Dear Applicant,

**Freedom of Information request reference K/20/090**

Thank you for your Freedom of Information (FOI) request dated 19 February 2020, reference K/20/090.

Your request read:

“Description of information requested:

1. Documents and correspondence relating to the provision of lecture capture for courses within LUBS Work and Employment Relations Division and the Masters in Human Resource Management course in particular. To specify further – I would like information on the reasons as to why lecture capture was not provided for this particular course particularly during the period of 01/06/17 to 30/09/19

2. Information relating to the fulfilment of the Equality Act 2010 anticipatory duty for reasonable adjustments for students starting courses in LUBS and in particular and the Masters in Human Resource Management course during the 2017/18 academic year

3. Information relating to provision of Equalities and/or disabilities training for staff in LUBS (and student support staff in particular), particularly in relation to specific learning disabilities, neurocognitive deficits, ADHD and mental health.

4. Information relating to the provision of lecture capture within LUBS (e.g. the number of courses that provide lecture capture and number of courses that do not have lecture capture, faculty policy relating to lecture capture and information about decisions to provide/not provide lecture capture)

5. Information relating to policies/processes for the provision of information about disabled students (and associated reasonable adjustments) to academic staff within LUBS

6. Information on the number of fitness to study procedures/cases started by the LUBS Student support team during academic year 2018/19 and their outcomes, including the number of cases that reached each stage of the process before resolution. I would also like information on the number of fitness to study cases that were started at the ‘First fitness to study meeting’ stage.

7. Information relating to the completion and/or withdrawal rate for students with disabilities within LUBS for the academic years 2016/17 through to present. Separated into undergraduate and taught postgraduate students if possible.

8. Information relating to the completion and/or withdrawal rate for students with disabilities within the wider University for the academic years 2016/17 through to present. Separated into undergraduate and taught postgraduate students if possible.”

The University of Leeds may hold some information relevant to your request. However, we are unable to proceed with your request without further clarification.
Section 1(3) of the FOI Act states that where a public authority reasonably requires further information in order to identify and locate the information requested, and has informed the applicant of that requirement, the authority is not obliged to comply with subsection (1) unless it is supplied with that further information.

We would therefore be grateful if you could clarify the following points:

- In relation to your first question:
  o What timeframe your request for “correspondence” covers – for example, correspondence sent and received between [date] and [date]
  o Whether you are only seeking documents and correspondence which relate to “why lecture capture was not provided for this particular course particularly during the period of 01/06/17 to 30/09/19” or if you are seeking more general correspondence regarding “the provision of lecture capture for courses within LUBS Work and Employment Relations Division and the Masters in Human Resource Management course in particular”

- In relation to questions two, three and four:
  o What specific recorded information you are requesting. For instance are you looking for;
    ▪ Correspondence
    ▪ Policies
    ▪ Numerical or financial information
    ▪ Something else?

- In relation to question five, whether you are seeking copies of the policies to which you refer, or other information about the policies
  o If you are seeking information about the policies, please clarify what information you are seeking

Please also note that we consider that, as it is currently framed, your request is very broad. We consider it likely that, without some refinement, your request will take over 18 hours to complete. You may therefore wish to consider refining your request (reducing the scope of your enquiry) alongside the above clarification.

As per the Information Commissioner’s guidance, the 20-working day timeframe will commence the working day following receipt of the required clarification.

Kind regards

Chloe Wilkins
Freedom of Information Officer

Secretariat
University of Leeds