



Information Rights & Compliance Team  
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Our Ref: FOI 2874

Thank you for your request concerning our executive directors expenses for the past two financial years.

Your request has been considered and processed in accordance with the requirements of the Freedom of Information (FOI) Act 2000.

- 1. Please provide statements for all purchase cards, 'p-cards', or any other credit or debit cards paid out using public funds, used by or for executive directors for the period April 1, 2015, to March 31, 2017. Please also provide receipts for these expenses.**

We are unable to provide copies of our purchase card statements and receipts, as these cards are also used by non-executive staff<sup>1</sup>.

To ascertain who purchased goods and then produce copies of every receipt or statement would involve locating, retrieving, manually copying each receipt and to carry out this task it would exceed the appropriate cost limit of £450.

Under section 12 of the FOIA a public authority does not have to comply with a request for information if the cost of compliance exceeds the appropriate limit. For example based on the number of expenses claimed from 2015/16 and 2016/17 there would be 2,231 receipts from our executive directors.

It is estimated that it would take approximately 2 minutes to locate, retrieve and manually copy each individual receipt i.e. 74.36 hours @ £25ph = £1,859.16.

- 2. Please also provide details of all spending by executive directors using their own money which is then then claimed back from public funds for the period April 1, 2015, to March 31, 2017. Please also provide receipts for these expenses.**

Details of our executive directors spend using their own money is already in the public domain<sup>2</sup> please use this [link](#) to our annual reports.

We are unable to provide receipts as per the explanation given under question 1.

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<sup>1</sup> S12 The cost of compliance with a request exceeds the appropriate limit (s12)

<sup>2</sup> S21 Information accessible to the applicant by other means

**3. Please also provide details of all spending on behalf of that individual, by the Trust, for the period April 1, 2015, to March 31, 2017. Please also provide receipts for these expenses.**

Please see attached breakdown (Executive Director Claims through Expenses) showing executive spend for the past two financial years.

We are unable to provide receipts as per the explanation given under question 1.

Should you require further clarification or like to discuss payment, please do not hesitate to contact me.

Please find enclosed an information sheet regarding copyright protection and the Trust's complaints procedure in the event that you are not satisfied with the response.

Yours sincerely

*Sharon Farrell*

**Sharon Farrell  
Information Rights Officer**

Enc: Copyright Protection and Complaints Procedure Information Leaflet.

If you would like to complete a short survey in relation to your Freedom of Information request please scan the QR code below or click [here](#).

