/acquaintances of the deceased; what is the favoured method of communication, and whether there is a time period in which this is expected to be carried out, if possible.	LJMU does not hold this information. LJMU does not have procedure or guidance outlining our specific response to the suicide or suspected suicide of a student.

21/093

Your Request	LJMU Response
	LJMU only started offering this course in the 2019/2020 academic year.
Please confirm actual students numbers on the College of Policing licensed pre-join degree in Professional Policing that commenced on a 3 year programme in 2018, 2019, 2020 and anticipate numbers for 2021. For each of the course start dates above please provide the following information: • Number of each ethnicity, age, sex, sexual orientation and disability.	

Academic Year	Total Student Headcount
19/20	19
20/21	56
21/22 Anticipated	LJMU are withholding the record of anticipated enrolments for our BSc (Hons)

Professional Policing Practice programme. This is because LJMU is offering this programme in a competitive environment against other Higher Educating Institutions and public knowledge of our recruitment and growth strategies is likely to be prejudicial to our commercial interests.
LJMU has considered the Public Interest and found it supports withholding this information under s.43 of the FOIA.

LJMU only holds demographic data for students who enrol. Therefore we do not have this data available for anticipated 21/22 students

Academic Year	Ethnicity	Headcount
19/20	White	19
20/21	Chinese	*s40(2)
	Mixed - White & Black Caribbean	*s40(2)
	Other White background.	*s40(2)
	White	*s40(2)

Academic Year	Age	Headcount
19/20	18	10
	19	7
	20	2
20/21	18	10
	19	34
	20	7
	21	2
	22	1
	23	1
	31	1

Academic Year	Gender	Headcount
19/20	M	11
	F	8
20/21	M	23
	F	33

Academic Year	Sexual Orientation	Headcount
19/20	18	*s40(2)
20/21	19	*s40(2)

Academic Year	Disabilities	Headcount
19/20	A disability not listed above	*s40(2)
	A specific learning difficulty such as dyslexia, dyspraxia or AD(H)D	*s40(2)
	No known disability	*s40(2)
20/21	A specific learning difficulty such as dyslexia, dyspraxia or AD(H)D	*s40(2)
	Multiple disabilities	*s40(2)
	No known disability	*s40(2)

*s40(2) - 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, we have not been able to provide breakdowns of this special category personal data due to the small number of individuals involved.

21/094

Your Request	LJMU Response
I am submitting a Freedom of Information (FOI) request for data relating to cases of academic misconduct at Liverpool John Moores	The below responses contain the recorded number of proven cases of academic misconduct.

University for the academic years from 2010/11 to 2020/21. *Part A* For each year I would like the following (assuming the university holds this data): A count of individual cases of academic misconduct.	*2020/21 academic year is to date. Records created prior to the start of the 2017/18 academic year are be held by secretaries of individual Academic Misconduct Panels. These panels are held in each school of the institution. The costs of collating these records from multiple sources would exceed the FOIA cost limit of £450 as set out at s.12. LJMU has a 6 year retention policy on academic misconduct cases.

2010/11	Records not held due to retention policy
2011/12	
2012/13	
2013/14	
2014/15	
2015/16	summary data not collated (s.12)
2016/17	summary data not collated (s.12)
2017/18	237
2018/19	109
2019/20	220
2020/21*	97

A count of individual cases of academic misconduct broken down by type (i.e. cheating on an exam, collusion, plagiarism etc.)		
2010/11	Records not held due to retention policy	
2011/12		
2012/13		
2013/14		
2014/15		
2015/16	summary data not collated (s.12)	
2016/17	summary data not collated (s.12)	
2017/18	Cheating	21
	Collusion	78
	Plagiarism	119
	Other	19
2018/19	Cheating	15
	Collusion	18
	Plagiarism	58
	Submission obtained from a third party	5

			Falsification of research	2	
			Other	11	
	2019/20				
			Cheating	16	
			Collusion	84	
			Plagiarism	96	
			Submission obtained from a third party	21	
			Falsification of research	1	
			Other	2	
	2020/21*				
			Cheating	5	
			Collusion	41	
			Plagiarism	45	
			Submission obtained from a third party	0	
			Falsification of research	0	
			Other	6	

A count of individual cases of academic misconduct that were identified as contract cheating/using essay writing services.	We do not collate this data, we only collate data relating to incidents where a student has obtained an assessment from a third party (either paid or unpaid). See table above

A count of individual cases of academic misconduct broken down by the outcome/disciplinary measure/university response.	2010/11	Records not held due to retention policy	
	2011/12		
	2012/13		
	2013/14		
	2014/15		
	2015/16	summary data not collated (s.12)	
	2016/17	summary data not collated (s.12)	
	2017/18		
		Zero for assessment component	25
		Zero for assessment and module component mark capped:	150

Zero for module	42		
Zero for module and no referral allowed	9		
Expulsion	2		
Not recorded	9		

2018/19

Zero for assessment component	13
Zero for assessment and module component mark capped:	72
Zero for module	15
Zero for module and no referral allowed	3
Expulsion	1
Not recorded	5

2019/20

Zero for assessment component	41
Zero for assessment and module component mark capped:	151
Zero for module	20
Zero for module and no referral allowed	2
Expulsion	6
Not recorded	0

2020/21*

Zero for assessment component	6
Zero for assessment and module component mark capped:	68
Zero for module	5
Zero for module and no referral allowed	0
Expulsion	0
Not recorded	18

A count of individual cases of academic misconduct split by whether the student was a home or international student.	2010/11	Records not held due to retention policy	
	2011/12		
	2012/13		
	2013/14		
	2014/15		
	2015/16	summary data not collated	
	2016/17	summary data not collated	
	2017/18	Home	98
		EU	8
		International (non-EU)	131
	2018/19		
		Home	57
		EU	9
		International (non-EU)	43
	2019/20		
		Home	85
		EU	8
		International (non-EU)	127
	2020/21*		
		Home	34
		EU	7
		International (non-EU)	56

A count of individual cases of academic misconduct broken down by the department/faculty which the student was enrolled with.	2010/11	Records not held due to retention policy	
	2011/12		
	2012/13		
	2013/14		
	2014/15		
	2015/16	summary data not collated (s.12)	
	2016/17	summary data not collated (s.12)	
	2017/18	Arts, Professional and Social Studies	40
		Liverpool Business School	11
		Science	21
		Engineering and Technology	154
		Health	11
	2018/19	Arts, Professional and Social Studies	23
		Liverpool Business School	12

Year	Faculty	Count
	Science	18
	Engineering and Technology	50
	Health	6
2019/20	Arts, Professional and Social Studies	15
	Liverpool Business School	23
	Science	56
	Engineering and Technology	120
	Health	6
2020/21*	Arts, Professional and Social Studies	12
	Liverpool Business School	4
	Science	17
	Engineering and Technology	64
	Health	0

A count of individual cases of academic misconduct broken down by whether the student was studying an undergraduate degree, master's degree or Phd.

Year		
2010/11	Records not held due to retention policy	
2011/12		
2012/13		
2013/14		
2014/15		
2015/16	Summary data not collated (s.12)	
2016/17	Summary data not collated (s.12)	
2017/18	Undergraduate	228
	Postgraduate	9
2018/19	Undergraduate	96
	Postgraduate	13
2019/20	Undergraduate	199
	Postgraduate	21
2020/21*	Undergraduate	87
	Postgraduate	10

A count of the number of individual cases of academic misconduct identified through the use

Identification of plagiarism is never solely determined through the use of Turnitin.

of plagiarism detection software such as Turnitin.	
A count of the number of individual cases of academic misconduct identified through the use of proctoring software or remote invigilation.	Nil Proctoring software is currently only used within a limited number of programmes where its use is required by a Professional, Statutory or Regulatory Body.

If any of the information requested above is not held as structured data and therefore would require the investigation of individual cases causing the request to exceed the cost threshold for FOIs, then please exclude those individual requests moving from bottom to top until the overall request fits within the cost threshold.

If providing any of the information requested above would trigger an FOI exemption, please disregard that individual category and providing the remaining requested data.

If the university did not record data on academic misconduct prior to a particular date, please provide that date and the data for all cases that occurred after that date.

If the university does not collect or hold data on cases of academic misconduct could you please reply to let me know this is the case.

Part B

In the requests above I refer to cases of academic misconduct, by which I mean cases where the university concluded that academic misconduct did occur. However, if the university also collects data on suspected but inconclusive cases of academic misconduct, I would also like to replicate those individual requests but substituting "cases" for "suspected cases". If responding to this second element of my FOI would cause it to exceed the cost threshold and therefore trigger an exemption, then please disregard Part B of the request.

21/095

Your Request	LJMU Response
1. How many students were evicted from university accommodation during the current academic year to date?	LJMU does not own any student accommodation, therefore we do not hold this data.
2. As much detail over the individual evictions as possible, including the date of evictions and reason for eviction.	

21/096

Your Request	LJMU Response

1. Does your university have a policy to control business travel activity and expenditure	Yes	x
	No	
	Don't know	

2. Which of the following issues are covered by your business travel policy?	Business Travel policy is constrained within our Employee Expenses Policy and our Environmental Management and Sustainability Policy
Financial control	Yes
Risk management / emergency assistance	Yes
Staff & student wellbeing	Yes with regard to staff
Equality	Yes with regards to additional support for disabilities
Environmental responsibility	Yes
Academic goals / objectives	No explicit mention of the factors within a business case for travel. Faculties have local responsibility for this consideration.
Other:	Yes, there are other details and considerations within the policies.

| 3. What measures does your business travel policy include to reduce carbon emissions? | LJMU is aware of the environmental impact of University travel and is committed to identifying, monitoring and reducing the same through the objectives of its Environmental Code of Practice ECP7 Sustainable Travel
Measures included in this code include:

• Travel will be included in the scope of LJMU's progress towards ISO14001 certification of Environmental Excellence.
• Consider business travel arrangements to identify opportunities to improve efficiency and reduce both environmental impact and emissions.
• Monitor and provide quarterly reports on University vehicle fleet vehicle fuel usage and associated emissions.
• Champion and promote the use of webinars, video conferencing and other electronic media communication tools as an effective alternative to collaboration engendering travel.
• Aim to continually improve facilities that will encourage cycling to work; cycle storage, shower and changing facilities. |

| 4. Which department in your university is responsible for managing business travel contracts, activity and expenditure? | Primarily Procurement Services within Finance. However, LJMU operate on devolved budgets, therefore Procurement do not control the budget, expenditure or control the activity. |

5. Do you use a Travel Management Company to manage your business travel activity?	Yes, please specify:		x
	No		
	Don't know		

We utilise the North West Universities Purchasing Consortium. 3 different companies are used.

6. For the 3 years up to 2019/20 please provide the following information.	2017/18	2018/19	2019/20
Expenditure on air travel	£ 566,994	£ 482,449	£ 289,328
Expenditure on train travel	£ 233,946	£ 232,617	£ 112,137
Expenditure on car mileage	£ 83,454	£ 89,999	£ 44,436
Expenditure on other travel	£ 162,079	£ 104,262	£ 83,570
Expenditure on hotels / accommodation	£ 492,264	£ 449,635	£ 302,231

7. What level of impact have the Covid-19 travel restrictions had on the following activities for your university? None, Low, Moderate or High?	LJMU does not hold this information. The FOIA allows the public access to records held by public bodies. You have asked us to provide analysis with this request.
Student recruitment & retention	
Staff recruitment & retention	
Teaching	
Research	
Partnerships	
Collaboration	
Operations	
Other:	

8. What changes will be made to your business travel policy as a result of the Covid-19 pandemic?	LJMU does not hold this information. The Employee Expenses Policy is due for review in November 2021

21/097

Your Request	LJMU Response
From September 2018 to September 2020, please provide the total numbers of reports of bullying brought to the University against members of staff, broken down into academic and non-academic staff and listed by academic year. For this figure, please provide a breakdown for each academic year outlining whether the complainant was an undergraduate student, postgraduate student, non-academic staff member or academic staff member.	9 formal bullying and harassment complaints were raised in this period though the university's "Dignity at Work Policy".

Complaints

3 non-academic staff member
6 academic staff member |

From September 2018 to September 2020, a breakdown by academic year of the outcomes of the above complaints/reports, including;	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 we are unable to provide a breakdown per year due to the small number of cases would be identified by such a granular breakdown.
How many complaints were dismissed without consequence?	All of these complaints were investigated, 6 were found that there was no evidence of bullying and harassment and 3 there was evidence of bullying and harassment
How many led to behaviour training?	2 cases resulted in training being provided
How many accused staff members were fired or formally dismissed?	0
How many were suspended (with or without pay)?	0
And how many resigned before the completion of the complaints procedure	0
A breakdown by academic year of the total number of non-disclosure agreements (NDAs) signed between September 2018 to September 2020 as part of an investigation, agreement, settlement, or resignation agreement in a bullying complaint. Please also provide a breakdown by academic year of the total number of confidentiality clauses signed between September 2018 to September 2020 in exchange for a financial settlement in a bullying case.	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 agreements containing confidentiality clauses have been made with individuals under the provisions of s.40(2)(5) of the FOIA.

21/098

Your Request	LJMU Response
1) Between January 2018 and January 2021, how many reported incidents of sexual assault and rape did you receive in which a male student was the victim? If possible, please also provide the gender of the accused.	LJMU can be notified of incidents and allegations of sexual misconduct via the Student Complaints Procedures or Incident Reporting mechanisms, such as Accommodation Providers Incident Reports, Police Notifications, Student Disclosures. Students can discuss sexual assaults with our professional Student Advice and Wellbeing officers. Cases where the alleged perpetrator is an LJMU student would normally be investigated under the **Student Discipline Procedures** or the **Criminal Convictions Procedures** if the allegations had been reported to the police.
2) Of those, please provide a breakdown of how many were allegations, informal complaints, and formal complaints.	
3) Of all reported incidents, how many cases were forwarded onto the police?	Details of LJMU Student policies and procedures are available at: https://www.ljmu.ac.uk/about-us/publicinformation/student-regulations/guidance-policyand-process

LJMU records cases of sexual assault investigated under the **University's Student Disciplinary Procedure** in an easily reportable format.

Unfortunately, the University's Student Governance team does not record the nature of the matter (i.e. Sexual assault) in **Criminal Convictions Procedure** cases in a reportable data form.

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.

To ascertain how many Criminal Conviction Procedure cases related to sexual assault happened for the first time in any given period of a year would require manual analysis of each file. 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

21/099

Your Request	LJMU Response
We have read in the media recently about the need for devices in the local UK communities for disadvantaged people. May we please ask under FOI for details about old technology and what is currently happening with the old technology at your organisation: 1) In particular, how many computer users there are at your organization in total,	This information is available in LJMU's published "IT Provision and Usage document. It can be 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
where the old computer and other technology and electronic items are going when they are replaced by newer items and	Bulky Bobs Office and Commercial Waste, a registered Charity (part of the FRC Group)
what percentage is going to help those in the local UK community that can not afford computers?	LJMU do not hold this data. Bulky Bobs Office and Commercial Waste aim to reuse and make available all waste IT equipment for community projects where possible.
2.) Our previous FOI and researched showed that many public organisations sell their old tech to scrap companies and the markets for old tech scrap are generally abroad for scrap contractors used by council and other large organisations including schools with one scrap company alone stating that they export over 50,000 computer items per month. -	We are developing a Climate Emergency Strategy, where the future reduction of Scope 3 Emissions will be addressed.

	Therefore, may we please ask for the information/data on your plans to comply with the UK climate change act and deal with scope 3 emissions from transport during the export of containers overseas ?	
	May we also ask for any data held regarding emissions and particular scope 3 emissions relating to old technology from your organisation.	We record Scope 3 Carbon Emissions as part of our annual HESA (Higher Education Statistics Agency) returns. These are available to you on the HESA Website: https://www.hesa.ac.uk/data-and-analysis/estates/environmental#ew
	3) May we also please ask, what you currently have in terms of outdated, unplugged, or unused no longer needed laptops, computers, or other electronics in your storage that we can collect for our long-standing local-focused UK solution that helps homeless youth in need, care leavers, pensioners who can not afford a computer, refugees and others disadvantaged people and if not would it be possible to put a date in the diary for the next collection please? May we suggest 5th, 6th or 10th May 2021 for the next collection?	Limited equipment is stored awaiting collection All IT equipment is recycled via Bulky Bob Office and Commercial Waste. Suitable equipment is donated to disadvantaged people in the community.
	4.) If the council / organisation has recently changed its policy to allow local reuse and access to local organisations to its old still usable tech, may we please ask: how can we also be added to this list of organisations that the equipment to 'offered to before disposal' and receive equal treatment as those organization?	The current contract runs until Summer 2022. LJMU do not hold a record of the process that will be used at this future time as it depends on the offering from Liverpool City Council.
	5.) If the council / organisation has a listing of organisations on its website that can collect old still usable items for the UK community we would appreciate equal treatment and kindly request to be added to that list - our details and website address are below.	Not applicable

21/100		
	Your Request	**LJMU Response**
	1. Please list the undergraduate degree programmes at the university where the assessment of students in 2021 will include one or more online exam that is **timed, closed book and proctored (invigilated).**	Nil

21/101		
	Your Request	**LJMU Response**
	1. Wi-Fi Provider- Who is the contracted supplier for the Wi-Fi contract. 2. Average Annual Spend – Please state the annual average spend over three years for each supplier. If this is a new contract please	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-

state the estimate annual average spends. If there is more than one Wi-Fi provider please split annual for each individual provider.

3.   Number of Wi-Fi Users- Please state the number of users the Wi-Fi contract is in place for. An estimate number of users will also be acceptable. If there is more than one Wi-Fi provider please state the number of users for each individual provider.

4.   What is the contract Type: 1. WiFi= WiFi contract, 2. Managed=Part of a larger contract, 3. In-house=is the Wi-Fi managed and maintained in-house.

5.   Number of Locations/Site- I require the number of locations/sites the Wi-Fi contract is contracted for. If there is more than one Wi-Fi provider please state the number of sites for each individual provider.

6.   End User Offer- What the Wi-Fi offers to the end users e.g. Unlimited, Pay as you go, free 1 hour access or just free access. If there is more than one Wi-Fi provider please state the number of sites for each individual provider.

7.   Manufacturer Name/Brand- Please provides me with the brand names of the Wi-Fi equipment which many include manufacturers of the access points and routers. If there is more than one Wi-Fi provider please state the Manufacturers Name for each individual provider.

8.   Contract Description- Please provide me with a brief description of the solution in place for Wi-Fi and any other services provided under the contract. If there is more than one Wi-Fi provider please state the contract description for each individual provider.
Actual Contract Start Date- Please can you state the Start date of the contract. If there is more than on Wi-Fi provider please split contract dates for each individual provider.

9.   Actual Contract Renewal/Expiry Date- Please can you state the renewal/expiry date of the contract. If the contract is coming up for renewal if possible please state the likely outcome of the Wi-Fi contract.

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.

10. Contact Details- I require the person from within the organisation responsible for the Wi-Fi contract. Can you please provide me with their full contact detail including contact number and an email address? If there is more than one Wi-Fi provider please state the contract details for each individual provider.
IF the organisation doesn't have a Wi-Fi contract in place please state when the organisation plans to have a Wi-Fi contract in place. Please do this by providing me with a month and year and if possible what type of solutions they plan to want in place and the number of locations.

If this service is provided in-house please provide me with:
1.   Number of Users
2.   Number of Locations/Site
3.   End User Offer
4.   Manufacturer Name/Brand
5.   Contact Details- I require the person from within the organisation responsible for the Wi-Fi

IF the organisation has this service (Wi-Fi) as part of a managed service please can you provide me with the contract details of the managed contract including:
1.   Current Provider
2.   Number of Users- This is normally the total number of staff with the organisation.
3.   Contract Description- Please can you provide me with a brief contract description of the overall contract.
4.   Contract Expiry Date- Please
5.   Contract Review Date
6.   Contact Details- I require the person from within the organisation responsible for the Wi-Fi contract. Can you please provide me with their full contact detail including contact number and an email address.

21/102

Your Request	LJMU Response
Please could you tell me, by year for the past five full academic years (2015/16 - 2019/20):	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.
1. The total number of reported incidents of homophobia reported by students to your university	
2. The total number of these incidents that were investigated	Unfortunately the University's Student Governance team did not until recently record

		the reason for motivation for a complaint in a reportable format. There are a number of different processes (Student Disciplinary, Criminal Convictions) under which such an incident could be investigated. To ascertain how many incidents were motivated by homophobia would require manual analysis of each file. Due to the volume of Student Governance files, over the 5 years you have requested, the costs of manual analysis would be in excess of £450.	
21/103	**Your Request** The purpose of this request is to find data to support my dissertation hypothesis that there are barriers to women entering into the construction industry. I am trying to ascertain what those issues might be, looking specifically at the female intake into higher education and whether this translates into real jobs. I am seeking information related to the course areas detailed below: • Construction / Construction Management • Planning • Quantity Surveying • Building Surveying • Project Management	**LJMU Response** LJMU has the following courses matching those identified in your request. Full details of all course offered by LJMU can be found on our website here. Courses offered by our School of Civil Engineering and the Built Environment can be found here.	

The "LJMU Response" cell for the request contains the following table:

BSc (Hons) Construction Management	K220
BSc (Hons) Quantity Surveying	**K242**
BSc (Hons) Building Surveying	K230

1. Details of the number of female to male entrants accepted on to each of your courses related to the list above, during the last five academic years 2015/16 - 2020/21.	Under s.21 of the FOIA, there is no obligation to provide this information to you where it is reasonably accessible elsewhere. This information is available to you via the Higher Education Statistics Agency (HESA) https://www.hesa.ac.uk/
2. A) Number/percentage of female to male entrants who found work in their chosen field within 12 months of completing their degree related to the course timeframes mentioned in request 1. B) Number /percentage of female and male students who either do not complete their	Under s.21 of the FOIA, there is no obligation to provide this information to you where it is reasonably accessible elsewhere. This information is available to you via the Higher Education Statistics Agency (HESA) https://www.hesa.ac.uk/

	degree or go on to find work in other industries post degree completion related to the course timeframes mentioned in request 1.	Until 16/17 DLHE (Destination of Leavers) data was collected from alumni 6 months after graduation. Since 2017/18 Graduate Outcomes data is collected from alumni 15 months after graduation "Chosen field" will need to be defined according to the SOC codes (standard occupation classification) appropriate to the year the data was collected You may need to obtain a tailed data set from HESA/JISC. I understand there is a substantial discount available for academic research project. More information can be found here: https://www.jisc.ac.uk/tailored-datasets
	3. A) Do both male and female students report any barriers to entry into the construction workplace in their chosen disciplines? If yes, what are they?	LJMU does not hold this data
	B) Are these barriers (if any) the same for both male and female students?	LJMU does not hold this data
	4. I would also appreciate it if you could either signpost me or provide me with other data sources which I have not described in the questions mentioned above which you feel might be relevant for my research and you could provide a contact who I might be able to have a follow-up call with please.	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.
21/104	**Your Request**	**LJMU Response**
	For **science** departments Could this be broken down into separate requests for physics, biology and chemistry faculties or nearest equivalent From May 25 up to date, OR if this is too large a timeframe, the week following May 25, the week following June 7, the week following September 1st, and (if possible within limits) January 1 up to date Specifically, when the relevant faculty may have met or discussed the relevant material	LJMU does not run a Physics programme. Biology and Chemistry programmes are run by our School of Biological and Environmental Sciences and the School of Pharmacy and Bimolecular Sciences respectively

Could you provide me with email correspondence to and from the heads of department for science faculties In relation to:	
1) "Black Lives Matter" and the "curriculum" and "decolonising" and "anti-racist" as suggested search terms. A question form of this may be: "What changes to the syllabus have been proposed in light of the Black Lives Matter movement?"	Answer from Head of School of Pharmacy and Bimolecular Sciences - No changes have been made to the curriculum so far, however, Pharmacy and Bimolecular Sciences (PBS) has decided to review all its programmes in the light of 'decolonising curriculum' once the exam/marking/Board of Examiners process are completed. During this review process, it will consider what specific figures need to be removed from the syllabus, or taught with greater context.
2) Emails including secondary search terms including: "Black Lives Matter" and the "curriculum" and "decolonising" and "anti-racist" "colonialism" In relation to 1) search terms above A question form of this may be: "What specific figures might be removed from the syllabus, or taught with greater context?"	PBS Equality, Diversity and Inclusion Coordinator and the Head of the School have formulated 'process and procedure' as guidance EDI matters, which were discussed at the Senior Management Team and presented in the staff forum. Answer from the Head of School of Biological and Environmental Sciences – Please see Annex 1 and 2 for correspondence
3) For each faculty could you please provide any guidance that has been issued to staff or students on issues of race, decolonising, or Black Lives Matter	
For the **history** department From May 25 up to date, OR if this is too large a timeframe, the week following May 25, the week following June 7, the week following September 1st, and (if possible within limits) January 1 up to date Specifically, when the relevant faculty may have met or discussed the relevant material Could you provide me with email correspondence to and from the head of department - emails that are still held by the head of department In relation to:	
1) "Black Lives Matter" and the "curriculum" and "decolonising" and "anti-racist" as suggested search terms.	Please see Annex 3 Extracts of emails regarding "Black Lives Matter" "anti-racism" and "decolonisation of the curriculum" to and from the

	A question form of this may be: "What changes to the syllabus have been proposed in light of the Black Lives Matter movement?"	Head of School Humanities and Social Science since May 2020.
	2) Emails including secondary search terms including: "Black Lives Matter" and the "curriculum" and "decolonising" and "anti-racist" "colonialism" In relation to 1) search terms above A question form of this may be: "What specific figures might be removed from the syllabus, or taught with greater context?"	Some information has been withheld under s.43 of the FOIA because to release them is likely to prejudice our commercial interests. A public interest test has been conducted and found to be in favour of withholding the information.
	3) For each faculty could you please provide any guidance that has been issued to staff or students on issues of race, decolonising, or Black Lives Matter	

21/105		
	Your Request	**LJMU Response**
	I have an interest in how you have approached your graduation ceremonies during the Coronavirus pandemic. Please could you answer the following: 1) For your students who graduated in 2020, have they had an in-person graduation yet?	No
	2) If no to question 1. are there plans to have an in-person graduation, when restrictions have been lifted? If so, will they be the same as previous cohorts (2019, 2018, etc.) and when are they currently planned for? 3) For your students who are due to graduate in 2021, will they have an in-person graduation? If no, what are your plans for these students?	Yes. Students who graduated in 2020 and those who will graduate in 2021 will be able to attend in person graduation ceremonies. Ceremonies held in summer 2021 will be held in the same location (Liverpool Cathedral) as previous years; however, there will be some changes to programs and arrangements to ensure they are conducted safely. Ceremonies currently scheduled for both years to be held weeks commencing 5th and 12th July 2021 and January 2022. Full details can be found on our website: https://www.ljmu.ac.uk/students/graduation

21/106		

Your Request	LJMU Response
1 - Over your past 5 years, how many disabled students enrolled on all journalism related courses hosted by your institution? Please note that the term "disability" includes all legal and recognised forms of disability, including physical disabilities, mental health and specific learning disabilities (e.g. dyslexia, autism spectrum conditions, etc)	LJMU offers the following programmes that it considers to be "journalism related". BA (Hons) Journalism 30574 BA (Hons) Sports Journalism 35473 MA International Journalism 31856 MA International News Journalism 35096 MA Journalism 36101/36102 MA Sports Journalism 36332/36333. 48 students who enrolled on these programmes in the academic Years 2015/16 – 2019/20 have declared a disability to LJMU
2 - Of that number, how many disabled students graduated with accreditation from either the NCTJ, the BJTC or the PPA?	Our BA (Hons) Journalism programme is accredited by the BJTC. 24 students who enrolled on this programme in the academic Years 2015/16 – 2018/19 have declared a disability to LJMU. Cohorts who enrolled since the start of 2019/20 will still be studying. 16 of the above 24 graduated from LJMU with an accredited degree.
3 - How many students, if any, had to withdraw from the programme over the past 5 years?	4 students who enrolled on the BA (Hons) Journalism programme in the academic years 2015/16 – 2018/19 who have declared a disability to LJMU, have withdrawn from the programme.
4 - Over the past 5 years, how many needed reasonable adjustments in order to complete their course?	All students with an Individual Student Learning Plan (ISLP) will be offered any support or adjustment detailed by that plan. For instance, these include extra time and rest brakes during exams. However, students do not in all cases chose to take up such offers. 6 of the 24 students identified in question 2 received Disabled Students Allowance.
5- Out of all disabled students studying your courses, how many graduated both with and without accreditation over the past 5 years?	All students who complete BA (Hons) Journalism receive BJTC accreditation. Accreditation is not available on other courses.
6 - How many disabled students, if any, took a shorthand component in order to complete their course over the past 5 years?	All students on the BA (Hons) Journalism programme took shorthand unless an alternative assessment was needed. The shorthand element of the degree is limited and much of the mark based on theory (ie giving student who may not be able to reach speed at shorthand the ability to understand the language and read other people's). Students have the option of taking shorthand to higher

		speeds if they want to. We also facilitate NCTJ exams on an optional basis for UG. The BA (Hons)Sports Journalism Program and International Journalism programmes do not include shorthand elements.
	7 - If applicable, over the past 5 years, how many disabled students passed a 60wpm shorthand exam?	LJMU only hold records since January 2018 when the current member of staff responsible for shorthand joined the University. Of the 15 students who have declared a disability since this time, 8 have passed.
	8 - If applicable, how many disabled students passed a 100wpm shorthand exam?	100-word shorthand exams do not form part of any LJMU degree program. We support students who wish to take this third party qualification where possible. The support usually takes the form of optional classes.

21/107		

Your Request	LJMU Response
I am beginning my MSc Dissertation in Advanced Clinical Practice and am looking at experiences of nurses looking after cancer patients, to aid with the background for this I would like to know the following about your undergraduate nursing (adult branch): • Do you have specific lectures/teaching on Cancer Care or Cancer as a long term condition.	Yes
If Yes, • How much time is allocated to these sessions	5003 / 5103 have cancer as a thread throughout the module so ten minutes is dedicated on a systems based approach in each of these body systems – liver, renal, cervical and prostate – to 40 minutes in total. 6004 has an hour long cervical screening session – so more about the health prevention of rather than care of.
• What topics are covered within the sessions.	6001A / 6101A – cancer is discussed in the context of malignancy as a long term condition in relation to assessment, history taking, treatments and care but not as an isolated subject – lasts an hour.

21/108		

Your Request	LJMU Response

	% of student body that are international applicants. (does not include UK and EU applicants)
Undergraduates	4.9
Post Graduates	8.8
Total	5.7

I would like to request the following information in regards to your Universities student demographic, including:
- The percentage of international students in the Undergraduate class and Post Graduate class.

	% of student body that are international applicants including EU. (does not include UK applicants)
Undergraduates	6.2
Post Graduates	14.2
Total	7.8

The top nationalities of the student body

The top 6 most represented nationality amongst our total student body are:

Nationality
United Kingdom
Ireland
Qatar
Poland
Kuwait
India

The % distribution of ethnicities (White, Black, Asian, and other ethnic minorities) across the student body.

Self-declared ethnicity amongst out total student body

White%	Black%	Asian %	Other %
82.9	3	6.2	8

Average class sizes (average number of students per class) (if possible)	Average number of students enrolled in each programme year - 52

Your Request	LJMU Response
Many universities have a plan or plans for on-site emergencies. It is sometimes referred to as a Major Incident Plan, a SERP (Strategic Emergency Response Plan) or ERP (Emergency Response Plan), whatever it is called, it is drawn-up for large-events that threaten life or property. Examples would be large-scale flooding, leakage of hazardous	There is no current approved policy but we have a draft awaiting formal adoption that draws upon experience during the Covid-19 crisis.

material or a hostile attack (these are meant as examples, not an exhaustive list).

Do you have an emergency plan for your university?

Please send me a copy of the document.

When was the last time this plan was revised?

When was the last time this plan was practiced?

Has this plan ever been activated?

21/110

Your Request	LJMU Response
1. Do you have a policy for identifying/tracking/supporting vulnerable students who do not speak up/struggle to speak? If yes, please can I see this policy.	No, although we do have the Digital Learner Engagement software which highlights any students who are at risk of disengaging from their studies.
2. What support/training is available for a student who self identifies as shy/introvert/socially awkward/prone to anxiety when speaking? Who initiates this support/training? When does this happen i.e. year 1, 2, 3 or final exams?	If students have a speech impediment that causes anxiety they can apply for Disabled Students Allowance (DSA) to support their academic study. Reasonable adjustments can also be applied in assessment, presentations and teaching sessions throughout the period of study if necessary. Further support available includes: Referrals to the Willy Russell Centre for specialist advice and support Managing anxiety workshops open to all students and we offer them virtually with no interaction from the student required. Wellbeing appointments are available for any student to book and we can offer support for students with social anxiety.

		Specialist Study Skills and Skills@LJMU offer support for students around presentations
	3. Is writing considered a core skill to their education or to later employment? If below standard/expectations what processes are in place to help the student?	Skills@LJMU offer a range of courses/1:1 sessions to help students with academic writing skills eg. planning and writing assignments
	4. Is speaking considered a core skill to their education or to later employment? If below standard/expectations what processes are in place to help the student?	This would depend on the Learning Outcomes for each programme. In addition to the study support outlined in our answer to question 2 above, LJMU Careers Team would be able to assist in researching an employer's policies and helping a student prepare an application.
	5. How many students per tutor (the designated pastoral carer)? Is there a cap on this number? How often must they see each other?	The LJMU Personal Tutor policy states: *[A]n individual Personal Tutor will normally be allocated a maximum of 10 Personal Tutees per level and/or 30 Tutees across all years.*
	6. Do you operate the 'opt in' system where students are asked at the start for permission for you to directly contact their parents with serious concerns? If yes, what is the take up for this?	No
21/111	**Your Request**	**LJMU Response**
	Please can you confirm the proportion of the university's operating costs that goes towards advertising? Specifically advertising to recruit students. If possible a breakdown of the advertising spend (by whichever means is readily available) would be desirable.	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.
21/112	**Your Request**	**LJMU Response**
	Name, Email, Phone number of your Quality Manager	Professor Phil Vickerman - Pro-Vice-Chancellor (Strategic Initiatives)

Name, Email, Phone number of your Health and Safety Manager	Phil can be contacted via his PA Emily Walker, (Executive Support Officer, Pro-Vice Chancellor's Office) on 0151 231 3366 or email: e.j.walker@ljmu.ac.uk
Name, Email, Phone number of your Energy Manager	
Name, Email, Phone number of your Environmental Manager	
Name, Email, Phone number of your IT systems Manager, CISO (Chief Information Security Officer), and IT Director	Dr Peter Ashton Chief Information Officer Information Technology Services. p.ashton@ljmu.ac.uk
Current ISO certifications held and recertification dates Who are the current certification bodies for the above-mentioned certificates? – Please see list below	
Health, Safety and Environment Management	Not held
ISO 45001: Occupational Health and Safety Management Systems (OHSMS)	Not held
ISO 14001:2015 Revision - Requirements, Certification, Gap Analysis	Not held
Integrated Management Systems Certifications	Not held
Quality	Not held
Quality Management Systems	Not held
ISO 10002 - Quality Management - Customer Satisfaction Certification	Not held
ISO/IEC 20000 - IT Certification	Not held
ISO/IEC 27001:2013 Information Security Management Systems	Not held
ISO 28000 Standard: Supply Chain Security Certification	Not held
TAPA Facility Security Requirements (FSR)	Not held
ISO 50001 Standard: Energy Management Systems Certification	Not held
SMETA Audits	Not held
ISO 26000 – Performance Assessment – Social Responsibility	Not held
Medical Devices	Not held

21/113

Your Request	LJMU Response
Q1. Within the organisation, are risk assessments covering general work practices completed by an external contractor / consultant or by employees? Note: this does **not** include risk assessments requiring specialist technical knowledge or skills sets such as ergonomics, DSEAR etc.	No – they are completed internally.

Q1a. How much has the organisation spent per year, from 2016 to 2020, on external contractors or consultants to complete non-specialist risk assessments?	£0
The following questions refer to worker involvement in the risk assessment process covering general work practices. This is defined as any discussion with workers, as either individuals or groups, during the process of completing the risk assessment. This can be formal or informal in nature and can cover any of the steps of a risk assessment.	
Q2. Are front-line workers routinely involved in the risk assessment process? Note: front-line workers are those who physically complete work.	LJMU does not hold any records on who would be considered to be "front-line workers" using your definition. Staff in many roles and positions are involved in risk assessment processes.
Q2a. If yes, are front-line workers routinely involved in the identification of hazards? Are they involved in all risk assessments, most risk assessments, or only key risk assessments?	They are consulted on the risk assessments, which includes the identification of hazards.
Q2b. If yes, are front-line workers routinely involved in the identification of suitable control measures?	Yes, this is part of the risk assessment process.
Q2c If yes, is the involvement formalised in an organisational policy or is it completed on an informal basis?	There is an organisational policy.
Q2d If required by policy, at what data and year was the worker involvement in the risk assessment process required?	1992.
Q2e If yes, is this involvement via recognised Trade Unions, direct with employees, or both?	Both.
Q3. Are front-line workers provided with training on risk assessment as part of their training or development? This could include during induction.	Risk assessment training is available, mainly for staff tasked with undertaking the risk assessments.
Q3a. If yes, how many hours of training are provided?	The training is half-day duration.
Q3b. If yes, is this training in person, using eLearning, or both?	In person.
Q3c. If yes, is refresher training required and if so, at what time scale?	No.
Q3d. How much has the organisation spent per year, from 2016 to 2020, on health and safety training for staff?	£0. Risk assessment training is delivered in-house.

Your Request	LJMU Response
Q4. Per year, from 2016 to 2020, how many employees has the organisation employed each year over the last 5 years, in Full Time Equivalent (FTE)?	This information is available from the Higher Education Statistics Agency (HESA) https://www.hesa.ac.uk/data-and-analysis. Please look under the "Who is working in HE" section to find annual FTE stats for all UK HE providers. Under s.21 of the FOIA, there is no obligation to provide this information to you where it is reasonably accessible elsewhere.
Q4a. Per year, from 2016 to 2020, approximately how many of these employees are front-line workers, using the definition above, in FTE?	LJMU does not hold any records on who would be considered to be "front-line workers" using your definition.
Q4b. Per year, from 2016 to 2020, approximately, how many of these employees are employed directly in health and safety roles, in FTE?	Within the central team approximately five safety professionals, each 1.0FTE, supported by admin staff 2FTE (1.0FTE for 2016).
Q5. Per year, from 2016 to 2020, how many of each of the accidents and incident types were reported by your organisation: fatalities, RIDDOR reportable, first aid incidents, near misses.	We use academic years. Between 2016/17 and 2019/20 there have been no fatalities. RIDDOR- reportables for 2016/17 were 5, for 2017/18 were 3, for 2018/19 were 5 and for 2019/20 was 1. Accidents were first aid would have been required for 2016/17 were 56, 2017/18 were 63, for 2018/19 were 56 and for 2019/20 were 59.
Q5a If it is defined in an internal policy or process, please provide your organisation's definition of a first aid incident.	From our policy document: First Aid is the initial assistance or treatment that is given to a casualty for any injury or sudden illness before the arrival of an ambulance, doctor or any other qualified person. The purposes of First Aid are to: preserve life, prevent the condition worsening and promote recovery.
Q1. Within the organisation, are risk assessments covering general work practices completed by an external contractor / consultant or by employees? Note: this does **not** include risk assessments requiring specialist technical knowledge or skills sets such as ergonomics, DSEAR etc.	No – they are completed internally.

21/114

Your Request	LJMU Response

1. A copy of the University's recognition agreement(s) with your trade unions.	Please see the agreement in Annex 1
2. Confirmation of the number of hours each recognised trade union has received in paid time off for trade union activities during the last financial year;	Each Trade Union is allocated 0.6 FTE of paid substitution time, there are three recognised Trade Unions in the University and so this equates to 3,285 hours over a calendar year. In addition, TU representations are entitled to claim reasonable time off to undertake their duties
3. Details of the number of members each recognised trade union notified you they would call on to take industrial action in the dispute over pensions in November 2019.	No records held.

21/115

Your Request	LJMU Response
• How many reports were made to the university of revenge porn in 2020/21, 2019/20, 2018/2019, 2017/2018, 2016/17 and 2015/16?	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.
For each report could I also request the following information: • Was the (alleged) perpetrator a fellow (if known)? • Was the victim a student or member of staff? • Was the victim male or female? • Did the report lead to disciplinary action by the university? If yes, what disciplinary action? • Was the report escalated to the police? • What was the final outcome of the report?	Unfortunately the University's Student Governance team did not until recently record the reason for motivation for a complaint in a reportable format. There are a number of different processes (Student Disciplinary, Criminal Convictions) under which such an incident could be investigated. To ascertain how many incidents were motivated by this specific reason would require manual analysis of each file. Due to the volume of Student Governance files, over the 5 years you have requested, the costs of manual analysis would be in excess of £450.

21/116

Your Request	LJMU Response
The information that we are interested in should cover the period from 2015 till up to date	
Number of new students enrolled yearly	
Total number of students	
Breakdown of students by percentage for the following	Data about who is studying at LJMU, the courses they are talking and their residency status is available to you from the Higher Education Statistics Agency (HESA) on their website: https://www.hesa.ac.uk/.
Gender	
Ethnicity	

Religion International Students	Under the provision of s.21 of the FOIA there is no obligation to provide you with data that is already available to you.

Number of students that drop out in 1st year, 2nd year and 3rd year				
	Academic Year	Students who "drop out" for non-academic reasons during each study year of a 3-year undergraduate program. These figures do not include students who fail academically, are excluded or who die.		
		1st Year	**2nd Year**	**3rd Year**
	2015/16	402	68	17
	2016/17	307	85	18
	2017/18	350	68	22
	2018/19	294	75	20
	2019/20	332	72	15
	20/2021*to date	240	17	4

Percentage of students that are awarded a 1st, 2.1, 2.2, 3rd Percentage of students in employment after 12 months How many students that enrol when they are 21 plus	Data about who is studying at LJMU, the courses they are talking and their residency status is available to you from the Higher Education Statistics Agency (HESA) on their website: https://www.hesa.ac.uk/. Under the provision of s.21 of the FOIA there is no obligation to provide you with data that is already available to you.
Number of societies Number of members per society How many students that join societies per term? academic year?	Liverpool John Moors University (LJMU) does not hold this information. Student societies are provided by John Moors Student Union (JMSU).

| How many students enrol via a foundation year | The qualification type with most UCAS points for each LJMU undergraduate student in each of the following academic years.

Following the standard used for calculation of league tables this is limited to UK applicants, under the age of 21 who enrol on their first degree course.

The 2020/21 data will not be held until we finalise our annual return to HESA (Higher Education Statistics Agency) |

Academic Year (for HESA reporting)	2016/17	2017/18	2018/19	2019/20
A-Level	2034	2387	2190	2374
BTEC	1091	1049	982	1043
Both A-Level and BETC	806	875	823	890
Access Course	54	36	40	24
Foundation Year	71	23	16	1
Other	84	133	149	237

Number of students using career central services

Academic Year September-August	1-to-1 appointments
2016/17	3641
2017/18	3194
2018/19	3740
2019/20	4364
2020/21* to 11/06/2021	*3277*

Most used service (CV assistance, interview support)

Academic Year September-August	Most used service.
2016/17	CV / and or covering letter 1-to-1 appointment
2017/18	CV / and or covering letter 1-to-1 appointment

2018/19	CV / and or covering letter 1-to-1 appointment
2019/20	CV / and or covering letter 1-to-1 appointment
2020/21* to 11/06/2021	CV / and or covering letter 1-to-1 appointment

21/117

Your Request	LJMU Response
From September 2018 to September 2020, please provide me with the following information on settlement agreements relating to bullying complaints against staff made by a student or staff member, where the University is making a voluntary severance payment or compensation payment to complainants:	
How many such settlement agreements were made?	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 agreements containing confidentiality clauses have been made with individuals under the provisions of s.40(2)(5) of the FOIA.
What month and year within the time frame were the agreements made?	
The total amount of money paid by the university in all such settlement agreements within the time frame?	
The amount of money paid by the university for each individual settlement agreement within the time frame if possible?	
How many of these settlements contain a confidentiality clause?	

21/118

Your Request	LJMU Response
1). Does your university have an active policy in place regarding which companies the careers department does and does not assist in recruiting university members? This may be a policy specific to the careers department, or a wider policy which also applies to the careers department.	Yes
For the purpose of this FOI, 'university members' includes:	

- Current students, both undergraduate and postgraduate - Alumni and former students of the university	
For the purpose of this FOI, 'recruiting' refers to any situation, in which the careers department plays a part, where university members are a potential source of employees or volunteers to a third party outside of the university. This includes: - Events in which the careers department is an organiser - Digital media controlled by the careers department, including websites, webpages, social media and mailing lists - Physical materials from the careers department, such as mailings, posters, leaflets and brochures	
2). If your university does have an active policy in place regarding which companies the careers department does and does not assist in recruiting university members, please provide a copy of the policy either as an attachment to your response or through the inclusion of a link to where it is published on your website. If this policy forms a part of a wider policy document, please specify which page we need to refer to in order to locate this information.	https://www.ljmu.ac.uk/business/advertise-your-job-opportunities/terms-and-conditions
3). If your university does not have an active policy in place as outlined above, please can you confirm whether there are any exclusions in place regarding which companies the careers department does and does not assist in recruiting university members. If not in policy form, exclusions might exist in the form of written guidelines or procedures. If any exclusions are in place please list what they are.	N/A

21/119

Your Request	LJMU Response

I am writing to request admissions statistics from the 2019/20 cycle for Adult Nursing Specifically I am requesting for:	
1) Number of applicants	1892
2) Number of applicants interviewed	Information not held
3) Number of offers given	1339

21/120

Your Request [taken in part from your previous request of 26th April 2021]	LJMU Response
[Between January 2018 and January 2021] Please could you send me the number of cases of sexual assault investigated under the University's Student Disciplinary Procedure, in which a male was the victim/the student who reported it?	Nil

21/121

Your Request	LJMU Response
How many students have been served with Notice to Quits (NTQs) for university-owned or university-managed accommodation before the end of tenancy in the 2020/2021 academic year to date? Can I please get as much detail as possible on these NTQs, including the outcome (eg whether students vacated the property within the expiry date), the reason for the NTQs and date of issue.	Nil – LJMU does not own or manage any student accommodation
How many students who were served with NTQs were subsequently evicted from university-owned or university-managed accommodation before the end of tenancy in the 2020/2021 academic year to date? Can I please get as much detail as possible on those evictions, including the means by which the evictions were physically effected, the reasons for the evictions, when the tenants were required to leave, whether the recipients made applications for relief to the Court, and if so, how many such applications were made and what were the outcomes.	

21/122

Your Request	LJMU Response
Please can I have data around your temporary agency Labour usage between the dates of 06 April 2020 and 05 April 2021? The details I would like are:	

	Do you currently have a contract with a neutral vend or Master Vend? If so, what are their name and when does the contract expire? If there is an option of an extension, please list how long it is.	No

	All the Supplier Names who supplied yourself with temporary agency Labour in the above period.		
		Agency	**£**
		Hays Specialist Recruitment	21,681
	The Actual spend value for each Supplier in the above period.	Paramount Stewarding and Security	5,760
		The Workbank	10,869
		Unitemps	1,718,677
		Grand Total	**1,756,987**

	The types of roles that were supplied.	This information is not centrally recorded. The information would need to be gathered from local managers after they have been identified from the invoices.
	The dates they were supplied, If not available the week the invoice was invoiced or paid.	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 HR team does not record the details requested with each invoice in a reportable format.

To ascertain these details would require manual analysis of each invoice against local faculty manager records. Due to the volume of invoices over the year you have requested the costs of manual analysis would be in excess of £450 |

21/123		
	Your Request	**LJMU Response**
	What insurance policies does Liverpool John Moores University hold?

And with what insurer(s)? | |

		Name of Policy held by LJMU	**Underwriters**
		Employers liability	UM Association Ltd & QBE UK Ltd
		Public Liability	UM Association Ltd & QBE UK Ltd

The details of any additional insurance policies which may or may not be held by LJMU are

	withheld under the provisions of s.31 of the FOIA because disclosing them could prejudice the prevention of crime. LJMU have considered the public interest and found them in favour of withholding this information.

21/125

Your Request	LJMU Response
1. What payments, if any, you made to Stonewall (officially Stonewall Equality Limited) in the financial year 2019/20.	£3,000 (including vat) in 2019/20 – Annual subscription
2. What payments, if any, you made to Stonewall (officially Stonewall Equality Limited) in the financial year 2020/21.	£3,000 (including vat) - Annual subscription Costs exempted from disclosure - Presentation/Talk for LJMU LGBTIQ+ History Month from Nancy Kelley (CEO) Under the provisions of s.43 of the FOIA we are withholding the exact cost paid of this service because to release it is likely to prejudice our commercial interests in future negotiations.
3. What payments, if any, you expect to make to Stonewall (officially Stonewall Equality Limited) in the current financial year.	The 21/22 subscription is being renewed in June and the relevant value will be prepaid into the 21/22 financial year. The value of the renewal is £3000 including vat.

21/126

Your Request	LJMU Response
1. How many instances of the Microsoft Windows 7 Operating System are currently in operation across your entire network? How many devices such as kiosks, lap tops etc are still running Windows 7?	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
2. How many instances of the Microsoft Windows XP Operating System are currently in operation across your entire network ? How many devices such as kiosks, lap tops etc are still running Windows XP?	
3. Who is the officer responsible for maintaining and delivering legacy applications to all your users?	Under s.21 of the FOIA, there is no obligation to provide this information to you where it is reasonably accessible elsewhere.

21/127

Your Request	LJMU Response
I write further to your FOI response in 2020. I understand the University has since adopted the IHRA Definition of Antisemitism.	Yes This was approved in full by the Executive Leadership Team on 04 December 2020.

Please confirm if this is the case and provide the date and confirm if it was adopted in full, including the examples. Please also provide any relevant motion/minutes.	LJMU vice-chancellor Ian Campbell wrote to the Secretary of State for Education on 8th December 2020 outlining the decision. A copy of the letter of 8th December 2020 is attached at Annex 1.

21/128

Your Request	LJMU Response
Does the university have any gender neutral toilets? How many gender neutral toilets are there at the university? How many of these gender neutral toilets are also disabled toilets? Are these gender neutral toilets purpose built/installed or rebadged/repurposed existing toilets? How much has been spent on gender neutral toilets?	The costs of installing a particular toilet across the estate will be buried in projects undertaken over many years. It will involve reviewing individual stage payments and valuations from contractors. Each project would need to be manually reviewed to provide the actual costs. Under s.12 of the FOIA, a limit of £450 is set for the costs of responding to an FOI request. Because of the need to manually calculate these costs from what documentation exists, we have estimated that the costs of responding would far exceed £450.

21/129

Your Request	LJMU Response		
• What was the membership fee given to Stonewall as part of their Diversity Champions programme in each of 2018-19, 2019-20 and 2020-21 by your organisation?	£3000 (inc Vat)		

• What additional monies have been given to Stonewall in each of 2018-19, 2019-20 and 2020-21? 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
		2018/19	Nil

		2019/20	Nil
		20/2021	Presentation/Talk for LJMU LGBTIQ+ History Month from Nancy Kelley (CEO) Costs exempted from disclosure - Under the provisions of s.43 of the FOIA we are withholding the exact cost paid of this service because to release it is likely to prejudice our commercial

	programmes, as well as Train the Trainer programmes).		interests in future negotiations.

21/130	**Your Request**	**LJMU Response**
	I would like to make a Freedom of Information request concerning the travel management contract for Liverpool John Moores University please. Please could you help me with the following information:	LJMU access the SUPC (Southern Universities Purchasing Consortium) Travel Framework We joined their last Framework in October 2017 for a four year period.
	• The start and end date of the current contract including any potential extension periods	
	• The current supplier(s) on your contract	Clarity Travel, Selective Travel, Key Travel and Diversity Travel
	• Is the contract linked to any framework?	Yes, the SUPC Travel Framework
	• The actual expenditure to date on the contract	Spend to June 2021 = £4,156,639.48
	• Pre-covid expenditure on the travel contract	Spend to February 2020 = £4,041,639.00
	• Do you have any plans for the next travel procurement, if yes please could you advise me of the timetable?	We do not hold this information, At present, we have not determined a plan for the renewal of the Travel Contract.

21/131	**Your Request**	**LJMU Response**
	I am currently compiling a report on research funding applications & success specifically submitted to research councils (ie, NERC, EPSRC, MRC, etc) for the post 92 sector of universities. It's a simple case of seeing whether our experience in our faculty at ARU is similar or different to other post 92's. I'd be interested in receiving the following information, I'm hoping it shouldn't be too sensitive in nature, as I'm deliberately working with overall totals rather than specifics about individual proposals. This would be for your Faculty of Science and Faculty of Engineering & Technology only. (The closest match to our Faculty of Science & Engineering). Time period: The last three full years. (2018 - 2020).	

	Number of submissions
Total Submissions	167
Won	33
Lost	124
Awaiting Decision	10

Total number of grant applications made to any of the research councils in this period, subdivided into the total won, and total lost.

	Value of submissions £000)
Total Submissions	77,156
Won	14,638
Lost	56,866
Awaiting Decision	5,652

Total income applied for, and again the proportion of that income that was won and lost.

21/132

Your Request	LJMU Response
From September 2018 to September 2020, please provide the total numbers of reports of bullying brought to the University against members of staff, broken down into academic and non-academic staff and listed by academic year. For this figure, please provide a breakdown for each academic year outlining whether the complainant was an undergraduate student, postgraduate student, non-academic staff member or academic staff member.	9 formal bullying and harassment complaints were raised in this period though the university's "Dignity at Work Policy". Breakdown of staff who raised the above complaints: 3 non-academic staff member 6 academic staff member
From September 2018 to September 2020, a breakdown by academic year of the outcomes of the above complaints/reports, including;	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 we are unable to provide a breakdown per year due to the small number of cases would be identified by such a granular breakdown.
How many complaints were dismissed without consequence?	All of these complaints were investigated, 6 were found that there was no evidence of bullying and harassment and 3 there was evidence of bullying and harassment
How many led to behaviour training?	2 cases resulted in training being provided
How many accused staff members were fired or formally dismissed?	0

How many were suspended (with or without pay)?	0
And how many resigned before the completion of the complaints procedure	0
A breakdown by academic year of the total number of non-disclosure agreements (NDAs) signed between September 2018 to September 2020 as part of an investigation, agreement, settlement, or resignation agreement in a bullying complaint. Please also provide a breakdown by academic year of the total number of confidentiality clauses signed between September 2018 to September 2020 in exchange for a financial settlement in a bullying case.	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 agreements containing confidentiality clauses have been made with individuals under the provisions of s.40(2)(5) of the FOIA.

21/133

Your Request	LJMU Response
	Full-time 26 **Part-time** 7 **Grade 8** 32 **Grade 7** <5
1. Of all the permanent lecturers in psychology employed in the LJMU School of Psychology, how many of them are full and part time and how many of each in these groups are paid on the grade 7 and grade 8 scales?	LJMU will not disclosure more granular data than the above under Section 40 (2) of the FOIA because it could be used to identify the personal data of individuals. Such disclosure would breach one or more of the data protection principles of the GDPR. 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.
2. Of all of the module leaders within the LJMU School of Psychology, how many of them are full and part time and how many of each in these groups are paid on the grade 7 and grade 8 scales?	All of the 33 permanent staff in the school of psychology are module leaders.
3. [In] the following modules: Forensic Psychology, Mental Health Conditions, and the Psychology of Sexual Violence. Can you please tell me how many [Teaching staff] are full and part time	Permanent and fixed-term contracted staff who taught on the three modules listed, during the 2020/21 academic year.

Full-time	9
Part-time	<5

Grade 8	8
Grade 7	<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.

21/134

Your Request	LJMU Response
a) Numbers of staff who have been disciplined for transphobia in the last five years (January 2016 to 2021 to date).	<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.
b) Any definition of transphobia used in university HR policies	The EDI policy states: *The University will not tolerate any form of discrimination against anyone including transgender people* The University Gender Diversity Guidance Document states *The University will not tolerate any form of discrimination against anyone including transgender people* There is not a specific definition used in HR policies but examples are given in the gender reassignment guidance (Please see Annexe 1).
c) Minutes of any internal meetings or discussions held by the HR department or senior management on trans-related issues in 2020 or 2021. Please note I am not looking for information on individuals in c) but for general discussions.	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 number of meetings that could be considered to be held by the HR Department and Senior Management means

		that a large number of minutes would need to be checked. To search for a reference to Trans-related issues will require manual analysis as keyword searches will not always be sufficient. Due to the volume of minutes available across the institution, the costs of manual analysis would be in excess of £450.
21/135		

Your Request	LJMU Response

I was hoping you could provide me with some contract information relating to following information:
 	
    1.   Standard Firewall (Network) - *Firewall service* protects your corporate Network from unauthorised access and other Internet security threats
 	
    2.   Anti-virus Software Application - Anti-virus software is a program or set of programs that are designed to prevent, search for, detect, and remove software viruses, and other malicious software like worms, trojans, adware, and more.
 	
    3.   Microsoft Enterprise Agreement - is a volume licensing package offered by *Microsoft.*
 	
The information I require is around the procurement side and we do not require any specifics (serial numbers, models, location) that could bring threat/harm to the organisation.
 	
For each of the different types of cyber security services can you please provide me with:
 	
1.   Who is the existing supplier for this contract?
 	
2.   What does the organisation annually spend for each of the contracts?
 	
3.   What is the description of the services provided for each contract?
4.   Primary Brand (ONLY APPLIES TO CONTRACT 1&2)
5.   What is the expiry date of each contract?
6.   What is the start date of each contract?
	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

7. What is the contract duration of contract? 8. The responsible contract officer for each of the contracts above? Full name, job title, contact number and direct email address. 9. Number of Licenses (ONLY APPLIES TO CONTRACT 3)	

21/136

Your Request	LJMU Response
a) What your policy on staff-student sexual relationships is, and whether the university requires such relationships to be disclosed to the university	Please find attached at Annex 1 our Policy on Personal Relationships at Work.
b) How many such relationships have been disclosed since the start of the 2017-18 academic year	0
c) How many staff have been sanctioned/disciplined for such relationships since the start of the 2017-18 academic year. d) If staff have been disciplined, have any been sacked/fired?	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 disciplinary case have been started, or what their outcomes might have been under the provisions of s.40(2)(5) of the FOIA.

21/137

Your Request	LJMU Response
This is concerning facility and time off for UCU reps in regards to the current academic year 1. How much total facility time (FTE) is given to the UCU union reps at your institutions?	UCU received 0.6 FTE paid facility time in the current academic year
2. Is any of that time specifically allocated for anything? If so then what is the distribution? For example, 0.25 (FTE) could be allocated to the union for health and safety reps etc	No – LJMU does not hold these records. UCU are allowed to manage their paid facility as they believe necessary and time is not specifically allocated to any duties by the University.
3. How much paid time off for UCU union training was given to reps? If so then was this time included within the total facility time in question 1 or in addition?	A separate record of time off for UCU union training is not held by the University

21/138

Your Request	LJMU Response
The number of Black people that work in an area related to chemistry within your company. This can include Black people who work in a chemistry specific post (practical or administrative),	Within the School of Pharmacy and Biomolecular Sciences (which deliver our Chemistry courses and modules), out of the 90 total employees, 5 have identified as being of black ethnicity.

		or have a background in chemistry.	LJMU do not hold records of staff "backgrounds" and therefore cannot say who has a background in chemistry.

21/139			
	Your Request		**LJMU Response**
	How many students at your institution have had disciplinary cases raised against them for breaches of your COVID regulations for the period of 01/03/20 to 21/06/2021.		423

21/141		
	Your Request	**LJMU Response**

	1. What key software applications does the University use for:
	
	    i. ERP and Finance
	    ii. HR and Payroll
	    iii. Student Management
	    iv. CRM
	    v. Award Management
	
	2. Are there any other key software applications that the University uses and puts into escrow?
	4. Within the University is there a policy to move towards hosted solutions?
	5. Is there a generic contact e-mail enquiry address or contact person that deals with escrow at the University?
		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.

21/144				
	Your Request		**LJMU Response**	
	Please include expenditure for the period April to March (or the closest period based on your financial year). Please include revenue and capital expenditure, if possible.		Please see details in the table below	
	Item	**Notes**	**2019/20**	**2020/21**

		Desktop PCs	If possible, please include monitors and peripherals but exclude operating systems and software.	£877,868.78	£460,081.52
		Laptop PCs	If possible, please exclude operating systems and software.	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 does not record the spend directly on laptops in a reportable format. To ascertain how laptop spend would require manual analysis of each invoice. Due to the volume of invoices over the two years that you have requested the costs of manual analysis would be in excess of £450.	
		Tablet PCs	iPad or similar	£42,369.65	£40,984.36
		Servers	If possible, please exclude software	£137,309.61	£791,705.78
		Storage Devices	Example: Network Attached Storage (NSA). Please do not include hard drives or memory sticks	£1,610,346.34	£6,882.90
		Printers and Scanners	Please do not include [standalone] photocopiers	LJMU obtains printing and scanning services including use of third party owned equipment thorough its managed print contract. The cost of printing and scanning hardware purchased by LJMU in addition to the managed print contract are limited to £269.99 in 2020/2019.	

Your Request	LJMU Response
We would greatly appreciate your assistance in providing us with the university email addresses for all staff and governors	The contact email addresses of many LJMU Staff are available on our website. https://www.ljmu.ac.uk/. Under s.21 of the FOIA, there is no obligation to provide this information to you where it is reasonably accessible elsewhere. Those that are not available on the website cannot be provided to you because to do so would be in breach of one or more of the principles of the GDPR. Disclosures under the FOIA are made with no limitations on sharing and are published on our website.

		Under s.40 (2) of the FOIA we are exempt from disclosing personal information were to do so would breach one or more of the GDPR principles.

21/146	**Your Request**	**LJMU Response**
	1) According to official statistics, what percentage of under 25's -with no underlying health conditions - have died or been permanently damaged from SARS 2/COVID 19, please?	LJMU has used data taken from the official statistics since the beginning of 2020 to inform its risk assessments, policy and guidance. This data is made available to the public by the UK Government and is available on the internet at this website: https://www.gov.uk/guidance/coronavirus-covid-19-statistics-and-analysis Under the provisions of s.21 of the FOIA LJMU is exempt from providing records that are available to the requester from other public sources.
	2) According to official statistics, what percentage of under 25's -with no underlying health conditions - have died or been permanently damaged from vaccine adverse reactions please?	LJMU has used data taken from the official statistics since the beginning of 2020 to inform its risk assessments, policy and guidance. This data is made available to the public by the UK Government and is available on the internet at this website: https://www.gov.uk/guidance/coronavirus-covid-19-statistics-and-analysis Under the provisions of s.21 of the FOIA LJMU is exempt from providing records that are available to the requester from other public sources.
	3) Do you believe that the cure should be worse than the disease?	This is not a question that can be read as a request for records held by LJMU – and therefore can not be answered under the FOIA.
	4) Where is the raw data from all 4 Vaccine Manufacturers that prove either "safety" or "efficacy" in preventing transmission or providing immunity to SARS 2/COVID 19, please?	This is not data that is held by LJMU
	5) Is COVID 19 classed as a a Highly Infectious Contagious Disease, please?	This is not data that is held by LJMU – we have not used or recorded this phrase in COVID-19 related litriture.
	6) Can you provide unequivocal proof that an asymptomatic person is contagious please?	This is not data that is held by LJMU
	7) Can you provide Unequivocal proof that your corporation can act upon " person" and not evidenced living man or woman that we are and you have accepted us as.	We are unable to answer this question because we require clarification on the meaning of the key terms in this question. We do not for example recognise them as relating to any concepts within the law of England and Wales. For clarity, LJMU is a Higher Education

		Corporation formed under the provisions of s.125 of the Education Reform Act 1988.
	8) Can you provide Unequivocal proof that Corporations (legal dead fictions) such as Liverpool John Moore University can claim authority or control over other parties, please?	We are unable to answer this question because we require clarification on the meaning of the key terms in this question. We do not for example recognise them as relating to any concepts within the law of England and Wales. For clarity, LJMU is a Higher Education Corporation formed under the provisions of s.125 of the Education Reform Act 1988.
	9) Do you believe that an affidavit of Truth, left un-rebutted, becomes truth in law.?	This is not a question that can be read as a request for records held by LJMU – and therefore can not be answered under the FOIA.
	10) Do you believe that you are above the law?	This is not a question that can be read as a request for records held by LJMU – and therefore can not be answered under the FOIA.
21/147	**Your Request**	**LJMU Response**
	Please could you tell me, for the past two academic years in total: If you don't classify things as 'refunds' but as 'compensation, or something else which serves the same purpose - please make that clear in your answer and provide information on that. a) The number of requests/claims for tuition fee refunds due to the Covid pandemic	This response is limited to requests made as part of complaints brought to the attention of our Student Governance Team which reference disruption due to COVID and does not include requests for refunds of tuition fees because a student discontinued their study under the existing Tuition Fee Policy. Since the start of the 2019/20 academic year: <table><tr><td>Academic Year</td><td>Complaints</td></tr><tr><td>2019/20</td><td>6</td></tr><tr><td>2020/21</td><td>65</td></tr></table>
	b) The number of those claims which resulted in a refund	Nil
	c) The total monetary value of refunds given due to the Covid pandemic	N/A
	d) The largest single refund given	N/A
21/148	**Your Request**	**LJMU Response**
	1) Over and above Directly Allocated and Directly Incurred costs do you apply any overhead/indirect costs to professional staff costs funded by HEIF? If so, what percentage or FTE of overhead/indirect costs do you apply?	No
	2) Over and above Directly Allocated and Directly Incurred costs do you apply any overhead/indirect costs to academic staff costs funded by HEIF? If so, what percentage or FTE of overhead/indirect costs do you apply?	No
	3) What proportion of your annual HEIF allocation is spent on overhead/indirect costs for all HEIF funded staff?	N/a
21/149	**Your Request**	**LJMU Response**

	1) Please state the total in a) Donations b) Research grants Your university has received from Chinese (People's Republic) nationals in each of the last five financial years and the current financial year to date. Please state what these payments were for (project title or sponsorship), and the identify of the benefactor. Where this person is a public figure (e.g. Jack Ma), they could have no reasonable expectation of privacy under the DPA. Please limit this to donations or research grants over £5,000.	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.
	2) Please state the total in a) Donations b) Research grants Your university has received from from Chinese (People's Republic) companies in each of the last five financial years and the current financial year to date. Please state what these payments were for (project title or sponsorship), and the identify of the benefactor.	
	3) Please state the total in a) Donations b) Research grants Your university has received from from Chinese (People's Republic) public authorities or other state sponsored bodies in each of the last five financial years and the current financial year to date. Please state what these payments were for (project title or sponsorship), and the identify of the benefactor.	
21/150	**Your Request**	**LJMU Response**
	[Since 2017] I'll like any past minutes which involve the board [Board of Governors] being informed of a concern raised by a member of the general public and/or a member of staff.	LJMU does not hold this information – No such concerns have been noted in the minutes covering meetings in this period

	I'd also like any minutes where an individual [governor] raises or the board [discusses] as matter of their business the requirement of accountability and/or the welcoming of accountability and the mechanisms in place, or any proposed, so as to ensure accountability.	LJMU does not hold this information – No such concerns have been noted in the minutes covering meetings in this period

21/151	**Your Request**	**LJMU Response**
	1. How many undergraduate students <u>began</u> three-year pre-registration nursing degree courses [in any field of nursing] at your university in the academic year starting 2017/18 (this includes any cohorts that started in September 2017 or January 2018)? [If your institution only has **four-year** pre-registration nursing degree courses, please give us the figures for those with the same start point]	404
	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 2020/2021? [Please don't include figures for nursing students who had previously stepped off programmes that started prior to 2017-18, if at all possible, but state if you have had to include these].	305

		How many students started three-year pre-reg nursing degrees in **2017-18**?	How many completed these three-year courses in **2020-21**?
As well as providing an overall total of nursing students who began and completed these courses, <u>please also supply the same information on starters and completers but broken down into nursing field of study,</u> eg; 'Mental Health Nursing' students; 'Adult Nursing' students; 'Learning Disability Nursing' students; 'Children's Nursing' students.	Mental health nursing	61	41
	Learning Disability Nursing	LJMU does not offer this programme.	
	Children's nursing	27	20

			Adult nursing	316	244	

21/152	**Your Request**	**LJMU Response**
	1. What is the total number of cyber security and data breaches, if any, reported to the Information Commissioner's Office within the last 12 months.	None
	2. What is the approximate number of phishing and spam emails the university has been sent in the past 12 months?	111,904,857
	3. Does the university hold a NCSC Cyber Essentials certificate?	Yes, LJMH holds Cyber Essentials and Cyber Essentials + certification.
	4. What is the total number of staff with a cyber security and/or data security qualification.	LJMU employs a qualified IT Security Manager leading an experienced team. To ascertain the individual qualifications that have been declared to LJMU by other members of staff would require manual checks of all staff application and training records. 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 staff files that would require analysis the costs of manual analysis would be in excess of £450.
	5. What is the frequency, if any, of penetration testing the university has contracted/carried out within the last 12 months.	The university can neither confirm nor deny the details of its cyber security preparations. This is because (in line with the provisions of s.31 (1) and (3) of the FOIA) to do so on this occasion, or on others may have a prejudicial impact on our security, our ability to prevent crime or make us more likely to become a victim of crime. We recognise that information concerning our reaction to security incidents disclosed over time may create a 'mosaic' of data that can assist criminals in choosing targets and undertaking attacks and will take steps to avoid this.
	6. What is the approximate total amount of money spent on staff's cyber security training in the last 12 months.	Between £15,000-£20,000
	7. What is the percentage of all staff who have completed basic cyber security training (such as, a brief online course, qualification or	76% of staff have so far completed the active 2021 security awareness campaign

	awareness day training).	
21/153	**Your Request**	**LJMU Response**
	Please may you provide me with information on whether LPC students receive any training on sexual harassment and violence in the professional context of being a lawyer as part of their studies. For the avoidance of doubt, I do not mean teaching on the Sexual Offences Act 2003, but rather refer to training on professionalism around addressing sexual harassment within the legal professions. In particular, I request: 1. Whether this training and/or education is mandatory or elective;	The LJMU LPC course does not include specific training on sexual harassment and violence in a professional context. The Professional Conduct and Regulation (PCR) core module covers the Solicitors Regulation Authority (SRA) Principles in detail including the principles of upholding the rule of law, acting with integrity and in a way that encourages equality, diversity and inclusion.
	2. Whether any active bystander training is offered, and if it is compulsory (for more information see: https://www.lawsociety.org.uk/en/topics/women-lawyers/challenge-can-be-challenging-being-an-active-bystander	No
	3. Any pamphlets, brochures, handbooks, online materials (which can be sent to me as a PDF) or similar content which is used in this training and/or education; and	Not applicable
	4. Where available, the number or percentage of LPC students who have completed this training and/or education.	Not applicable
	5. In the absence of such education and/or training, can you specify if this something your University is actively considering.	LJMU does not hold a record of any consideration of the inclusion of specific training on sexual harassment and violence in a professional context on its LPC course.
21/154	**Your Request**	**LJMU Response**
	Please may you provide me with information on whether **undergraduate [law] students** receive any training on sexual harassment and violence in the professional context of being a lawyer as part of their studies. For the avoidance of doubt, I do not mean teaching on the Sexual Offences Act 2003, but rather refer to training on professionalism around addressing sexual harassment within the legal professions. In particular, I request:	The current LJMU LLB syllabus does not currently contain any specific training on professionalism around addressing sexual harassment within the legal professions. Student are made aware of the Student Code of Behaviour and Disciplinary Procedures throughout their studies.

1. Whether this training and/or education is mandatory or elective;	
2. Whether any active bystander training is offered, and if it is compulsory (for more information see: https://www.lawsociety.org.uk/en/topics/women-lawyers/challenge-can-be-challenging-being-an-active-bystander	No
3. Any pamphlets, brochures, handbooks, online materials (which can be sent to me as a PDF) or similar content which is used in this training and/or education; and	Not applicable
4. Where available, the number or percentage of LPC students who have completed this training and/or education.	Not applicable
5. In the absence of such education and/or training, can you specify if this something your University is actively considering.	The elective L6 Clinical Legal Education modules will cover aspects of professionalism in practice including with regard to sexual harassment and violence. This module will be offered to students for the first time in the 2022-23 academic year.

21/155	**Your Request**	**LJMU Response**
	How many disciplinary cases have been brought against staff members in your university each year 2015-2021?	

Year	No. of disciplinary
2015	11
2016	8
2017	18
2018	16
2019	9
2020	<5
2021	<5
Total	**69**

How many cases alleging gross misconduct have been brought against staff members in your university each year 2015-2021? [Where more than one allegation has been brought against the same individual, please count these as separate cases.]

Year	No. of Gross misconduct
2015	<5
2016	<5
2017	8
2018	7

Year	
2019	6
2020	<5
2021	<5
Total	**30**

Question	Answer
How many allegations of gross misconduct have been upheld in your university each year 2015-2021? [Where more than one allegation has been brought, please count these as separate cases.]	(see table below)

Year	No. of upheld Gross Misconduct
2015	<5
2016	<5
2017	<5
2018	<5
2019	<5
2020	<5
2021	<5
Total	**17**

Question	Answer
Where cases of gross misconduct were upheld, what sanctions were applied in each case?	Totals of each outcome for upheld allegations of Gross Misconduct over the years 2015-2021

Dismissal	Final Written Warning	Written Warning
8	7	2

To avoid information about individual cases, which would constitute personal data, being revealed or inferred, LJMU will not provide a breakdown of this data by year or case under the provisions of section 40 (2) of the FOIA.

Question	Answer
In cases where the employee was not dismissed, what is the duration of the sanction, or the length that the written warning will remain 'live' on the employee's record?	Written warning remain live for a period of 12 months from the date that the warning was issued
How many employees who are under sanction for gross misconduct are currently employed at your university?	<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.
21/156	**Your Request**		**LJMU Response**
			General waste services contracts – The organisation's primary general waste service contract.
	1. Supplier/Provider of the services		Bagnall and Morris Ltd
	2. Total Annual Spend – The spend should only relate to each of the service contract listed above.		£140,000
	3. A description of the services provided under this contract please includes information if other services are included under the same contract.		Waste and Recycling services
	4. The number of sites the contract covers		38
	5. The start date of the contract		1/9/21
	6. The end date of the contract		31/8/24
	7. The duration of the contract, please include information on any extensions period.		3 years with two year extension
21/157	**Your Request**		**LJMU Response**
	1. How many Prevent referrals were made by the university in the academic years 2015/16, 2016/17, 2017/18, 2018/19, 2019/20, 2020/21? Please break this down into staff and students		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.
	2. How many Channel support referrals (individuals who present with a 'terrorism vulnerability' and require Channel support) were made by the university in the same years, also broken down by staff and students?		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 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.
21/158	**Your Request**	**LJMU Response**
	Please could you provide the below information for each of the following academic years: 2018/9; 2019/20 and 2020/21 (so far). 1) How many students (either undergraduates or postgraduates) formally reported to your university they were having issues with 'homelessness' over the requested period(s)? I am unsure how you store this data. It may be that you can retrieve it by looking at your university's Mental Health and Wellbeing support team's records to see how many students contacted them with 'issues around homelessness', for example. Other students may have reported homelessness issues directly to their lecturer or course supervisor who then officially flagged it to the student wellbeing service at your university. These are examples, not an exhaustive list. I am defining homelessness (issues) as those: 'sofa surfing' at friends or family; staying in a hostel, night shelter or B&B; squatting (because they have no legal right to stay); at risk of violence or abuse in their home; living in poor conditions that affects health; 'estranged' from their parents; living apart from their family because they don't have a place to live together. 2) For each of the cases identified in Q1, can you please provide the then age of the student	The below table contains instances of CRM records created in each calendar year by our Student Advice and Wellbeing team which include the categories *Accomm.–homeless' / 'Homeless' / 'Homeless – emergency accommodation' / 'homeless-incident report'* and *'Possibly homeless'.* | 2018	<5
2019	<5
2020	<5
2021	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.

| | who reported the homelessness issue, the type of homelessness issue flagged (for example, but not limited to: if the person was squatting, or they were staying in a hostel etc), what action/type of support (for example, but not limited to: trying to help them find long-term accommodation) your university took to help the student with their homelessness issue (and how long in days it took for you to take this action from the day the student officially made your university aware of their homelessness issue). | In accordance with Section 40 (2) of the FOIA, the university has not been able to give specific details of individual cases because to do so could be in breach of the data protection principles of the GDPR.

More details about student support offered by LJMU, including for homelessness issues can be found on our website: https://www.ljmu.ac.uk/discover/student-support |

| 21/159 | **Your Request** | **LJMU Response** |
| | Further to my records, Haplo Services Ltd dedicated contract has expired. I would like to know whether this contract is still valid? Please confirm. | LJMU currently have a support and maintenance contract with Haplo Services Ltd for our Post Graduate Researcher support system.
They are currently developing a research ethics system with us. |

| 21/160 | **Your Request** | **LJMU Response** |
| | The number of staff that have taken parental leave in the past five academic years in your institution. Could the information be inputted in the table below please: | Please see table below: this represents individuals rather than FTE.

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. |

Leave Type	2016/17	2017/18	2018/19	2019/20	2020/21	Total
Maternity Leave	31	30	27	26	19	133
Paternity Leave	19	26	18	15	6	84
Shared Parental leave	<5	<5	<5	<5	<5	<5

21/161		
	Your Request	**LJMU Response**
	1) In relation to the 19/20 and 20/21 academic years how many times did you agree to waive a student's (postgraduate or undergraduate) tuition fees following a complaint about the quality of teaching or offer them a refund or compensation following a complaint about the quality of the teaching or more generally about the quality of their degree?	

2019/20	<5
20/2021	<5

	Please note this question relates to the waiver or refund of fees in the 19/20 and 20/21 academic years irrespective of when the complaint was lodged and irrespective of which year's teaching the complaint was made about.	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.
	2) For each payment please give the amount, the subject and the year of teaching to which it relates	N/A
	3) In addition, for each payment please provide a one or two sentence summary of the complaint made, e.g. 'over half of the classes were cancelled due to a lecturer's sickness and the claimant blamed this for their poor performance in the assessments'.	N/A
21/162	**Your Request** Please can you answer the following questions for the academic years of: 2018/9, 2019/20, 2020/21: 1) Over this time period, how many people (undergraduate students and postgraduate students) applied to enroll to an undergraduate course at your university who was found (either by self-declaration or when prompted to disclose any criminal convictions) to have had a conviction for any sort of religious or racial hate crime incident or abuse. Can you provide the information in terms of individuals applying to enrol at your university to start at the beginning of these academic years. i.e. this includes those applying in, say December 2017, for enrollment in 2018/9. I want to be clear that I am asking about students who declare (or who have been found to have) a criminal conviction, through their application/enrollment to the University I am defining 'religious hate crime or abuse' as any crime relating to verbal and physical abuse, bullying, threatening behaviour, online abuse or damage to property on the grounds of race or religion. When answering Q1, please can you state the types of convictions disclosed (and how many times this type of conviction was disclosed).	**LJMU Response** 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 Governance Team does not record details of the type of conviction declared by students in a reportable format. In addition, prior to August 2019 some criminal conviction declaration data was processed and archived by faculty staff. To ascertain how many declared conviction where for a religious or racial hate crime in each year would require manual analysis of each file. Due to the volume of such files held by LJMU over the 3 years you have requested the costs of manual analysis would be in excess of £450 when using the costs estimate calculations specified in The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004.

	2) How many of the people identified in Q1 were subsequently allocated to live in (university maintained/owned) residential settings (either in apartments or shared accommodation blocks on campus, for example) with students who identified as being from a 'BAME' background or a 'religious' background? When answering Q2, please can you specify the type of residential setting, and whether the student who was allocated a house with the student convicted of a hate/religious crime identified as 'black' or 'Asian' or another ethnic minority, and the type of religion (i.e. 'christian' or 'Muslim') they identified as.	
21/163		
	Your Request	**LJMU Response**
	1) Do you use HEIF to fund or part-fund professional or academic staff and non-staff costs to develop and/or deliver on degree apprenticeships?	No
	2) If yes to Q1 what proportion of your annual HEIF allocation is used for degree apprenticeship support?	N/A
21/164		
	Your Request	**LJMU Response**
	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 voice 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**)	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.

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.	

21/165

Your Request	LJMU Response
1. The total **number of staff employed** by the university for 2019/20. This should be broken down into: · academic staff, as defined by OECD in https://stats.oecd.org/glossary/detail.asp?ID=10 · student teachers or teachers aides · non-academic staff – student facing · non-academic staff – non-student facing	This information is 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.
2. **Total university spend** for 2019/20 · Note: this is not specific to mental health, but represents total university expenditure connected to the academic year	This information is available in our Financial Statements available on our website: 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.
3. **Total number of enrolled students** for 2019/20 · Broken down by UG, PG-T, PG-R	This information is 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.
Mental health information	
4. **Average student wait time for mental health counselling services** in 2019/20 - This is defined	We do not record this data.

as the number of days (or equivalent) a student must wait to be seen by a counsellor after requesting an initial assessment appointment	
5. **Number of full-time professional mental health counsellors or medical consultants** (psychiatrists) employed by student mental health services · They could be employed by the Counselling department, the Wellbeing department, or as consultants in the Student Health Service for 2019/20	6 Counsellors 3 Mental Health Nurses
6. **Total number of current staff who have received mental health training from the university** to date, broken down based on the same staff type categories as in request 1 and broken down based on the level and type of training received (e.g., teaching hours, qualification achieved, or equivalent)	494 members of staff, includes data going back to 2016. (Courses included Mental Health First Aid Lite, Mental Health First Aid 2 Day Accreditation, Mental Health First Aid Higher Education, Mental Health Alertness Session for Line managers, and bespoke Mental Health Awareness).
7. **Total number of staff who received mental health training from the university in 2019/20**, broken down based on the same staff type categories as in request 1 and broken down based on the level and type of training received (e.g., teaching hours, qualification achieved, or equivalent)	247 members of staff, sessions as above.
8. **Total number of students who received mental health training from the university in 2019/20** broken down based on the level and type of training received (e.g., teaching hours, qualification achieved, or equivalent)	We do not offer this.
9. **Total university spend on student mental health services** for 2019/2020	£414,805
· Please provide a breakdown of the spend in terms of:	£410,138 staff costs £4,667 online platforms
· Spend by department e.g., Wellbeing, Counselling, Nightline, Student Health Service (only mental health budget applicable)	
· Spend on employee salaries, relating to mental health	
· Spend on staff training relating to mental health	
· Other mental health related expenditure	
Other	
· Number of initial assessment / 1st time appointment requests submitted to counselling services in the 2019-20 academic period	We do not record this data.

· Number of initial assessment / 1st time appointment counselling appointments scheduled for students in the 2019-20 academic period	427
· Number of initial assessment / 1st time counselling appointments attended in the 2019-20 academic period	279
· Average number of counselling appointments offered to a student who sought counselling services in the 2019-20 period (is it a standardised or capped number of sessions per student?)	We offer 4 sessions to students as standard.
· Average number of counselling appointments attended by a student who sought counselling services in the 2019-20 academic period	4

21/166

Your Request	LJMU Response
1. How do you obtain Non-Medical Help (NMH) services?	Non-medical help is provided In House by both our Library Services and Inclusion Services teams
2. Were these services purchased through a tender or framework? If so, which one?	N/A - see above
3. Are you under contract with your current supplier(s) for the above services? If so, what are the start and end dates of the contract?	N/A - see above
5. Can you provide a breakdown of university funded vs DSA funded support?	N/A - see above
6. Can you provide contact details for the person(s) responsible for procurement?	Contact details for our student support services can be found on our website: https://www.ljmu.ac.uk/discover/student-support
7. Can you provide contact details for the department responsible for managing the NMH services?	

21/167

Your Request	LJMU Response
The name of your current supplier / suppliers of employee benefits	Vivup
The value of the contract	£0
The contract expiry date	Nov 2023

21/168

Your Request	LJMU Response
1) What brand of Laptop, Workstation and Tablet are currently in place? 2) How many Laptops, how many Workstations, and how many Tablet devices do you have? 3) What is the average age of the devices that you have? 4) What is your planned refresh cycle for devices? i.e. every 3 years, 5 years or more 5) When do you next plan to procure devices? 6) Who is the decision maker for vendor	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

	selection of end-user hardware and what are their contact details? 7) What procurement model is in place i.e. do you own or do you lease devices? 8) Do you purchase end-user hardware via a Tender, if so, which Framework do you use?	Under s.21 of the FOIA, there is no obligation to provide this information to you where it is reasonably accessible elsewhere.
21/169	**Your Request**	**LJMU Response**
	1) How many complaints/reports from undergraduates regarding issues with their university accommodation (for example, but not limited to: halls, university owned accommodation) did your residential services or student living team receive over the requested period? Issues include but are not limited to: asbestos, mould, vermin/pests, broken heating systems, biocides, lead, carbon monoxide and fuel combustion products. Please can you break down the response to Q1 into the date the issue was reported/complained about, the type of issue- as exampled above- that was reported/complained about and the date the issue was resolved (for example, if vermin was reported, what day did pest control contractors visit the accommodation to get rid of the pests).	LJMU does not own any accommodation. We do offer support and advice to any student who wishes to make a complaint against a private landlord or accommodation agency.
	2) How much money did your university pay in compensation which related to the accommodation complaints identified in Q1. How many of the accommodation complaints identified in Q1 were upheld?	
	3) If there is time under the act, please can you send me all the correspondence (likely, but not limited to, email from the student) - with all personal or potentially identifiable information redacted- sent to the residential services/accommodation manager complaining about the accommodation over the requested period. Can you limit this to complaints which resulted in compensation being paid out/awarded to the student.	
21/170	**Your Request**	**LJMU Response**
	1. Do you currently have CCTV cameras installed inside any prayer rooms at the university?	No
	2. If yes, why?	N/A

	3. If no, have you ever had CCTV cameras inside prayer rooms and decided to remove them?	No
	4. If the answer to question 3 is yes, why?	N/A

21/171	**Your Request**	**LJMU Response**
	I am writing to you under the Freedom of Information Act 2000 to request the following information regarding the monitoring of students' social media accounts, whether routinely or on an individual case basis - for example, Facebook, Twitter, Instagram, YouTube, Tiktok, Tumblr, Reddit etc, for a story in the Daily Express. 1. Does your university either conduct overt (e.g., students are informed) and/or covert (e.g., students are not informed at the time of surveillance) social media intelligence gathering? 2. If yes to question 1, what does this monitoring include and why is this undertaken (with examples)?	The following relevant policies are available on our website at the following address: https://www.ljmu.ac.uk/about-us/public-information/student-regulations/guidance-policy-and-process • Student Social Media Policy • Student Code of Behaviour and Disciplinary Procedures
	3. If yes to question 1, how often is this surveillance undertaken?	Monitoring of public social media posts concerning LJMU occurs automatically and constantly so that we can respond to them if necessary. Monitoring of individual social media posts under the provisions of the Student Social Media Policy and Student Code of Behaviour and Disciplinary Procedures may take place from time to time.
	4. If yes to question 1, how many times has social media surveillance led to a student being disciplined/expelled/offer removed?	To include analysis of any interventions in LJMU IT user accounts by our IT services under the terms of our IT services user agreement would require checks of helpdesk records. Due to the total number of records held and the manual analysis required this would exceed the costs of this would exceed £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. Any request costing in excess of this should be refused.

5. If yes to question 1, does the university use a software and/or hardware to conduct this surveillance? If so, what?	We do use Software (Tweetdeck and Hootsuit) to manage our Social Media output and to monitor any public social media post related to LJMU.

21/172

Your Request	LJMU Response
The number of investigations into alleged academic misconduct carried out in each of the following academic years, 2016/17, 2017/18, 2018/19, 2019/20, and 2020/21	**2016/17** Record not held **2017/18** 280 **2018/19** 149 **2019/20** 249 **20/2021** 296
The number of times the case was upheld (i.e. where there was academic misconduct found) in each of the following academic years, 2016/17, 2017/18, 2018/19, 2019/20, and 2020/21	**2016/17** Record not held **2017/18** 237 **2018/19** 109 **2019/20** 218 **20/2021** 248
If possible, please provide the number of investigations and the number of cases upheld in each of the following academic years, 2016/17, 2017/18, 2018/19, 2019/20, and 2020/21, broken down by type of academic misconduct involved (such as: plagiarism, collusion, commissioning work from other sources, fabrication, etc.)	Figures used in the table below are presented to reflect [Figure 1] total number of investigations/[Figure 2] total upheld cases. Please note, this is operational data that has not been verified therefore the accuracy cannot be assured

	Plagiarism	Collusion	Work from 3rd party	Fabrication of research	Cheating in Exams
2016/17	Records not held				

2017/18	127/119	80/78	Record not held	Record not held	22/21
2018/19	63/59	19/18	5/5	2/2	15/15
2019/20	102/96	86/85	20/19	2/1	17/16
20/2021	95/93	127/120	16/14	2/2	13/13

For cases that were upheld, please provide the number of times each type of penalty was given (e.g. written warning, reduced mark, failure on the assessment, expulsion) in each of the following academic years, 2016/17, 2017/18, 2018/19, 2019/20, and 2020/21.

Sanctions for academic misconduct include the following.

Zero for assessment component
Zero for assessment and module component mark capped:
Zero for module
Zero for module and no referral allowed
Expulsion

2016/17	Records not held
2017/18	
2018/19	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 sanction applied to finding of academic misconduct in a reportable format.
2019/20	
20/2021	

To ascertain this data would require manual analysis of each file. Due to the volume of files over the 4 years you have requested, the costs of manual analysis would be in excess of £450.

21/173	**Your Request**	**LJMU Response**
	1. Is your university actively planning to implement a blended learning model (a strategic decision to deliver learning in a new way) in the next year? a. Yes b. No c. Don't know	Details of LJMU's current plans for teaching in the 2021/2022 academic year can be found on our website: https://www.ljmu.ac.uk/microsites/moving-forward
	2. Are you seeing a demand from students for a blended learning model? a. Yes b. No c. Don't know	LJMU do not hold this information
	3. Does your university currently have the necessary technologies in place to operate a blended learning model? E.g. SaaS cloud services a. Yes b. No c. Don't know	Yes, LJMU provided an active blended teaching during the 2020/21 academic year. Explanations of the technology used can be found on our website: https://www.ljmu.ac.uk/microsites/moving-forward
	4. What is your allocated budget for implementing new/emerging technologies in order to deploy a blended learning model in the next year? a. Under £100k b. Between £100k - £499k c. Between £500k - £999k d. Between £1m - £5m e. We don't have budget allocated for this	Details of LJMU's current plans for teaching in the 2021/2022 academic year can be found on our website: https://www.ljmu.ac.uk/microsites/moving-forward
	5. Would you consider rolling out a blended learning model internationally? a. Yes b. No c. Don't know	LJMU do not hold a record of such a consideration.
	6. If you are planning to continue, or begin, delivering virtual lectures/lessons as part of a blended learning model, do you have any plans to reduce tuition fees for students? a. Yes b. No c. Don't know	LJMU do not hold a record of such a plan.

21/174		
	Your Request	**LJMU Response**
	1) How many student accommodation buildings linked to your university still have aluminium composite material cladding or other dangerous combustible material on them, on the date of your reply. This should include, and specify whether the buildings are: a) university-owned b) privately-owned accommodation (eg owned by companies including Unite, IQ etc), c) those buildings partially owned by the university, and should include the name of the	a) LJMU does not own any student accommodation b) LJMU does not hold these records. LJMU works with a number of private accommodation partners to guarantee all new students access to accommodation in Liverpool city centre.

	buildings with those safety defects. This should also include the number of buildings which had those buildings safety defects, on a quarterly basis going back to the beginning of 2019, and the name of the private companies who own/ part own them (if applicable).		Records of building cladding type are kept by the private accommodation providers. Please note that Merseyside Fire and Rescue Service is responsible for enforcing fire safety compliance of all private student accommodation within the city of Liverpool.
		c)	LJMU does not part own any student accommodation
	2) This should also include the date when the university discovered the building had the safety defects, and the reason why the student accommodation still has safety defects. If relevant, I would also like to receive an estimate for when these buildings will have the cladding removed.		N/A

21/175

Your Request	LJMU Response
How many parking spaces do you have available to students on campus?	None
What are the distances (in miles) from the halls of residence to the main university campus? Please list names and distances between campuses if there are more than one. Please also list the distance between your nearest halls of residence to each campus.	LJMU does not own any student accommodation, however LJMU works with a number of private accommodation partners to guarantee all new students accommodation in Liverpool city centre. The location of our city centre buildings, and the accommodation provide by our partners is available on our website: https://www.ljmu.ac.uk/ From this location data you can calculate the distances you require. Under s.21 of the FOIA, there is no obligation to provide this information to you where it is reasonably accessible elsewhere.
If there is parking available on all university campuses, are there any parking charges? If so, what are these? Please list all campus parking charges if there are differences in pricing.	Parking on university premises is not available to students
Are the parking spaces at the university campus secured at night and at weekends? If so, how?	Parking on university premises is not available to students
If there is parking available at the student halls of residence, what are the parking charges?	LJMU does not hold this information.

Please list all residences parking charges if there are differences in pricing.	
Are the parking spaces at the halls of residence secured at night and at weekends? If so, how?	LJMU does not hold this information.
If students require parking permits to park at their halls of residence or on campus, how much do these cost?	LJMU does not hold this information.
If you do have permits or parking charges both at campus and halls of residence, how many parking fines have been issued to students over the past 5 years?	LJMU does not hold this information.

21/176

Your Request	LJMU Response
Please provide the following information for 2018-19, 2019-20 and 2020-21: • The value of grants made to each of the organisations listed below. Please provide the information for each of the three financial years separately, and list all grants separately. • The value of loans made to each of the organisations listed below. Please provide the information for each of the three financial years separately, and list all loans separately. • Operation Black Vote • U.K. Black Pride • Mermaids • Ozanne Foundation • Gendered Intelligence • British Medical Association • ActionAid UK • Hope Not Hate • Led by Donkeys • Extinction Rebellion • Migrants Organise • CLASS • Black Lives Matter • Action on Smoking and Health • Action on Smoking and Health Scotland • Action on Smoking and Health Wales • Breath 2025 • Association of Directors of Public Health • Improving Performance in Practice (previously Public Management Associates)	LJMU have not made any grants or loans to any of the listed organisations in the academic years 2018-19 to 2020-21.

21/177

Your Request	LJMU Response

	Please could you provide the information requested in the table below.	Please see answers in the table below.

Service	In house (*please tick*)	Outsource (*please tick*)	Name of Service Provider	Contract Start Date	Contract End Date	Retender Date	Annual Expenditure
Hard FM (M&E and building fabric maintenance)		Yes	Graham Asset Management	September 2017	October 2021	April 2021 Via bidstats	Withheld* s.43
Cleaning – University Academic Buildings	Yes	N/A					
Cleaning – Residences	LJMU does not own any accommodation						
Portering/Campus Services	Yes	N/A					
Catering	Yes	N/A					
Security	Yes	N/A					

*The University is withholding the value of contracts under s.43 of the FOIA because we believe that releasing it 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

Please could you also confirm the contact details including name, job title and email address for the relevant individual (e.g. Director of Estates and Facilities) for these services?	Professor Phil Vickerman Contact Details can be found on our website https://www.ljmu.ac.uk/about-us/structure/office-of-the-vice-chancellor/professor-phil-vickerman

Your Request	LJMU Response
I notice that after many years of fundraising the police have managed to raise £4.5 million towards the cost of building and maintaining a memorial in Staffordshire which was officially opened in July 2021. The PMAT website identifies your University as a key contributer, nominated as the University Partner, but still seeks further donations from anyone, described by them as tax efficient giving opportunities which can be spread over a period of up to five years.On the basis of these facts I would	LJMU does not hold this information as no financial contribution has been provided to the PMAT by the university. LJMU has supported the project, including the development of the digital memorial with our academic expertise as the university partner

appreciate posting a few information requests to understand the financial involvement of the University with the Memorial Trust.

FOI Q1.Please advise of the date when any representative of PMAT first contacted the University to request a donation towards the cost of the memorial and please disclose a copy of the request.Please advise if the request was made by email or letter.

FOI Q2.Please disclose any subsequent correspondance between PMAT and the University including a copy of the final signed agreement to provide funding.

FOI Q3.Please disclose any internal University correspondance regarding discussions including the quantum of possible donations and the terms and conditions for payments.

FOI Q4.Please advise of the dates and amounts of donation made to PMAT from the initial donation until the memorial opening in July 2021, and the dates and amounts of any future anticipated donations in accordance with the contract agreed with PMAT in order to calculate the total amount of donation.

21/179

Your Request	LJMU Response
Has your university website been evaluated against the Public Sector Bodies Accessibility Regulations? If not, are there plans to do so in the next 12 months?	We have a cross team working group that are focussed on ensuring we comply with the regulations, and contains colleagues from all key parts of LJMU
How much have you invested in the past a) 12 months and b) in total, to make your university's website accessible?	We continually invest in improving our website for all users, and as part of the working group we have recently commissioned a specialist 3rd party to perform a detailed analysis of how our website can be further improved. The project costs to date (all within the last 12 months are of £16.600 + VAT.)
When did you last conduct research into how your website users are accessing digital services?	Our website contains features that continually invites feedback. Additionally we are doing a significant strategy exercise with Joint Information Systems Committee (JISC) who have formed an extensive student stake holder group and are assessing all aspects of our digital services.
How many requests did you receive from students for refunds due to lack of in-person learning?	This response is limited to requests made as part of complaints brought to the attention of our Student Governance Team, which reference disruption due to COVID and does

not include requests for refunds of tuition fees because a student discontinued their study under the existing Tuition Fee Policy.

Since the start of the 2019/20 academic year:

Academic Year	Complaints
2019/20	6
2020/21	65

What percentage of lectures/tutorials will take place online in the 2021/2022 academic year?	This information is available on our website: https://www.ljmu.ac.uk/microsites/moving-forward

21/181

Your Request	LJMU Response
1. Who is the SIRO / Senior Information Risk Owner, or equivalent. A name and job title, or if they are below the disclosable level just a job title is fine, could you also provide a contact email for this person. If you do not have a nominated SIRO could you please answer Q1 with the person(s) with responsibilities equivalent to a SIRO. "A Senior Information Risk Owner (SIRO) is an Executive Director or member of the Senior Management Board of an organisation with overall responsibility for an organisation's information risk policy. The SIRO is accountable and responsible for information risk across the organisation. They ensure that everyone is aware of their personal responsibility to exercise good judgement, and to safeguard and share information appropriately."	LJMUs Senior information Risk Owner is the Vice Chancellor. Details of LJMU's vice chancellor can be found on our website: https://www.ljmu.ac.uk/about-us/structure
2. Who is your DPO (Data Protection Officer) or responsible person for DPO duties	This information is available on our website: https://www.ljmu.ac.uk/about-us/data-protection
3. Who has overall responsibility for Cyber security or equivalent (as in, the person).	This information is available on our website: https://www.ljmu.ac.uk/about-us/structure/professional-services/it-services
4. Who has overall responsibility for information security or equivalent (as in, the person).	https://www.ljmu.ac.uk/about-us/structure/professional-services/it-services
5. Who has overall responsibility for information Governance or equivalent (as in, the person).	This information is available on our website: https://www.ljmu.ac.uk/about-us/data-protection

6. Do you have appointed Information Asset Owner's (IAO's)	Yes
7. If the answer to Q6 is yes, how often are they trained and who is responsible for organising the training? (as in, the person)	All staff receive Security and Data Protection training from the IT security team on a quarterly basis.
8. Are you or have you considered becoming ISO 27001 compliant or certified? If so whom is responsible for the project? (as in, the person)	This has been discussed informally but at this stage is not being taken forward as a project.
9. How is 3rd Party supplier risk assurance managed, and who is responsible for this, if relevant (as in, the person)	3rd party supplier risk is assessed by our Legal team with input from the IT Security Manager and Data Protection Officer where appropriate.
10. When did you last conduct a Physical Security risk assessment, and who is responsible for managing risk in this area?	LJMU continually updates its Physical Security Risk assessments, and reviews them for all buildings on an annual basis. Our Pro-Vice-Chancellor (Strategic Initiatives) has responsibility for Estates Management including security.

21/182

Your Request	LJMU Response
1. How many cases of meningitis have there been at the University within the past five years, that you know of?	LJMU does not hold this data
2. How many of these have been fatal?	
3. What do the University currently do to raise awareness and educate on the severity of the issue?	LJMU work with the organisation Meningitis Now to raise awareness of symptoms and to encourage students to have meningitis vaccination before they arrive at university.
4. Would you consider organising pop up vaccination centres for the MenACWY vaccine, as many universities are doing for the Covid vaccine?	This is not a request for records held by LJMU and therefore it is not appropriate for us to answer it under the provisions of the FOIA.
5. If no to question four, why is this?	

21/183

Your Request	LJMU Response
How much have you invested on improving the digital experience for students learning online since March 2020?	£1,664,000
What new digital services or online learning tools were introduced in that timeframe?	There were a number of new institutional software services brought LJMU's Teaching and Learning Academy Since March 2020. These include: Zoom Buddycheck Respondus Lockdown browser MS Teams Additional Analytics tool

How have you adapted the digital learning experience for students during the pandemic?	In the initial lockdown period, the university moved to an asynchronous model of delivery as an emergency measure For the Academic Year 2020/21, the institution approved an actively blended learning strategy to incorporate asynchronous, synchronous and on-campus delivery. This was adapted for full online delivery due to the worsening public health situation in the Liverpool City Region at the beginning of the academic year Further information regarding the work of our Teaching and Learning Academy – including a blog can be found on our website: https://www.ljmu.ac.uk/academic-registry/teaching-and-learning-academy
How many complaints/positive comments have you received about online learning during the pandemic? How does this compare to in-person learning tuition?	LJMU's Student Governance Team have received 56 formal complaints specifically about the quality of online teaching. Informal complaints or positive comments passed to individual teachers or teams are not recorded centrally
How many hours of online tuition took place during the pandemic?	At times since March 2020, over 8000 hours a week were delivered. The vast majority of live teaching has taken place online since the beginning of the Pandemic, however live teaching events are only one aspect of the online learning experience offered. Data on asynchronous online tuition is not available but programmes were expected to deliver the full programme hours (these differ from programme to programme) through either live events or structured online activities.
How much time was spent teaching lecturers to use digital platforms? How much did this cost?	LJMU does not hold this information. Staff training has been provided by existing resources within the Teaching & Learning Academy. Our available records show 2,206 individual attendances at training events between June 2020 and June 2021. Training was offered in groups ranging from 5 to 50 and delivered online. The average length of a training session was one hour. In addition to this, staff were provided with one-to-one support or training delivered as part of school or team events, however we do not hold records of the number of participants.

	All LJMU staff and students were provided with support and guidance from a number of departments running a huge range of training and networking events across the university.

21/184

Your Request	LJMU Response
for each of the individual academic years 2015/16, 16/17, 17/18, 18/19, 19/20 and 2020/21 the following data sets:	
Total number of students enrolled on full or part-time courses	This information is 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.

number of students accessing university funded mental health services		Counselling	Mental Health
	2015/16		
	2016/17		
	2017/18		
	2018/19	390	151
	2019/20	429	208
	20/2021	239	170

actual expenditure on university funded services specific to mental health support and	2015/16	£249,461
	2016/17	£304,358
	2017/18	£325,714
	2018/19	£354,678
	2019/20	£414,805
	20/2021	£470,538

average wait time from referral to first appointment	We do not hold this data

21/186

Your Request	LJMU Response
Can you please provide the latest information of Oracle contract	The IT Provision and Use published data (located here) is due for update in October 2021. Under the provisions of FOIA s.22, we have found that it is in the public interest not to

		provide updates on individual contracts, when the IT Provision and Use data is due for annual update in October.

21/187

Your Request	LJMU Response
1. In the past three years has your organisation: a. Had any ransomware incidents? (An incident where an attacker attempted to, or successfully, encrypted a computing device within your organisation with the aim of extorting a payment or action in order to decrypt the device?) If yes, how many? b. Had any data rendered permanently inaccessible by a ransomware incident (i.e. some data was not able to be restored from back up.) c. Had any data rendered permanently inaccessible by a systems or equipment failure (i.e. some data was not able to be restored from back up.) d. Paid a ransom due to a ransomware incident / to obtain a decryption key or tool? If yes was the decryption successful, with all files recovered? e. Used a free decryption key or tool (e.g. from https://www.nomoreransom.org/)? If yes was the decryption successful, with all files recovered? f. Had a formal policy on ransomware payment? If yes please provide, or link, to all versions relevant to the 3 year period. g. Held meetings where policy on paying ransomware was discussed? h. Paid consultancy fees for malware, ransomware, or system intrusion investigation If yes at what cost in each year? i. Used existing support contracts for malware, ransomware, or system intrusion investigation? j. Requested central government support for malware, ransomware, or system intrusion investigation? k. Paid for data recovery services? If yes at what cost in each year? l. Used existing contracts for data recovery services?	We do not hold this information as a specific record. Our IT Services team, when it receives a report of a cyber-attack would log it as an incident along with all other requests for assistance they receives. To locate records of any successful cyber-attacks each of these logs would need to be manually checked. Due to the large volume of these logs (in excess of 30,000 for the past year), the costs involved in locating these records would be disproportionate. The FOIA at Section 12 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 IT incident logs held, the costs of manual analysis would be in excess of £450.

Your Request	LJMU Response
m. Replaced IT infrastructure such as servers that have been compromised by malware? If yes at what cost in each year?	
n. Replaced IT endpoints such as PCs, Laptops, Mobile devices that have been compromised by malware? If yes at what cost in each year?	
o. Lost data due to portable electronic devices being mislaid, lost or destroyed? If yes how many incidents in each year?	
2. Does your organisation use a cloud based office suite system such as Google Workspace (Formerly G Suite) or Microsoft's Office 365? a. If yes is this system's data independently backed up, separately from that platform's own tools?	Yes. LJMU use Office 365. Independent backups are not taken.
3. Is an offsite data back-up a system in place for the following? (Offsite backup is the replication of the data to a server which is separated geographically from the system's normal operating location site.)	
a. Mobile devices such as phones and tablet computers	No
b. Desktop and laptop computers	Partial (on request)
c. Virtual desktops	Yes
d. Servers on premise	Yes
e. Co-located or hosted servers	Not known
f. Cloud hosted servers	Not known
g. Virtual machines	Yes
h. Data in SaaS applications	Not known
i. ERP / finance system	Yes
j. We do not use any offsite back-up systems	N/A
4. Are the services in question 3 backed up by a single system or are multiple systems used?	Please see our answer to question 1 above.
5. Do you have a cloud migration strategy? If so is there specific budget allocated to this?	
6. How many Software as a Services (SaaS) applications are in place within your organisation? a. ? How many have been adopted since January 2020?	

Your Request	**LJMU Response**

1. What mental health services does your university offer to students, and how many counsellors do you employ?	Details of student support offered at LJMU can be found on our website: https://www.ljmu.ac.uk/discover/student-support LJMU employs… 6 Counsellors 3 Mental Health Nurses
2. How many requests for a counselling appointment were made by students in the last academic year (2020-2021)? This figure should include both undergraduate and postgraduate students (no need to separate them).	567 individual students booked one or more appointments during academic year 2020/21. Counselling appointments are offered to any student who requested one.
3. How many requests for a counselling appointment were made by students in the 2015-2016 academic year? This figure should include both undergraduate and postgraduate students (no need to separate them).	813 individual students booked one or more appointments during academic year 2015/16. Counselling appointments are offered to any student who requested one.
4. How many students attended a counselling or consultation session in the last academic year (2020-2021)? This figure should include both undergraduate and postgraduate students (no need to separate them).	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 whether a student has actually attended a booked appointment in a reportable format.
5. How many students attended a counselling or consultation session in the 2015-2016 academic year? This figure should include both undergraduate and postgraduate students (no need to separate them).	To ascertain how many students attended their appointments would require manual analysis of each file. Due to the volume of counselling files held over the 2 you have requested the costs of manual analysis would be in excess of £450.

21/189

Your Request	LJMU Response
1. Please select how much energy the university uses comes from renewable energy installations on site: Less than 25% / 25%-50% / 50%-75% / More than 75%.	Smartest Energy – all energy is 100% certified renewable.
2. Who is the main energy supplier and are you on a green/renewable energy tariff with them?	
3. Are there any eco-friendly initiatives? E.g. green university transport, recycling initiatives. If so, please state them.	Please see the sustainability page on our website outlining our many sustainable development programs: https://www.ljmu.ac.uk/about-us/about-liverpool-john-moores-university/sustainability

4. Do you have any of the following renewable installations on campus? If so, please list which ones you have and any others not listed:	
I. Solar PV panels	Yes, Our Byrom Street campus has an array of Solar PV panels on the roof.
II. Solar thermal panels (heat water from the sun)	no
III. Ground source heat pump	no
IV. Air source heat pump	no
V. Wind turbine	no
VI. Biomass boiler	no
VII. CHP	no

21/190

Your Request	LJMU Response
How many students died by suicide whilst studying at your university, broken down into yearly totals for the academic years listed below? 2015/16 2016/17 2017/18 2018/19 2019/20 2020/21	I can confirm that before the 2017/18 academic year the cause of death of students was not formally recorded by the university. Where LJMU becomes aware of the circumstances of a student's death only through reports in the media or via a family member we would not record this information Since the start of the 2017/2018 academic year the university has not been informed by a coroner of any of our student's deaths being ruled as a suicide.

21/191

Your Request	LJMU Response
1.) The total amount of rent refunds (£) given to students renting accommodation provided by the university in the academic year 2020/21. 2.) The total number of students who received rent refunds from the university in the academic year 2020/21. 3.) The period of time these rent refunds covered. 4.) An explanation for the reasons given for rent refunds in the academic year 2020/21. 5.) Any other forms of compensation given to students renting accommodation provided by the university which do not constitute refunds in the academic year 2020/21. 6.) The total amount of rent paid by students for university-provided accommodation during the period in which rent refunds were given out	LJMU does not hold this information because we do not own or operate any student accommodation.

	in the academic year 2020/21. (Note: If you don't have this information or can't answer this without tipping the request over the time/cost limits then don't worry about it, my priority is the information on refunds).	
21/192	**Your Request**	**LJMU Response**
	1. Is the school of pharmacy committed to decolonising its curriculum?	Yes

Your Request	**LJMU Response**
2. If yes, please provide details of how the school of pharmacy is/plans to decolonise its curriculum and within what time scale.	Time scale: 09/2021 – 10/2021 The SMT has approved the establishment of a PBS EDI Working Group or PBS EDI Panel as part of the successful AthenaSWAN Bronze application (2021). Decolonising the Curriculum (Inclusive Curriculum) will have a permanent representative within the Panel structure.
	Director of School, School EDI Coordinator, Faculty EDI Champion and Programme Leaders have met to discuss existing good practices and areas for improvement regarding EDI and an inclusive curriculum.
	Appoint a PBS Decolonising the Curriculum (DTC) Coordinator. They will liaise with the PBS EDI Coordinator, sit in the planned PBS EDI Working Group/PBS EDI Panel and represent the School in the LJMU DTC Working Group.
	DTC Coordinator will oversee the design and implementation of a timed inclusive curriculum action plan.
	Use the EDIpedia resource (developed by Faculty of Science Student Interns with funding from the Teaching and Learning Academy) within all School modules, as relevant, with immediate effect, i.e. starting in Semester 1 of 2021/2022 academic cycle.
	Programme Leaders and Foundation Year Coordinator will: i. Oversee the development of programme-specific strategies for decolonising their respective curricula, in consultation with programme teams [by 29/10/2021] ii. Develop a timeline for programme DTC strategies. **NB:** Timelines may differ by programme. iii. Develop a Pharmacy and Biomoleculas Sciences DTC reporting template that aligns with the institutional CME.

		iv. Use the agreed template to collate reports on progress on the action plan and communicate tis to the DTC Coordinator.
	3. Are staff within the school of pharmacy receiving training on designing and teaching a more inclusive and diverse course?	Staff are encouraged to use the EDIpedia resource. Usage may be coordinated within Module and/or Programme Teams to minimise undue overlap, wherever practicable. Our reflections indicate that there are currently no apparent training requirements within the School of Pharmacy and Biomolecular Sciences. Programme Leaders will, however, consult with Programme Teams (and Subject Groups) to identify any relevant training needs as they arise. In keeping with the proposed role responsibilities, the PBS DTC Coordinator will raise/increase awareness and provide support on good practices for inclusive curriculum as relevant to our School. This will include identifying and signposting essential training opportunities on designing and delivering a more diverse and inclusive curriculum. A key deliverable within the successful PBS AthenaSWAN Bronze Action Plan 2021 – 2026 is to develop EDI/Athena Canvas site and microsite. The DTC Coordinator will contribute to, and use, these platforms to advertise training opportunities and deposit training materials.

21/193

Your Request	LJMU Response
1. Office and building cleaning – Service contract that is focused around office, commercial and building cleaning services.	We do not hold this information - Our cleaning staff are employed directly by the university.
2. Lift service and maintenance – Service contract for lift service and maintenance.	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. Food – Service contract that is focused around catering services.	We do not hold this information - Our catering staff are employed directly by the university
4. Laundry services where clothes and linen can be washed and ironed.	We do not hold this information – We do not offer a Laundry service.

Contract profile questionnaire for each type of contract:	
1. Supplier/Provider of the services	Not applicable – no information held
2. Total Annual Spend – The spend should only relate to each of the service contract listed above.	
3. A description of the services provided under this contract please includes information if other services are included under the same contract.	
4. The number of sites the contract covers	
5. The start date of the contract	
6. The end date of the contract	
7. The duration of the contract, please include information on any extensions period.	
8. Who within the organisation is responsible for each of these contracts? name, Job Title, contact number and email address.	

21/194

Your Request	LJMU Response
1. Number of wellbeing and mental health support staff employed by the university for the academic year 2020/21	6 Counsellors 3 Mental Health Nurses
2. Number of wellbeing and mental health support staff employed by the university for the academic year 2021/22	6 Counsellors 3 Mental Health Nurses
3. Number of wellbeing and mental health support staff furloughed or made redundant between the beginning of the academic year 2020/21 and current day (21st Sep 2021)	None
4a. Current average waiting time, in days, for an **initial** appointment with the counselling services at your university (if an average is not available please provide an estimate), and	LJMU does not hold this information. It is not appropriate to prove an estimate of the waiting time under the provisions of FOI as this is not a request for information held.
b. Current average waiting time, in days, **between** appointments for the counselling service at your university (if an average is not available please provide an estimate)	LJMU does not hold this information. It is not appropriate to prove an estimate of the waiting time under the provisions of FOI as this is not a request for information held

21/195

Your Request	LJMU Response
I would like to know the following under the Freedom of Information Act. Over the last five years, · How many times has your organisation suffered a ransomware attack? · Please detail	The university has not been impacted by a known ransomware attack on centrally managed systems. The IT Services team log all requests for help from individuals (including

	the number of successful and unsuccessful attacks · In the case of successful attacks, how much downtime did each cause · Did you pay the ransom? · How much did the ransom cost?	security related issues) as incidents. The incident logs are not fully searchable for key terms. To locate records of any detected cyberattacks, each of these logs would need to be manually checked. Due to the large volume of these logs, (in excess of 30,000 for a year) the costs involved in locating these records would be disproportionate. The FOIA at Section 12 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 IT incident logs held, the costs of manual analysis would be in excess of £450.
21/196	**Your Request** / **LJMU Response**	

Your Request	LJMU Response
1) For the financial years 2017/18, 2018/19, 2019/20, 2020/21 and any available data for 2021/2022, I would like to be provided with details on accepted donations, gifts, grants and research funding 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 or 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

(2) Also, for the financial years 2017/18, 2018/19, 2019/20, 2020/21 and any available data for 2021/2022, I would like to be provided with details on donations, gifts, grants and research funding that have come from oil and gas companies which have been rejected by the university. For each rejected donation, gift, grant and research funding, please provide the following information: - The name of the oil/gas company that tried to give the donation, gift, grant or 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 Apologies, but I feel that my request is too wide, and would like to narrow my request to the following companies: - BP - Shell - Total - Equinor - Eni - Chevron - Exxon/ExxonMobil - ConocoPhillips | 1. None received from the companies listed.

2. We do not hold this information. |

21/197	**Your Request**	**LJMU Response**
	I am undertaking a PhD around Intrapreneurship and during my early stage research I wanted to understand how many UK Universities have this embedded within their curriculums and therefore am requesting the following information. I would be grateful if you could inform me of the process I would need to follow to access this information and if there are any costs involved, especially in mind that this is for research only. The questions I am looking to clarify are: Within your institution is intrapreneurship taught as part of the curriculum? If it is taught across the curriculum what degree programme(s) is it taught within and what modules are these materials taught within? For the question above who would be the lead contact for these courses for research follow up? Is intrapreneurship taught or covered across other activities which the University offers? Are there any plans to include this within new or newly validated degree programme(s) in the future and if so which degree p	While LJMU has a longstanding commitment to student & graduate entrepreneurship (launched in 2003, our award-winning Centre for Entrepreneurship, recently retitled the Start-Up Hub, enables LJMU to be regularly ranked in the top 25 UK universities for business startups), intrapreneurship as a specific concept is not overtly embedded within the university. LJMU's Student Employability, Enterprise & Employment Strategy includes a commitment to ensuring that a common framework of employability skills is foregrounded & developed in all courses. The framework includes Creativity & Enterprise as this starts to become embedded more in subject-specific ways via our validation & revalidation processes, intrapreneurship can be expected to become more prevalent in teaching & learning. In June of this year, the Start-Up Hub piloted its first programme of events for Global Intrapreneurship Week 2021 in collaboration with The League of Intrapreneurs. This spotlighted the power of 'entrepreneurs on the inside' bringing about sustainable change in organisations around the world. An all-female panel discussion was convened - with contributors from within LJMU's Liverpool Business School & Start-Up Hub, Kings College London and University of Salford – to explore how universities can capitalise on the wealth of intrapreneurial talent amongst staff, students and alumni.
21/198	**Your Request**	**LJMU Response**
	I am seeking information within the past five years (27/09/2016 – 27/09/2021). I am referring specifically to student victims however, perpetrators may include students at the same or other universities, staff at the university or members of the public.

1. How many cases of sexual misconduct/violence/assault/harassment have been reported to you by students during their time at university, within the last five years? b) How were each of these cases dealt with? What does the process look like for both the victim and the perpetrator? | LJMU can be notified of incidents and allegations of sexual misconduct via the Student Complaints Procedures or Incident Reporting mechanisms, such as Accommodation Providers Incident Reports, Police Notifications, Student Disclosures. Student Governance have not received any complaints of this nature during the specified time period. Students can discuss sexual assaults with our professional Student Advice and Wellbeing officers. Unfortunately, the University's Student Advice and Wellbeing team does not record the nature of the matter (i.e. sexual assault) in a reportable data form. Section 12 of the FOIA puts a limit of £450 on |

2. Did any of these cases end in a student dropping out of their studies due to the sexual violence they experienced during their time at university? 3. How many complaints have you received about the university's handling of sexual violence at the university, if any? Whether this be generally or referring to a specific case. 4. Do or have the university used NonDisclosure Agreements (NDAs) in cases of sexual violence in the last five years? b) If an NDA is or has been used in the last five years, how many have been signed by students in cases of sexual violence? c) If an NDA has been signed by the victim of sexual violence at the university, how much has been paid out in each case, if anything? d) If an NDA has been signed by the victim of sexual violence at the university, what would be the consequence if this agreement is broken? Expulsion? Legal action? Please detail. e) Depending on the answer to 'e' - How many times, if any, has a victim of sexual violence at the university been expelled or had legal action taken against them (or other if detailed above)?	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. To ascertain how many cases related to sexual assault in any given period would require manual analysis of each file. 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 (b) Cases where the alleged perpetrator is an LJMU student would normally be investigated under the Student Discipline Procedures or the Criminal Convictions Procedures if the allegations had been reported to the police. Details of LJMU Student policies and procedures are available here. Q2. This information is not recorded routinely and sexual assault is not a reason for withdrawal on the institutional withdrawal form Q3. There have been no formal complaints during the specified time period. Q4. No.

21/199

Your Request	LJMU Response
Has the EE contract renewed as it expired in June 2021?	No it hasn't been renewed, we are currently on a rolling 30 days Contract. We intend to renew our contract for mobile voice and data services through the technology aggregation service offered through Crown Commercial Services. This will be published by CCS and open to all bidders sometime after the 14th Jan 2022.

21/200

Your Request	LJMU Response
How much in total did your organisation spend on new technology for the university between September 2020 and August 2021?	11,799,950
How much in total did your organisation spend on maintaining existing technology September 2020 and August 2021?	1,111,127
How much in total did your organisation spend on new technology for the university between September 2019 to August 2020?	9,440,281
How much in total did your organisation spend on maintaining existing technology September 2019 to August 2020?	799,192
How much funding did you receive for international students during the period of September 2019 to August 2020?	17,302,000

	How much funding did you receive for international students during the period of September 2020 to August 2021?	19,129,000
	How much money did your university spend on support for international students during the period of September 2019 to August 2020?	89,709 Excludes core staff costs who provide support, but this is only part of their role
	How much money did your university spend on support for international students during the period of September 2020 to August 2021?	129,260 Excludes core staff costs who provide support, but this is only part of their role

21/201	Your Request	LJMU Response
	1. What was the total market value of the university's investment portfolio(s) on the 31st July 2021? If you are going to provide this information through your Annual Accounts/Financial Statements, please provide the specific page number, section and row that the value can be found on. For example, page 28, section 5 "Investments", line "overall investment value".	This information will be provided as at 31 July 2021 through the Financial Statements which are published annually. I am not able to provide the page number where the information will be shown within the Financial Statements as they are intended for future publication. I can say however, that the information will be contained within the Balance Sheet and Notes 13, 16 and 21. The link to the page where all of the financial statements, including those for 2021 when they are ready can be found here https://www.ljmu.ac.uk/about-us/publicinformation/financial-information/financialstatements The 2021 statements will be published on this site in early December 2021. Section 22 of the FOIA provides an exemption for information that is intended to be published in the future. We have considered the Public Interest in the disclosure you seek and at this tie find the balance in favour of withholding it until the scheduled publication date.
	2. On the 31st July 2021, were the institution's investment portfolio(s) managed directly by the institution, indirectly by [an] external fund manager(s), or a combination of both?	Directly by the institution.
	3. If the university uses external fund manager(s) to manage investment portfolios, please provide the name of each fund manager used, along with LJMU does not use a fund manager. Legal and Governance Services, Exchange Station, 2nd Floor, Tithebarn St, L2 2QP Telephone: 0151 231 3186 Email: foi@ljmu.ac.uk the percentage of the total investment funds that they were managing on the 31st July 2021.	LJMU does not use a fund manager.
	4. If the institution invests directly, please provide the details of companies invested in (by way of all investment portfolios), including the full names of each company invested in, and the market value invested in each	The university has published this information for years up to and including 2020. The information for 2021 is yet to be published. Under section 22 of the FOIA, the University is not obliged to provide a response if the information requested is

	company on the 31st July 2021. Please provide this information in a spreadsheet format. The university has published this information for years up to and including 2020. The information for 2021 is yet to be published. Under 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 future publication within the next year and will be made available here in early December 2021. https://www.ljmu.ac.uk/aboutus/public-information/financialinformation/financial-statements	intended for future publication. The university can confirm that the information requested is intended for future publication within the next year and will be made available here in early December 2021. https://www.ljmu.ac.uk/aboutus/public-information/financialinformation/financial-statements
	5. If the university holds investments through [an] external fund manager(s), please provide the investment portfolio for that manager on the 31st July 2021, including the market value for each company that forms part of your investment portfolio(s) with them.	LJMU does not use a fund manager.
	6. Does the institution have an ethical investment policy, or similar? If so, please state if it is publicly-available, and provide a web link.	The ethical investment policy can be found here: https://www.ljmu.ac.uk/~/media/samplesharepoint-libraries/policydocuments/43.pdf?la=en

21/202		
	Your Request	**LJMU Response**
	1. a.) The number of applications made for university-owned accommodation for the academic year 2021 / 2022 b.) The same data but for each of the five previous years. 2. a.) The number of applications for university-owned accommodation that were successful in the academic year 2021 /2022. b.) The same data but for each of the five previous years. (Note: If students who apply to halls through the university can apply for and be put in privatelyrun / partner halls then please provide these stats as part of you answer for part 1 and 2 with a breakdown of allocations, if held.)	LJMU does not own any student accommodation, therefore we do not hold this data.

21/203		
	Your Request	**LJMU Response**
	I would be most grateful if you would provide me, under the Freedom of Information Act, details in respect to the contract below. Confidential Waste The details we require are:	A tender was issued under the EFM5056LU HE Framework (NWUPC)

Your Request	LJMU Response
• Has confidential waste being procured via tender or framework or another means?	
• If a framework, could you confirm the name of the framework please?	N/A
• Actual contract values of each framework/contract (& any sub lots)	LJMU will not provide details of value of individual contracts due to the likelihood of this information causing prejudice to its commercial interests. This is because it may affect our ability to achieve the best price at tender. We consider it to be exempt from disclosure under the provisions of section 43 (2) of the FOIA The University must achieve the best value for money in all its spending so that recourses can be spent on provision of education. LJMU considers that no public interest would be served by the disclosure of this information.
• Start date & duration of contract	Effective start date 1st August 2021. The contract is in place for 3 years, with an option to extend for a period of 1 year.
• Is there an extension clause in the framework(s)/contract(s) and, if so, the duration of the extension?	1 year option to extend.
• Has a decision been made yet on whether the framework(s)/contract(s) are being either extended or renewed?	We have entered a new contract effective from the 1st August 2021
• Who is the procurement officer responsible for this contract and could you provide their email address and phone number please? Who is the senior officer (outside of procurement) responsible for this contract and could you provide their email address and phone number please?	Paul Bradford – Head of Campus Support (Facilities) – 0151 231 1545
• Who is the current supplier?	B&M Secure Shredding
• If your current supplier is a Facilities Management/Waste Company, which sub-contractor services your organisation?	N/A

21/204

Your Request	LJMU Response

I would like to request the following data relating to all law courses (i.e. both the single honours LLB or BA and any joint honours law courses) offered by your university. I am requesting the data for candidates who received offers for one of the aforementioned law courses in the UCAS admissions cycle: 2018/2019, 2019/2020, 2020/2021 admissions cycles (I refer to these candidates as 'the offerholders'). I request the following data for each admissions cycle:

1) The number of applicants who were either planning to complete, or had completed, an Access to Higher Education diploma as their most recent qualification.

2) The number of offerholders who were either planning to complete, or had completed, an Access to Higher Education diploma as their most recent qualification.

3) The number of applicants who were either planning to complete, or had completed, A Levels as their most recent qualification.

Admit term	Applications	Offer holders	Qualification type Group
2018	6659	6519	A-level
2018	141	139	Access
2019	7082	7001	A-level
2019	146	141	Access
2020	6455	6381	A-level
2020	166	158	Access

21/205

Your Request	LJMU Response
Drug use among students	
1. How many reports have been made regarding students taking recreational drugs in the last academic five years (16/17-20/21)?	In the last 5 academic year the number of Student Disciplinary Cases relating to drug use/drug supply was 92. Of these, 58 cases were proven and resulted in a sanction. Please note that an individual may have multiple cases open against them during their study.

	16/17	17/18	18/19	19/20
Cases	9	42	34	7
Sanctions	9	26	22	1

The majority of drug related incidents are reported to LJMU by our partner halls of residence. By way of context, the 19/20 and 20/21 academic years were disrupted by Covid-19 pandemic lockdowns, including when teaching was moved online and a high percentage of students chose not to reside in partner halls of residence.

2. Can I have a breakdown of which recreational drugs these were, please?		16/17	17/18	18/19	19/20	
	Cannabis	8	25	21		
	Class A	1		1		
	NOS		1			
	Not Recorded				1	
	Grand Total	9	26	22	1	

3. What are the steps you take after a student has been reported for recreational drug use?	Student Discipline Policy, including Code of Conduct and Sanctions is available at: https://www.ljmu.ac.uk/about-us/public-information/student-regulations/guidance-policy-and-process
4. How many students have been suspended due to recreational drug use in the last academic five years (16/17-20/21)?	0
5. How many students have been expelled permanently due to recreational drug use in the last academic five years (16/17-20/21)?	0
Dealing drugs at university	
6. How many students have been reported for dealing recreational drugs in the last academic five years (16/17-20/21)?	0
Drug use among staff members	
7. How many staff members have been reported for taking recreational drugs in the last academic five years (16/17-20/21)?	0
8. What are the steps you take after a member of staff has been reported for recreational drug use?	"Inappropriate behaviour due to alcohol or drug abuse" is one of the examples of gross misconduct given in the LJMU's Staff Disciplinary Procedure. The University has in place an investigation protocol, which sets out steps to follow to undertake a fair and impartial investigation into allegations. These investigation are undertaken by trained staff. Based on the recommendations from the investigation, a decision is then taken on what action, if any, would be required under the University's disciplinary procedure.

9. How many staff members have been suspended due to recreational drug use in the last academic five years (16/17-20/21)?	0
10. How many staff members have been fired due to recreational drug use in the last academic five years (16/17-20/21)?	0

21/206	**Your Request**	**LJMU Response**
	Please can responses to all questions cover the last four academic years including and up to 31st December 2021	

Total cost of employed counsellors (named in the job title presented to students - not practitioner or adviser roles). This sum should include on costs such as pension etc.

2018/19 actual	2019/20 actual	2020/21 actual	2021/22
£253k	£288k	£287k	£300k (6 counsellors and 1 manager (budgeted spend 2021/22)

Cost spent by the institute on outsourced counselling provision (do not include web based self-help such as Togetherall or Silvercloud). Also do not include services who are statutory provision which the institute does not pay for.

2018/19 actual	2019/20 actual	2020/21 actual	2021/22
Nil	Nil	Nil	Estimated at £10k for 2020/21 (latest forecast in system), nil budget

The cost for mental health advisors, well-being advisors and mental health advisors (do not include those funded by DSA).

2018/19 Actual	2019/20 Actual	2020/21 Actual	2021/22
£62k	£88k	£91k	£109k budgeted spend 2021/22

	Total number of students for academic year 2021/22. Please break this down into Undergraduate and Postgraduate.	This information is 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.
	Basic undergraduate fee for a UK (Home) student.	This information can be found in our Fees and Funding Guides available on our website: https://www.ljmu.ac.uk/discover/fees-and-funding/specific-fees-info/undergraduate-finance
	Fee for an overseas/international student - if this is variable then include the range from-to. Postgraduate fees - Masters level and PhD. level. Include in this the charge for overseas and home students.	This information can be found on our website: https://www.ljmu.ac.uk/international/thinking-of-applying/tuition-fees
	Total cost of staffing in your institute's marketing dept. This includes social media staff, alongside management etc. Total cost of outsourced marketing contracts - such as marketing agencies, press agencies and social/digital media contracts.	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.
	Total number of students referred to outside mental health services such as IAPT.	(see table below)
	The percentage and number of students directed or referred into third sector services (such as Mind or local charities).	N/A

2021/22* Year ongoing	121
2020/21	134
2019/20	25
2018/19	No data

21/208		
	Your Request	**LJMU Response**
	Does your institution provide students with any structured physical activity programmes that are designed to improve student mental wellbeing?	No

	If not, does your institution direct students who are potentially or actually experiencing mental health difficulties to any structured physical activity programmes that are designed to improve student mental health and wellbeing?	No
	If so, please either provide a description of the programme that contains sufficient information to address the following questions or send me any paper or electronic materials that will allow me to extract this information.	N/A
	• Name of the programme (if it has one)	
	• Aim and objectives of the programme	
	• Who designed the programme?	
	• Who delivers the programme?	
	• What procedures are involved in the programme (including activities and/or processes used in the intervention)?	
	• What materials (either physical or information) are involved in the programme?	
	• How is the programme delivered (e.g. face-to-face, internet or telephone)?	
	• Where does it take place?	
	• How many sessions over which period of time are included in the programme (including their duration and frequency)?	
	• Is the programme personalised or tailored to the student needs? If so, please describe.	
	• Has the programme been modified or adapted during the COVID-19 pandemic? If so, please describe the changes.	
	• Has any evaluation been done on the acceptability, practicality, or effectiveness of the programme? If this	

	information is publicly available, where can it be accessed?		

21/209	**Your Request**		**LJMU Response**

Your Request	LJMU Response
Please provide me with the total number of electronic devices reported lost or stolen within your organisation over the last five calendar years (2021, 2020, 2019, 2018, 2017)	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 Information Technology Services team does not record the such incidents in a reportable format. To ascertain from ITS records how many incident reports related to lost or stolen devices have been reported, would require manual analysis of all IT incidents files. Due to the volume of IT incident files raised over the 5 years you have requested the costs of manual analysis would be in excess of £450.
Please provide me with the total number of malicious emails blocked by your organisation over the last three calendar years (2021, 2020, 2019) broken down by year and categorised accordingly.	LJMU only hold this data for one rolling year. Below is the data for 19th January 2021-19th January 2022. Emails blocked – by type Spam 1,102,072 Graymail 1,055, 694 Blocked 185,483,789 Analysed advance threat 948

21/211	**Your Request**		**LJMU Response**

Your Request	LJMU Response	
1. Total number of FOI requests received broken down into the following years; 2019, 2020, 2021.	Total number of confirmed FOI requests received each year (not including those where no clarification was provided, or they were otherwise closed).	
	2019	268
	2020	234
	2021	237
2. Total number of requests identified in Q1 responded to within the statutory time frame (including requests where clarification was sought and where an extension was applied to conduct a public interest test) broken down into the following years; 2019, 2020, 2021.	Total number of the above requests that were responded to within the statutory time limit each year.	
	2019	217
	2020	197
	2021	221

	3. Total number of Data Subject Access Requests received broken down into the following years; 2019, 2020, 2021. p.s. If you think fulfilling this request would exceed the appropriate time-cost limit set out in section 12, please restrict my request to the first question only.	Total number of verified Data Subject and other Information Rights requests received each year. | 2019	44
2020	32
2021	38	
21/212		

Your Request	LJMU Response
I would like to request the following information from those departments and or schools at the University which are involved with the teaching of English language and or English Literature and or world literature and or drama. Please note that the definition of trigger warnings as used in the questions below should extend to the following kinds of advice and warning. (i)...Advice which is designed to protect and pre-warn students who may be at risk of suffering stress, discomfort, anxiety, and harm when they are confronted with ideas and issues which may reflect their own personal experiences. and or (ii)...Any advice issued to students which specifically warns them that aspects of the course have the potential to cause offence on the grounds of age, disability, gender, race, religion, sexuality and social background. Please note that the reference to students below should include home and overseas students, full and part-time students, undergradute and post graduate students as well as any other student studying with the University. Please redact the names of any students, lecturers, University employees and researchers from the documents provided. 1...Are any of the University's English language and or English literature and or world/international literature and or drama courses currently issuing / carrying trigger warnings (as defined above) which relate	LJMU offers courses in English Literature, run by the School of Humanities and Social Sciences, and Drama Courses run by the Liverpool Screen School. I shall answer for each school in turn. **English Literature –School of Humanities and Social Sciences** No, this school does not utilise 'trigger warnings'. By its nature, the study of English Literature involves analysing texts from authors from a range of backgrounds and with a range of perspectives, and which discuss fundamental questions about identity and significant life experiences. As such, it is not the texts we study which should be in focus here, rather the teaching methods. Staff create teaching environments which are inclusive and sensitive to the viewpoints of all participants. Students are encouraged to share concerns about texts and we make it clear that if they are uncomfortable with material or topics studied they are welcome to share their feelings and abstain from the discussion or content in that instance. **Drama - Liverpool Screen School** Yes, this School does utilise 'trigger warnings'. We operate in line with the LJMU Equality & Diversity policy, and all students receive a full briefing and their rights and responsibilities in this at Induction. We also operate with public warnings to audiences for our performances in line with professional theatre practice. Students are also briefed during Induction on the range of content that might be encountered during the course, and that in any lecture or

either to the content of that course or the manner in which that course is taught?	practical workshop situation they have the right to remove themselves from the class/room at any point should there be uncomfortable.

English Literature –School of Humanities and Social Sciences

Not applicable

Drama - Liverpool Screen School

Staff leading all modules and individual classes are asked to use trigger warnings on content or manner of delivery in advance of class/rehearsal activity where deemed appropriate, and where student presentation assessments are included to advise students on what constitutes appropriate content or whether trigger warnings may be advisable.

This applies to all our degree programmes in the Drama department at both Under Graduate and Post Graduate level and covers our full range of practical and lecture based modules.

Below is an example of such a statement from Module 5032 contemporary performance & practitioners – lecture/viewing series – module guide and introduction.

COURSE CONTENT & SELF CARE

Sometimes we may cover challenging, shocking and contentious topics; be open minded to challenging your ideas of what is performance!

Work covered may include: physical wounding of the body, framing of contentious or difficult topics such as: grief, gender, sexuality, body and identity, race and the ethics of performance around these themes.

Classes may occasionally include graphic content such as videos and images of the human body not suitable for those under 18 or for those who may be sensitive or triggered by such content. We will always include content warnings on CANVAS and viewing material for topics we think require one. Please discuss any concerns you may have with tutors
It is not the intention of tutors to cause you any personal harm or distress.

2...If the answer to question one is yes can you please provide details.   In the case of each trigger warning can you identify the course and or lesson and or module concerned. In the case of each trigger warning can you provide a copy of the warning issued to students.   If the course is part of a wider degree or similar, can you provide details of that degree.   In the case of each trigger warning can you state when it was introduced or first provided. In the case of each trigger warning can you state why it was introduced.

	Please practice your own self-care strategies as appropriate should any material affect you negatively in anyway. *In any case, you can leave the teaching room at any point (if possible without disturbing others) for the duration of that particular topic.* *Always speak to tutors before or after class if you have any concerns.*
3...Since 1 August 2020 and irrespective of whether any trigger warnings are currently in operation has any student and or member of the teaching staff and or researcher complained about any aspect of a course or the method in which that cause is being taught. I am only interested in those complaints which focus on either the potential of the material (or the method of its delivery) to cause a student harm or distress or anxiety because of their own personal experiences and or the potential of the material (and or the method of delivery) to cause offence on the grounds of age, disability, gender, race, religion, sexuality, and social background. If the answer is yes, can you, please provide a copy of the complaint including any emails. Please redact the name and personal details of the complainant from the complaint. Can you please state what action - if any - was taken in response to the complaint? Can you please provide the University's reply to the complaint?	**English Literature –School of Humanities and Social Sciences** No **Drama - Liverpool Screen School** No
4...Irrespective of whether the University routinely issues trigger warnings (of the kind defined above) has the department (since 1 August 2020) felt the need to change any of its courses and or the manner in which those courses are taught because of concerns raised by students and or members of the teaching staff and or researchers. These changes could relate to the content of a particular course or subject and or the way that course or subject is communicated or taught. If the answer is yes, can you please provide details of the changes. In the case of each change can you identify the course and the modifications.	**English Literature –School of Humanities and Social Sciences** No **Drama - Liverpool Screen School** No

21/213

Your Request	LJMU Response
Could you please give me a list of all busts, statues and artwork that have been removed by your university since January 2020?	None

Could you also provide me with the reason given for each of these removals along with the date each was removed?

My request is about permanent removals relating to reasons of historical or political insensitivity so not temporary removals for repairs or those items which were sold.

21/214

Your Request	LJMU Response
1. The university's energy consumption (kWh) in the most recent three academic years, by month,	Please see the data provided at Annex 1 (below) showing Electricity and Gas consumption in kWh over the past 3 academic years. LJMU does not keep records of the use of energy beyond this.
2. The breakdown of this by type of usage (heating, lighting etc)	
3. Among the amount of renewable energy the university generated each year in the most recent three academic years, how much the university used and how much was sold or given to third parties	LJMU generates renewable energy from a soler array on the roof of our Byrom Street campus. All electricity generated by our Solar PV array is used directly by LJMU.
4. The breakdown of the renewable energy generated by sources (wind turbines, solar electric panels, ground source heat pumps etc)	Please see the data at Annex 2 (below) showing monthly generation by our Solar PV panels over the past 3 academic years in kWh, and the Carbon Dioxide saved vs using grid energy in kilograms.

21/217

Your Request	LJMU Response
-The amount of money spent on drug safety education for students by the university in the past year:	In the past 12 months there has been no formal training paid for by LJMU on 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
-The number of disciplinary actions and fines issued against students for drug and substance related issues over the past 5 years. Including fines or punishments issued by the university, university security or Residential Services:	Please note that in some cases an individual may have multiple cases open against them during their study.

	Total Case - recorded as drug related	Cases proven/resulted in sanction– recorded as drug related.

2016/17	9	9
2017/18	42	26
2018/19	34	22
2019/20	7	1
20/2021	0	0

-The total amount in £ collected in fines relating to drug and substance cases/disciplinarians in the past 5 years:	£0

21/218

Your Request	LJMU Response
Under the 2000 Freedom of Information Act, could you please tell me the amount of research grants and donations received by your university over the past five financial years, specifically in relation to: 1. Huawei; 2. Meiya Pico; 3. Hikvision; 4. SinoPec; 5. Dahua Technology; 6. Hikvision; 7. IFLYTEK; 8. Megvii Technology; 9. Sense Time; 10. Yitu Technologies; 11. Yixin Science and Technology Co. Ltd; 12. Hanban; and 13. The Chinese Ministry of Education; Could you please give me a sum and a date for each of these too?	LJMU has not received any research grants and donations over the past five financial years from any of the listed companies.

21/219

Your Request	LJMU Response
I would like to know how many students were scheduled to be in practical's in the Civils and Built Environment labs on 02/11/2021.	In terms of our preparation for labs, we expected 20 students to attend the practical.
I would also like to know the number of students who logged an attendance on that day (not their names)	Due to a scheduling error, the following numbers arrived: Materials Class approx. 35 students Hydraulics Class approx. 60 students
and what the limits are in terms of number of students that are supposed to be in the room at one time	As stated, the expectation was for 20. Once we realised the error, the academics and technical staff worked to ensure that the students gained the learning outcome and this was managed in line with the COVID guidelines that were in place. This was a unique set of circumstances and one that has not happened again as we addressed the timetabling error.

21/220	Your Request	LJMU Response
	Are you aware of the Proceeds of Crime Act 2002, the Money Laundering Regulations 2017, and anti-money laundering legislation (AML) in general? If so, what measures does your institution take to comply with these?"	Yes. We have a suite of policies that address financial due diligence at the university.
	Do you consider your University to be a 'high value dealer' for the purposes of the Money Laundering Regulations 2017? Yes No Don't know	No
	Does your university have an AML policy? If so, where is this policy published?	Yes - It is currently in the process of being reviewed.
	Are university staff provided with AML training? If so, what categories of staff are required to complete training?	No - Our current training is being reviewed and updated to include AML training.
	Are students provided with guidance on financial crime and/or organised crime, including the risks and dangers posed to students?	No
	How many suspicious activity reports have you submitted to the National Crime Agency?	The University has considered your request and believes that under the provision of s.31 of the FOIA, disclosure of the requested information would prejudice or would be likely to prejudice the prevention or detection of a crime. This includes, but is not limited to, information held by the University which could make it more vulnerable to crime.
	Do you accept cash payments for tuition fees and accommodation payments? If so, is there a limit on the amount that can be paid in cash? How many cash payments did you receive in 2019/2020 and what was the total value of these payments?	No, LJMU does not accept cash payments for tuition fees, as confirmed on our website: https://www.ljmu.ac.uk/about-us/public-information/financial-information/online-payments LJMU does not own or operate accommodation and therefore does not accept any form of accommodation payments.
	Do you use any data related technology to combat risk and threat regarding the protection of students / candidates and third-party anti-fraud measures?	No
	Do you accept third party payments on behalf of international students? For example, from persons other than the student, or companies that are not registered sponsors. This would, for example, include any payment not in the name of the student or the student's parent / legal	Third Party sponsorships are limited to only those from embassies with a UK base Payments are not accepted if they are not in the name of the student.
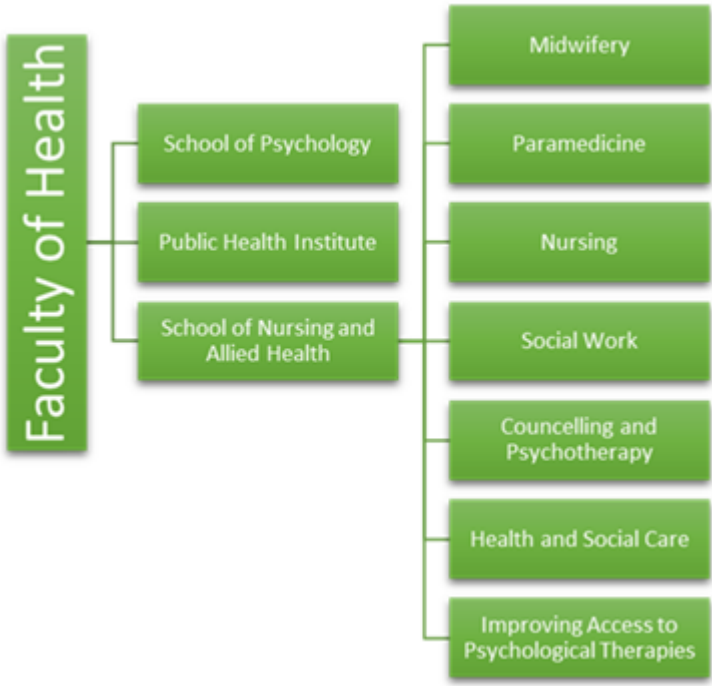
guardian. If yes, are third party payments subject to further or different checks to direct payments?	All international payments are checked based on KYC requirements via a 3rd party provider.
Do your payment acceptance processes vary depending upon, for example, a student's home country or other factors?	A 3rd party provider is used for international payments
What due diligence checks do you make as part of your sponsor registration process? Do these vary depending upon which country the company or student is registered within	See above – sponsors are limited to UK based embassies only

21/221

Your Request	LJMU Response
Whether your university is accepting T Levels as an entry qualification for admission to your university? Answer yes, no or yet to make a decision please.	Yes
Please feel free to include any additional comments about your university's plans for admissions regarding T Level qualifications.	LJMU will develop entry requirements to reflect the latest T level availability.

21/222

Your Request	LJMU Response
Please would you provide figures for the items in the table below:	
Executive Team	For updated information about our executive leadership team, please check our website: https://www.ljmu.ac.uk/about-us/structure
Total number of members:	13
Number of Female members:	<5
Number of BAME members:	<5
Number of Black or Black mixed heritage members:	<5
Governing Board	For updated information about our governors please check our website: https://www.ljmu.ac.uk/about-us/structure/governance-and-charitable-status
Total number of members:	Currently 19 not including vacancies
Number of Female members:	6
Number of BAME members:	<5
Number of Black or Black mixed heritage members:	<5
Is there a university led initiative for decolonisation the curriculum? Yes/No	Yes
If no, is there a department/School led initiative/pilot? Yes/No	-
Is there a specific university anti-racist strategy? Yes/No	The University Anti-racist Strategy is part of the University set Equality and Diversity Priorities

Do you specifically record racial harassment incidents/reports? Yes/No	Yes
	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.

21/223

Your Request	LJMU Response
How many students are currently studying Sports Journalism at your university?	155 Students are enrolled on our Undergraduate and Postgraduate Sports Journalism programmes.
How many of those students are from the black community?	Less than 5 of the above self-identified as coming from a "Black or Black British -African" or "Other Black Background" on optional ethnicity questionnaires collected as part of Higher Education Statistics Agency [HESA] returns. 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. To avoid individual cases being identified and inferences being made about the outcomes of confidential processes we will not provide specific numbers if they relate a small number of individuals.
How many students were studying Sports Journalism at your university 5 years ago?	39 Students are enrolled on our Undergraduate or Postgraduate Sports Journalism programmes in the academic year 2017/18.
How many of those students studying Sports Journalism 5 years ago were from the black community?	None of the above self-identified as coming from a "Black or Black British -African" or "Other Black Background" on optional ethnicity questionnaires collected as part of HESA returns.

21/224

Your Request	LJMU Response
Does your university use CCTV cameras made by Hikvision, Dahua, Uniview or Kedacom? If so please clarify which	Yes, we have a number of Hikvision cameras on our network.
Are any of your CCTV cameras capable of facial recognition, temperature/thermal	Yes, LJMU has a number of cameras capable of object recognition (for example clothing).

		scanning, behaviour analysis, object detection or demographic detection (ie age, gender, clothing etc)? If yes please list which capabilities exist.	These cameras are not manufactured by, nor use software published by Hikvision.

21/225

Your Request	LJMU Response
How many reports of sexual harassment, sexual assault, stalking or associated crimes have been made involving students of the university as both alleged victim(s) and perpetrator(s) in the years 2017, 2018, 2019, 2020 and 2021 (to date). *Can I please get as much detail as possible about each report made, including what was reported to have happened and the outcome of the report (for example, if any disciplinary action was taken against student(s) accused).*	LJMU can be notified of incidents and allegations of sexual misconduct via *the Student Complaint Procedure,* accommodation providers' incident reports, Police notifications and student disclosures. Students also report incidents to the Student Advice and Wellbeing department. Cases where 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.

Calendar years		
2017 – 2020	Cases of Sexual Assault investigated by the university under the:	
	Student Code of Behaviour and Disciplinary Procedures	<5
2021	Since the introduction of a new CRM system, we are able to report on investigations under all policies:	
	Applicant and Student Criminal Convictions Policy	5
	Student Code of Behaviour and Disciplinary Procedures	<5
	Student Complaint Procedure	<5
	Received advice regarding the *University's Sexual Misconduct Policy* and *Student Complaint Procedure*	<5

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. We have reported these categories as involving "<5" or "less than five" individual cases.

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.

Cases of sexual assault during this time have been investigated under the provisions of the Student Disciplinary and the Criminal Convictions Policy.

Outcomes of these cases, in no particular order included.

- No Further Action
- Written Warnings
- Suspension and Monitoring under Fitness to Practice Procedures
- Exclusion for 12 months
- Expulsion

Several of these cases remain under-investigation and an outcome has not yet been reached. In one case the respondent withdrew from study at LJMU before the investigation could be completed.

How many students have received disciplinary action for a breach of Covid regulations after reporting sexual harassment or assault, during which they were in breach of regulations? *Can I please get as much detail as possible about each report made in this case.*	Nil

21/226

Your Request	LJMU Response
We would like an organogram of the school/directorate where midwifery education sits – to understand where midwifery educators sit within the leadership structures.	
Does the Lead Midwife for Education sit on the senior management team of the unit/school/directorate?	Yes as part of School of Nursing and Allied Health - Senior Management Team
Does the University have any Professors of midwifery or maternal health? If so, how many and where do they sit in the leadership /management structures?	No

Does the University have any other employed roles focusing on midwifery or maternal health research – for example, research fellows or readers?	Maternal / Child Health Research Post: A Professor of Women's Health that sits within the Midwifery department.
How many pre-registration student midwives do you currently have registered on programmes with you and how many senior lecturers (WTE) and how many lecturers (WTE) do you employ?	130 Students 7.9 Senior Lecturers 1.0 Programme Manager / LME
What vacancies do you currently have within your midwifery education department? Do you have a current vacancy for your LME? How many lecturer vacancies do you have (WTE?)?	Currently at the final stage of recruiting a Programme Manager / LME grade 9. No lecturer vacancies

21/227

Your Request	LJMU Response
1. The number of alleged incidents of sexual misconduct (sexual harassment, sexual assault or rape) reported to the university by students over the past three academic years.	LJMU can be notified of incidents and allegations of sexual misconduct via the Student Complaints Procedures or Incident Reporting mechanisms, such as Accommodation Providers Incident Reports, Police Notifications, Student Disclosures. Students also report incidents to the Student Advice and Wellbeing department. Cases where 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 Complaints Procedure Student Discipline Procedures The case is dealt with under the Criminal Convictions Procedures when the allegations have been reported to the police.
2. Details (where possible) on whether the alleged perpetrator was another student or a member of staff.	

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.

To ascertain how many contacts happened for the first time in any given period of a year would require manual analysis of each file. 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.

Academic Year (Aug – July)		
2018/19 – 2019/20	Cases of Sexual Assault investigated by the university under the:	
	Student Code of Behaviour and Disciplinary Procedures	<5
2020/21	Since the introduction of a new CRM system, we are able to report on investigations under all policies:	
	Applicant and Student Criminal Convictions Policy	<5
	Student Code of Behaviour and Disciplinary Procedures	0
	Student Complaint Procedure	<5

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. 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.
3. Details on what action was taken by the university. How many complaints were upheld and did any reports of sexual misconduct result in students being expelled?	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. Cases of sexual assault during this time have been investigated under the provisions of the Student Disciplinary and the Criminal Convictions Policy. Outcomes of these cases, in no particular order included. • No Further Action • Written Warnings • Suspension and Monitoring under Fitness to Practice Procedures • Exclusion for 12 months • Expulsion Several of these cases remain under-investigation and an outcome has not yet been reached. One respondent withdrew from study at LJMU before the investigation could be completed.
4. Ideally I would like a breakdown of the information for each academic year (Sept 2020 - August 2021/Sept 2019-August 2020/Sept 2018-August 2019).	See above
5. If you have data for Sept and October 2021 that you can provide that would also be helpful.	(see table below)

September and October 2021	Investigations of sexual assaults under all policies:	
	Applicant and Student Criminal Convictions Policy	<5
	Student Code of Behaviour and Disciplinary Procedures	<5
	Student Complaint Procedure	<5
	Received advice regarding the *University's Sexual Misconduct Policy*	<5

		and *Student Complaint Procedure*		

21/228

Your Request	LJMU Response
How many postgraduate and undergraduate students were recorded to have had long Covid at your university at any time in the period between September 2020 - September 2021?	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 absence for reasons of Long Covid in a reportable format.
How many postgraduate and undergraduate students from your university: a) Deferred their studies citing long Covid as the reason	To ascertain how many Leave of Absence (LOA) forms have been received in relation to Long Covid would require manual analysis of each file. Due to the volume of LOA files in the date range you have requested, the cost of manual analysis would be in excess of £450.
b) Took a leave of absence until the following academic year citing long Covid as the reason	
c) Permanently dropped out of their course, as a result of developing long Covid	
What were the five longest periods in days that postgraduate and undergraduate students took a leave of absence from their course due to long Covid in the time period between September 2020 - September 2021?	
Does your university offer any specialised support for postgraduate and undergraduate students living with long Covid? If so could you please provide details of these services.	Students with Long Covid are entitled to access services in place for individuals with disabilities and/or long term health conditions. Further information is available on our webpages – www.ljmu.ac.uk/discover/student-support . If, due to the definition of long-term, students don't fulfil this requirement, then support will still be put in place as if a temporary disability.
What plans, if any, are in place to improve the support available to postgraduate and undergraduate students who have long Covid at your university?	Support for students is reviewed as appropriate and support for Long Covid would be included in this work.

21/229

Your Request	LJMU Response
Please could you provide the annual spend for the below suppliers from your last financial year August 2020 - July 2021?	Please see the data provided at Annex 1.

21/230

Your Request	LJMU Response

Your Request	LJMU Response
What percentage of teaching is being carried out face-to-face this term (Autumn term) 2021?	All teaching during the Autumn 2021 term has been face-to-face where scheduled. For live updates on LJMU policy regarding COVID-19 please see our website: https://www.ljmu.ac.uk/microsites/moving-forward

21/231

Your Request	LJMU Response
1) Does the University provide (or procure) a bespoke mental health service for students? If so, what does this service aim to provide (e.g. Counselling, CBT, Guided Self-Help, assessments). If not, where would students be signposted for MH support?	Details of Counselling and Mental Health support 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
2) How many students referred and were provided (at least one attendance) with bespoke MH support in 2020-21 (academic year)?	567 individual students booked one or more appointments with our Counselling service during academic year 2020/21 387 individual students booked one or more appointments with our Mental health Advisory Team service.
3) What was the annual budget (in 2020-21, academic year) for bespoke mental health service(s) for students?	£484,931

21/232

Your Request	LJMU Response
1. Do you have a formal IT security strategy? (Please provide a link to the strategy)	No
2. Does this strategy specifically address the monitoring of network attached device configurations to identify any malicious or non-malicious change to the device configuration?	N/A
3. If yes to Question 2, how do you manage this identification process – is it: A) Totally automated – all configuration changes are identified and flagged without manual intervention.	N/A

B) Semi-automated – it's a mixture of manual processes and tools that help track and identify configuration changes. C) Mainly manual – most elements of the identification of configuration changes are manual.	
4. Have you ever encountered a situation where user services have been disrupted due to an accidental/non malicious change that had been made to a device configuration?	Yes
5. If a piece of malware was maliciously uploaded to a device on your network, how quickly do you think it would be identified and isolated?	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.
6. How many devices do you have attached to your network that require monitoring? A) Physical Servers: record number B) PC's & Notebooks: record number	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.
7. Have you ever discovered devices attached to the network that you weren't previously aware of?	Yes

	If yes, how do you manage this identification process – is it A) Totally automated – all device configuration changes are identified and flagged without manual intervention. B) Semi-automated – it's a mixture of manual processes and tools that help track and identify unplanned device configuration changes. C) Mainly manual – most elements of the identification of unexpected device configuration changes are manual.	B) Semi-automated – it's a mixture of manual processes and tools that help track and identify unplanned device configuration changes.
	8. How many physical devices (IP's) do you have attached to your network that require monitoring for configuration vulnerabilities?	Between 20,000 and 25,000
	9. Have you suffered any external security attacks that have used malware on a network attached device to help breach your security measures? A) Never B) Not in the last 1-12 months C) Not in the last 12-36 months	No
	10. Have you ever experienced service disruption to users due to an accidental, non-malicious change being made to device configurations? A) Never B) Not in the last 1-12 months C) Not in the last 12-36 months	Yes, in the last 12 months
	11. When a scheduled audit takes place for the likes of PSN or Cyber Essentials, how likely are you to get significant numbers of audit fails relating to the status of the IT infrastructure?	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

	A) Never B) Occasionally C) Frequently D) Always	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.

21/233	**Your Request**	**LJMU Response**
	Would like a list of all of the international education agents that you currently use to recruit international students. Please provide the following for each agent: - Agency name - Key contacts you work with from that agency - Country the agency operates from - The agency's address - Link to agency website - The date that you started working with the agent - How many international students that agent has recruited for you overall since your relationship with them began. - How much money you have paid in total to that agent for their recruitment services since your relationship with them began. - What due diligence you did on the agent before you entered into a relationship with them.	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. The University's International Recruitment team works with more than 200 agencies, and does not record information you have requested about each contract in a reportable format. To collect all of this information would require manual analysis of each file/contract. Due to the volume of files/contracts that we hold, costs of manual analysis would be far in excess of £450.

21/234	**Your Request**	**LJMU Response**
	A. The cost to supply free sanitary products throughout campus per financial year, from the last 5 years.	The campaign started in 2019. Cost of providing per financial year is as follows:

| | 2019: £2,498.11 |
| | |

2019: £2,498.11

2020: £0 (due to closures during the COVID 19 pandemic supplies purchased in previous year where used).

2021: £7,758.29

Your Request	LJMU Response
B. The cost to purchase, supply and maintain the coin-operated sanitary product dispensers throughout the university campus, in the last 5 years.	Contract costs to LJMU over last 5 years, from the operation of 103 vending units is £37,080 (excluding VAT).
C. How many sanitary product dispensers do you currently have on campus? Has this changed within the past 5 years?	103 vending units have been installed over LJMU buildings continuously over the past 5 years.

21/235

Your Request	LJMU Response
1. How many students applied for hardship funds in the following academic years? a) 2020/21 b) 2019/20 c) 2018/19 d) 2017/18 e) 2016/17	<table><tr><td>2020/21</td><td>2492</td></tr><tr><td>2019/20</td><td>2432</td></tr><tr><td>2018/19</td><td>s.12*</td></tr><tr><td>2017/18</td><td>s.12*</td></tr><tr><td>2016/17</td><td>s.12*</td></tr></table> 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, before the 2019/20 academic year the University's student finance team did not record the total number of requests received in a reportable format. To ascertain how many total requests were received would require counting the thousands of forms held in archive. Due to the volume of forms held in relation to the years before 2018/19, the costs of manual analysis would be in excess of £450, and therefore this data cannot be provided.
2. How many of the students' applications identified in the answer to Q1a-e were successful? Please give a figure per academic	<table><tr><td>2020/21</td><td>2300</td></tr></table>

year of all successful applications where the application was made in the following academic years: a) 2020/21 b) 2019/20 c) 2018/19 d) 2017/18 e) 2016/17	2019/20	2157	
	2018/19	1817	
	2017/18	1857	
	2016/17	1709	

3. How much money was distributed in the form of hardship funds in each of the following academic years? Please provide one figure for the entire academic year. a) 2020/21 b) 2019/20 c) 2018/19 d) 2017/18 e) 2016/17	2020/21	2,913,325.29
	2019/20	1,268,953.94
	2018/19	1,183,968.65
	2017/18	1,255,042.00
	2016/17	1,254,770.00

21/236

Your Request	LJMU Response
Please could you provide any statistics you may have regarding your student's and staff's mental health. This may include, but is not limited to: surveys, attendance statistics at counselling session or mental health sessions, any other information you may hold regarding the subject matter. Please provide the information for the previous five academic years. Please provide the statistics for students and staff separately.	Details of LJMU's provision for health and welling of students, including mental health and counselling services can be found on our website: https://www.ljmu.ac.uk/discover/student-support/health-and-wellbeing Details of some of the mental health support available to LJMU staff can be found on our website: https://www.ljmu.ac.uk/microsites/moving-forward/support/health-and-wellbeing/information-to-support-staff 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, for the years 2016/17 and 2017/18 we are unable to tell if a user of

our counselling service was a student or staff member.

This is because during these years our counselling team offered services to both students and staff at the University. For us to be able to answer you request it would be necessary to enter each record and ascertain if the referral relates to a student or a staff member.

To ascertain whether a service user was a student or staff member used our counselling service during these years would require manual analysis of each file. Due to the volume of files over these 2 years the costs of manual analysis would be in excess of £450

We publish all our previous FOI responses on our website, many of which have provided statistics in regard of Mental Health: https://www.ljmu.ac.uk/about-us/public-information/data-protection-and-freedom-of-information-and-public-sector-information/freedom-of-information/foi-disclosure-log

This may assist you in finding data that we have been able to provide within the cost limit.

21/237

Your Request	LJMU Response
Please could I receive the number of allegations of drink spiking received by the university in the 2020 calendar year.	Our Student Governance team do not have any records of incidents related to drink spiking during 2020. Student Governance would only deal with allegations of drink spiking if the alleged perpetrator is a current LJMU student and if the incident is formally reported via the student complaints procedure, via an incident reporting form from accommodation providers or police notifications. When allegations are made to the police, the case is dealt with initially under the Applicant and Student Criminal Convictions Policy. Students can seek support for incidents from our Student Advice and Wellbeing department who offer a wide range of support and advice including assistance in making an informed decision about next steps, should an individual

choose to report to authorities within the University or to the Police.	
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	

21/238

Your Request	LJMU Response
1. What is the basic salary for your vice-chancellor - or president, principal or equivalent most senior manager title - for the current academic year which started in September 2021?	£235,000
2. Are they still receiving less pay as a result of the pandemic? If so, please provide details e.g. they took a 10% pay cut in 2020 and this is still in effect, or they did take a pay cut but returned to full pay in September.	No staff at LJMU took a salary reduction as a result of the COVID-19 pandemic.

21/239

Your Request	LJMU Response
I'd like to request exam papers and solutions (if available) for BEng Electrical and Electronic Engineering from academic years 2016-2017 to 2018-2019 under the Freedom of Information Act 2000.	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 length of time that it would take to access the requested documents would results in staff costs in excess of £450. This is due to the large number of archived examination documents, which were produced in relation to the large number of undergraduate modules on BEng Electrical and Electronic Engineering during this time that are held.

In addition to this, LJMU considers that release of examination questions and solutions, that have been created by LJMU staff, is likely to prejudice our commercial interests. We have considered the public interest and consider that such material is exempt from disclosure under the provisions of s.43 of the FOIA. LJMU operates in a competitive marketplace for the provision of undergraduate courses and it |

	would be to our detriment if our intellectual property were published.

21/240

Your Request	LJMU Response
I am writing to you in regards to a Freedom of Information Request (under 'The Freedom of Information Act 2000') for the Estates, Facilities & Capital Works department within the University. Can you please reply […]confirming: Names: Job Titles: Structure chart: Of the individuals working within the stated department.	Please see the diagrams 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

21/241

Your Request	LJMU Response
Would you be able to provide me with the organisational structure charts for the following departments please: Information Technology (IT/ICT)	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.
Finance Department	Please see the 5 charts available at Annex 1
Procurement Department	Please see the chart available at Annex 2
Facilities	Please see the chart available in Annex 3
HR	Please see the chart available at Annex 4

21/242

Your Request	LJMU Response
Is it possible for students to apply for alcohol-free accommodation?	No
How many students have specified alcohol-free accommodation as a choice during the	N/A

	application process since 2015? Please split by academic year if possible, 2015/16, 2016/17 etc.	

21/244

Your Request	LJMU Response
I am writing to request past exam papers & solutions (if held) for all undergraduate course units taught in the Department of Computer Science for the academic years 2017/18 and 2018/19	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 length of time that it would take to access the requested documents would results in staff costs in excess of £450. This is due to the large number of archived examination documents, which were produced in relation to undergraduate modules on computer science courses during this time that are held. In addition to this, LJMU considers that release of examination questions and solutions, that have been created by LJMU staff, is likely to prejudice our commercial interests. We have considered the public interest and consider that such material is exempt from disclosure under the provisions of s.43 of the FOIA. LJMU operates in a competitive marketplace for the provision of undergraduate courses and it would be to our detriment if our intellectual property were published.

21/245

Your Request	LJMU Response
1. Does your institution collect data on the disclosure of the sexual orientation or gender identity of your governing body (ie, Council, Board of Governors or equivalent)? YES/NO	Yes
2. Does your institution collect data on the disclosure of the sexual orientation or gender identity of your executive management team (ie, the small team of senior management such as the leadership team, executive board, or SMT chaired by the head of your institution) YES/NO	Yes
3) If the answer is YES, to questions 1 and 2, can you provide the most recent	0

breakdown of numbers of individuals identifying as LGBT+ (broken down further if you have collected the data on a more specific basic, eg a gay man, lesbian, trans woman, non-binary): a) the governing body		
b) the executive/senior management team	0	
4) If you answered NO to questions 1 and 2, can you set out the institutional basis for the decision not to collect these data.	N/A	
5) Do you collect and monitor other diversity or protected characteristic data for a) the governing body	Yes	
and b) the executive/senior management team? YES/NO.	Yes	
5a) If you answered YES to question 5), on which other diversity or protected characteristics do you collect data?	- Ethnicity - Age range - Disability - Sex - Religion - Marriage and Civil Partnership status - Sexual Orientation - Caring Responsibilities.	
6) Do you have a published Equality Diversity and Inclusion (EDI) or equivalent statement or commitment (including targets) in respect of the recruitment, composition and membership of [a] the governing body or [b] the executive/senior management team. YES/NO	Yes: The EDI statement is embedded and implemented across LJMU in its Vision and Values. There is a commitment from the Board to widen its recruitment in terms of EDI pertaining the Board's composition and membership. Further commitments include increasing the proportion of women conferred with Professorship, Readership and in senior management roles and thereby reducing the gender pay gap	
6a) If you answered YES to 6 can you provide a URL or attach a copy of the relevant EDI statement or commitment, or other relevant reference to the diversity of the governing body executive/senior management team?	Please see page 42 of our "Strategic Plan 2017-2022" https://www.ljmu.ac.uk/~/media/files/ljmu/public-information-documents/strategic-plan/ljmu-strategic-plan-2017-2022.pdf?la=en	
7) Does your institution have any initiatives in place (or planned) to promote more widely within your institution and beyond, the presence and profile of LGBT+ staff in leadership and senior governance positions. Please provide further details.	Please see our "Equality, Diversity and Inclusion priorities and an Action Plan for 2020-2024". https://www.ljmu.ac.uk/~/media/staff-intranet/edi/documents/ljmu-edi-review-and-objectives-20202024-v2.pdf?la=en	

8) Do you collect data on LGBT+ wider workforce? YES/NO	Yes
9) DO you collect data on LGBT+ student body? YES/NO	Yes
10) If you answered YES to 8 and/or 9, can you provide the data?	(see table below)

Row Labels	Sum of Individual Students who registered in September 2021
Gender ID	**26361**
Not same as at birth	433
Prefer not to say	283
Same as at birth	25640
(blank)	5
Sexual Orientation	**26361**
Bisexual	1199
Gay	201
Heterosexual	21998
Homosexual	248
Lesbian	207
Multiple	299
Other	99
Pansexual/Polysexual	120
Prefer not to say	1674
Prefer not to say (again)	49
Queer	98
Unsure	164
(blank)	5

21/246

Your Request	LJMU Response

<table>
<tr><td></td><td>Would it be possible to send me a hard copy of your latest Strategic Plan & Estate Strategy/Masterplan please?</td><td>You can find access to our Strategic Plan on our website: https://www.ljmu.ac.uk/~/media/files/ljmu/public-information-documents/strategic-plan/ljmu-strategic-plan-2017-2022.pdf?la=en

Details of our current estate development projects can be found on our website: https://www.ljmu.ac.uk/about-us/estates-development

Under s.21 of the FOIA, there is no obligation to provide this information to you where it is reasonably accessible elsewhere.</td></tr>
</table>

21/247	**Your Request**	**LJMU Response**
	1. What Applications and versions are you running and what was the value of the contracts for: • a. Finance? • b. HR? • c. Payroll? • d. Projects? • e. Business Intelligence Software Tools? 2. Are you planning a IT system upgrade in the next 12-18 months? 3. How many Full Time Employees do you have (excluding employees at Schools)? 4. Which Enterprise Resource Planning (ERP) or Finance system do you currently use? a. What is the value & expiry date of your current contract/licence? What are the extension options? 5. How many Finance system users do you have? 6. How many Purchasing system users do you have? 7. Which Supply Chain Management (SCM) System do you currently use? a. What is the value & expiry date of your current contract/licence? What are the extension options? 8. Which Enterprise Performance Management (EPM), Scenario Planning or Strategic Modelling system do you currently use?	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. Further details of our IT services department can be found on our website: https://www.ljmu.ac.uk/about-us/structure/professional-services/it-services

9. What is the value & expiry date of your current contract/licence? What are the extension options?

10. Which Human Capital Management (HCM) or HR system do you currently use?

a. What is the value & expiry date of your current contract/licence? What are the extension options?

11. How many HR system users do you have?

12. Do you have a Digital Transformation Strategy?

13. What parts of your Digital Transformation Strategy are you looking to implement in the next 12-18 months?

14. Do you have any plans to migrate to a fully integrated, fully cloud based back-office system in the next two years

15. Do you have an Oracle support partner for applications? If so who?

What kind of support is included in the contract (functional/technical/etc.?)

When does it expire?

16. Are you running any Oracle Databases?

If so, what versions are you currently running?

What applications are being run on these Databases?

Are you planning another Database upgrade in the next 12-18 months?

17. Do you have an Oracle support partner for Databases? If so who?

What is the per annum value of the database support contract?

When does it expire?

Where are the databases held? Hosted, onsite/offsite?

If not, how many in-house DBAs do you have?

18. Where do you advertise any Oracle procurement opportunities?

Who is responsible for looking after the contract for the Oracle estate?

Who is responsible for looking after the licenses for the Oracle estate?

When does this contract renew?

| | | Do you work with off-shore partners?

19. Have you considered using a Software As A Service solution and not yet moved to one? Do you currently work with any partners in this space?

20. At what level are decisions are made around procuring software and services such as video conferencing?

21. We request for you to provide contact details of all chief decision makers regarding your technology through your organisation?

22. What software does your University run for its Grants Pre-Awards and Post Awards processes? | |