

ND ref. **FOI/17/188**

***Freedom of Information***

Thank you for your 07/08/17 request for the following information:

*In the financial year 2016-17, how many trips overseas were undertaken by staff at your trust?*

Answer: Please note that any overseas travel by staff needs to be signed off by the Trust executive and must demonstrate added value to the organisation.

We do not hold a centralised set of data for the information requested having checked with our finance, payroll, education and recruiting departments. To collate this information would require our staff manually reviewing individual travel claim forms.

To undertake this piece of work would take in excess of the appropriate limit set by the Freedom of Information Act 2000 (section 12 (1)) and defined in the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004. The appropriate limit of £450 represents the estimated cost of one person spending two and a half days in determining whether the Trust holds the information, and locating, retrieving and extracting the information. Consequently, the Trust is not obliged by the Freedom of Information Act 2000 to retrieve the above information.

*For each trip, please state and break down:*

- 1. The date, destination and number of days the trip lasted*
- 2. The purpose of the trip*
- 3. Number of staff members who went on the trip - and their job title*
- 4. Total amount of money spent on hotels*
- 5. Total amount spent on flights*
- 6. Total amount of any other costs incurred*

Answer: Please see response to the question above.