



**The Clatterbridge
Cancer Centre**
NHS Foundation Trust

Clatterbridge Road
Bebington
Wirral
CH63 4JY

Tel: 0151 556 5000
Web: www.clatterbridgecc.nhs.uk

Date: 8 September 2020

Re: Freedom of Information Request
Ref: 183-2020

Thank you for your email dated the 13th August, requesting information in relation to travel expenses.

The information that you require is as follows:

This is an information request relating to travel expenses.

Please include the information for each of the following periods: 2019-20; and April 2020 to the present day:

- The total cost of travel expenses for staff including travel by flight, train and car.
- The details of the top three most expensive trips, including their cost, mode of travel as well as arrival and departure destinations.

Based on the information provided by our travel expenses system, Selenity please see below:-

Reference Period	Cost
2019/2020	£206,486
April 2020 - present	£28,112

Reference Period	Cost	Mode of Travel	Arrival Destination	Departure Destination
April 2020 - present	£38.53	Car	The Clatterbridge Cancer Centre - Liverpool	St Helens
April 2020 - present	£38.53	Car	The Clatterbridge Cancer Centre - Liverpool	St Helens
April 2020 - present	£38.53	Car	The Clatterbridge Cancer Centre - Liverpool	St Helens
2019/2020	£424.72	Flight	<p><u>Section 12: Appropriate Limit</u></p> <p>Following a scoping exercise completed by our Finance Department, it has become evident that in order to meet the full requirements of this request, there would be a significant impact on both time and workload within the Trust. This information is not held centrally and would therefore require a member of staff to search through a large number of invoices, and manually extract the information required. It is estimated that this would take in excess of 18 hours.</p> <p>Section 12 of the Act makes provision for public authorities to refuse requests for</p>	<p><u>Section 12: Appropriate Limit</u></p> <p>Following a scoping exercise completed by our Finance Department, it has become evident that in order to meet the full requirements of this request, there would be a significant impact on both time and workload within the Trust. This information is not held centrally and would therefore require a member of staff to search through a large number of invoices, and manually extract the information required. It is estimated that this would take in excess of 18 hours.</p> <p>Section 12 of the Act makes provision for public authorities to refuse requests for</p>

			information where the cost of dealing with them would exceed the 'appropriate limit', which for local authorities is £450, or 18 hours.	information where the cost of dealing with them would exceed the 'appropriate limit', which for local authorities is £450, or 18 hours.
2019/2020	£335.50	Train	London, Euston	Liverpool, Lime Street
2019/2020	£325.00	Train	London, Euston	Liverpool, Lime Street

Should you require any further information please do not hesitate to contact me on the email address provided below.

Please remember to quote the reference number above in any future communications.

If you are dissatisfied with the handling of your request, you have the right to ask for this to be investigated internally.

If you are dissatisfied with the information you have received, you have the right to ask for an internal review.

Both processes will be handled in accordance with our Trust's Freedom of Information Policy and the Freedom of Information Act 2000.

Internal investigation and internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to: Freedom of Information Review, The Clatterbridge Cancer Centre NHS Foundation Trust, Clatterbridge Road, Bebington, Wirral, CH63 4JY

If you are not satisfied with the outcome of the internal investigation/review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.