

June 2011

1. *Have any of your Managers or Administrative staff taken work-related trips abroad since May 2010 which were funded by you, any other NHS body, or by a commercial third party?*

2. *If so please provide details for each trip of*
 - a. *the number of people travelling*
 - b. *job titles*
 - c. *the purpose of the trip, dates of inward and outward travel and places visited*
 - d. *the name of the accommodation used in the trip and which mode of travel (and class) were used (eg economy flight/first class Eurostar)*
 - e. *the cost of the trip and breakdown by travel/accommodation/food/other.*

If these were trips associated by work but funded by other NHS bodies or private firms, please indicate.

Please note I am not asking for details of clinicians' travel (eg to medical conferences) except in those rare cases where they are travelling because of their managerial role (eg if your chief exec is a clinician and travels abroad in their capacity as chief executive rather than because they are a clinician).

We may hold the information requested but this information is not recorded separately and therefore to retrieve and collate it would involve going through each individual claim form for every member of staff. We have estimated that it would take more than 18 hours to locate all the information you have requested and that the associated cost would therefore exceed the appropriate fee limit of £450 set out under Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2007.

The fee limit specified in regulations for NHS trusts represents the cost of one person spending 2½ working days at a rate of £25 per hour determining whether the Trust holds the information sought and then locating, retrieving and extracting that information.

Having regard to section 12 of the Freedom of Information Act in circumstances where the fee limit is likely to be exceeded the Trust is not obliged to respond to the request. Accordingly, we are sorry but on this occasion we will not be processing your request further.