



Ref: FOIA Reference 2018/19-012

Royal Stoke University Hospital  
Quality, Safety and Compliance Department  
Newcastle Road  
Stoke-on-Trent  
Staffordshire  
ST4 6QG

Date: 17<sup>th</sup> May 2018

Tel: 01782 676474  
Email [foi@uhn.nhs.uk](mailto:foi@uhn.nhs.uk)

Dear

I am writing in response to your email dated 6<sup>th</sup> April 2018 requesting information under the Freedom of Information Act (2000) regarding purchase cards. I sincerely apologise for the delay in responding.

On 11<sup>th</sup> May 2018 we contacted you via email to advise that we were collating the information and we apologised for the delay.

I can neither confirm nor deny whether the information you have requested is held by the Trust in its entirety. This is because the information requested in questions 2 and 3 is not held centrally, but may be recorded in individual departmental records. In order to confirm whether this information is held we would therefore have to individually access all departmental records within the Trust and extract the information where it is present. We therefore estimate that complying with your request is exempt under section 12 of the FOI Act: *cost of compliance is excessive*. The section 12 exemption applies when it is estimated a request will take in excess of 18 hours to complete. We estimate that accessing and reviewing all departmental records and then extracting relevant information would take longer than the 18 hours allowed for.

Under section 16 of the FOI Act we are required to provide requestors with advice and assistance where possible. We would therefore like to advise you that if your request is shortened to just question 1 we are able to comply within the 18 hour time frame. In order to avoid delay to your response we have provided this below.

As of 1<sup>st</sup> November 2014 University Hospitals of North Midlands NHS Trust (UHNM) manages two hospital sites – Royal Stoke University Hospital, and County Hospital (Stafford). Therefore the response below is for the two sites combined from that date where appropriate.

**Q1 I would like to request the following detail from University Hospitals of North Midlands NHS Trust under the Freedom of Information Act:**

**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.**

A1 We are unable to provide the information you require in the requested format as to release this data could lead to the identification of the person(s) and would breach the Trusts obligations

under the Data Protection Act 1998. Accordingly, this aspect of your request is exempt from disclosure under the terms of Section 40(2) of the Act *Personal information*. However as the Trust is committed to openness and transparency we can provide transaction totals - Please see attached spread sheet.

**Q2 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.**

A2 Section 12 exemption as detailed above.

**Q3 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.**

Such purchases might include, but are not restricted to, costs associated with private car use (e.g. mileage, care hire costs); public travel (e.g. train, bus, air fares); subsistence, (e.g. meals whilst away from normal place of work and hotel costs); spending on properties including purchase costs, rent, upkeep and refurbishment costs.

I recognise that this may overlap with material that you publish online but please note that I am asking for a level of detail which goes beyond this, so there is no argument that the material is already publicly accessible.

Please provide the above information for all executive directors for this time period. If this exceeds the cost limit under section 12 of the Freedom of Information Act, please could you provide this information for as many executive directors as possible before the cost limit is reached, in this order of preference:

- Chief Executive
- Deputy Chief Executive
- Chief Finance Officer
- Chief Operating Officer
- Medical Director
- Commercial Development Director
- Business Development Director
- Strategic Director
- Chief Nursing Officer
- Director of Development
- Director of HR
- Director of Communications
- And then all other Executive Directors.

I recognise that job titles vary between organisations so please find the closest possible comparator for those which I have named. If one of the roles I have stated do not exist in your organisation please omit them and move on to the next one in the list.

**Again, please note that if it is possible within financial constraints, I would like the details for all executive directors - so the above list should not be necessary.**

**If more than one person has held a post during this time, please provide the information for both of those people.**

A3 As answer 1.

\*Please note that any individuals identified do not give consent for their personal data to be processed for the purposes of direct marketing.

***UHNM NHS Trust is a public sector body and governed by EU law. FOI requestors should note that any new Trust requirements over the EU threshold will be subject to these regulations and will be advertised for open competition accordingly.***

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This letter confirms the completion of this request. A log of this request and a copy of this letter will be held by the Trust.

If you have any queries related to the response provided please in the first instance contact my office.

Should you have a complaint about the response or the handling of your request, please also contact my office to request a review of this. If having exhausted the Trust's FOIA complaints process you are still not satisfied, you are entitled to approach the Information Commissioner's Office (ICO) and request an assessment of the manner in which the Trust has managed your request.

The Information Commissioner may be contacted at:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or via [www.ico.org.uk](http://www.ico.org.uk).

If following review of the responses I can be of any further assistance please contact my secretary on 01782 676474.

Yours,



University Hospitals  
of North Midlands  
NHS Trust

A handwritten signature in black ink, appearing to be 'Mojgan Casillas', written over a large, light blue oval shape.

Mojgan Casillas  
**Interim Information Governance Manager**