From: Freedom of Information  
Sent: 20 July 2021 15:56  
To:  
Subject: Freedom of Information Response (Our Ref: K/21/143)

Dear

Freedom of Information Response (Our Ref: K/21/143)

Thank you for your Freedom of Information (FOI) request dated 18 March 2021, reference K/21/143. Please accept our sincere apologies for the delay in responding to your request.

Your request read:

“How many of your staff were classified as key workers by the university from 4 January 2021 to 8 March 2021? (I.e., how many were given permission to work on campus?)”

The University of Leeds holds some of this information.

We do not hold a central list of all staff members who were either classified as ‘key workers’, or who granted permission to work on campus. Access to campus during lockdown was managed at a department level, and there was no need to create (or, more importantly, maintain) a central list for the vast majority of departments. To ask that departments pull together this information would constitute the creation of new information, which we are not obliged to do under the terms of the Freedom of Information Act. Furthermore, the creation of this information would be likely to take significantly more than the 18 hour ‘appropriate limit’ set out at section 12 of the FOI Act. This is because the only means of locating this information would be for all managers within a department to review their own correspondence and records in order to establish their list of staff members who were granted permission to work from campus. Given the number of departments across the university, and the number of teams within those departments, we are satisfied that this would take more than 18 hours to complete.

However, the Facilities Directorate and IT department did record the number of staff members who worked from campus throughout lockdown. A total of 692 members of staff across Facilities and IT were given permission to attend campus, or to work on campus at one or more points over the timeframe of your request. Please note that this does not necessarily mean that all 692 members of staff were on campus at the same time, or that all were working from campus full-time.

Furthermore, some members of staff, both within Facilities and/or IT, and from other departments, may have been granted limited permission to attend campus for a specific purpose (e.g. to collect something). Instances of this nature are not included in the total.

We hope this information is helpful. 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.

Yours sincerely

Chloe Wilkins
Freedom of Information Officer

Secretariat
University of Leeds