



**University Hospitals  
of North Midlands**  
NHS Trust

Ref: FOIA Reference 2018/19-441

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

Date: 21<sup>st</sup> December 2018

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

Dear

I am writing in response to your email dated 24<sup>th</sup> October 2018 requesting information under the Freedom of Information Act (2000) regarding purchase cards. I sincerely apologise for the delay in responding.

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 question 1 is not held centrally, but may be recorded in individual credit card records. In order to confirm whether this information is held and extrapolate it from the personal information (Section 40(2) - Data protection Act 1998) we would therefore have to individually access all 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 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 your request is shortened to just what 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 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 two years April 2016 – March 2017, and April 2017 – March 2018. Please ensure information is provided for the two separate years. I am also requesting receipts for these expenses.**

A1 Section 12 and 40 exemptions as detailed above.

**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 two years April 2016 – March 2017, and April 2017 – March 2018. Please ensure information is provided for the two separate years. I am also requesting receipts for these expenses.**



A2 Section 40 exemptions as detailed above (receipts), however please refer to the figures below, for spend by Executive Directors using their own money which is then claimed back.

2016/17	(£)	2017/18	(£)
expenses	1202.59	expenses	3981.22
Mileage	2479.72	Mileage	1395.37

Q3 Please also provide details of all spending on behalf of that individual, by the Trust, for the two years April 2016 – March 2017, and April 2017 – March 2018. Please ensure information is provided for the two separate years. I am also requesting 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, refurbishment costs and relocation costs. Please include any other expenses which fall outside of these categories.

Please state if any expenses submitted by the below executives across the two years were rejected, and in each example give all details, including the name of the executive, the cost of the expense submitted, where it was purchased from, what it was for and the reason it was rejected. I am also requesting the receipts for these items.

I recognise that the information I have requested may overlap with material that you publish online. But 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 the two time periods I have specified. 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.

Please provide my information digitally, unless this has implications for cost in which case please do whatever is most cost-efficient.

A3 Please see below, however please note that the below is paid for by the Trust (rather than claimed back) bookings are made by an external company therefore the costs are not held by the Trust.

	<u>2016/17</u> (£)	<u>201718</u> (£)
Paula Clark	111.40	117.99
Elizabeth Rix	3,193.24	2,617.37
Helen Ashley	111.40	0.00
Ro Vaughan	804.93	214.11
John Oxtoby	504.17	1,641.43
Mark Bostock	1,016.27	1,489.24
Andrew Butters	271.57	206.17
Naomi Duggan	576.05	0.00
Lorraine Whitehead	1,585.53	983.75
Robert Courteney Harris	1,183.03	Not in post
Sarah Preston	834.59	37.82
Helen Lingham	Not in post	Not in post
David Donegan	Not in post	Not in post
Richard Beeken	Not in post	207.74

\*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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An anonymised copy of this request can be found on the Trust's disclosure log, please note that all requests can be found at the following link: <http://www.uhnm.nhs.uk/aboutus/Statutory-Policies-and-Procedures/Pages/Freedom-of-Information-Disclosure-Log.aspx>

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,



Leah Carlisle  
**Deputy Head of Quality, Safety & Compliance**