Dear Applicant,


Your request read:

“I'd like to make a Freedom of Information request regarding the workload allocation models and tariffs that your institution uses to allocate workload to your academic staff.

Ideally I'd like a copy of all the WAMs and tariffs (i.e. how much time is allocated per activity) used and the school/section they belong to. If incomplete/unavailable, please give me as much information as possible on the tariffs that are available (and the schools they belong to) and on which schools or units don't use tariffs to allocate workload.”

The University of Leeds may hold some of information relevant to your request. However, we consider that to respond to your request as it is currently framed would exceed the cost limit as set out in Section 12(1) of the FOI Act. Section 12(1) states that a public authority can refuse a request if complying with it would exceed the appropriate limit of £450. For the purposes of FOI, time spent on the permitted activities is calculated at the flat rate of £25 per person, per hour. The appropriate limit therefore represents the estimated cost of one person spending 18 hours to determine whether the information is held, and to locate, retrieve and extract the information.

We have outlined the reasons for invoking Section 12(1) below.

Workload Allocation Models (WAMs) are not used as standard across the University. Although some divisions may have methods akin to WAMs in place, there is no requirement for them to be used. As such, there is no central team or department which records which parts of the University do or do not use WAMs or similar measures. There are therefore no means by which we can establish which schools, department or faculties may have something in place. As your request asks for both information regarding departments which do use WAMs, and those which do not, the only means by which we could attempt to locate all relevant material would be to contact each faculty across the University and ask whether they use WAMs/equivalent. Regardless of their response, we would then be required to ask the same question of all schools within the faculty, and then all departments within the schools. The University of Leeds is a very large organisation, employing over 9000 members of staff; over 4000 of which are employed in academic roles.

There are seven faculties within the University of Leeds, organised into 33 Schools/Institutions. Each School or Institution comprises multiple departments of varying size and breadth. Information relevant to your request may be held at any/all of these levels. It is therefore not possible for us to provide an accurate estimate of how long this would take. As part of our efforts to resolve your request, we have liaised with a range of departments across the University, and the general consensus is that this would be an extremely large piece of work which would be
likely to take months to complete. We are therefore satisfied that it is not possible to comply with your request as it is currently framed within the 18-hour appropriate limit set out at section 12(1) of the FOI Act.

As part of our section 16(1) duty to advise and assist, we hope that the following information is helpful. We may be able to provide limited information in relation to specific schools or departments. If, for instance, you were to submit a request regarding a single school (i.e. does [specific school] use a Workload Allocation Model and if so please supply a copy of it), we may be able to comply with your request within the appropriate limit. However, please note that it is possible that it would still take over 18-hours to locate information, depending on the school/department you refer to. It is also possible that no WAMs or similar are in place for that school. We can also advise that as part of our consideration of your request, we have established that the Faculty of Biological Sciences created a Workload Model in 2017. Therefore, if you were to refine your request to the Faculty of Biological Sciences only, we would be able to respond within the appropriate limit.

We hope that the above information is helpful to you, should you wish to submit a refined request. If you have any questions about this email, however, please do not hesitate to contact us on foi@leeds.ac.uk

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you can request an Internal Review. Requests for Internal Review should be made in writing using the following contact information:

Post: Mr D Wardle
Deputy Secretary
The University of Leeds
Leeds
LS2 9JT

Email: foi@leeds.ac.uk

Requests for Internal Review should be submitted within 40 working days of receiving the University’s response to your request. Further information about how the University manages Freedom of Information requests and about our complaints procedure is also available on our website (www.leeds.ac.uk).

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted the review/complaints procedure provided by the University. The Information Commissioner can be contacted at: Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Sincerely
Chloe Wilkins
Freedom of Information Officer
University of Leeds