



**The Clatterbridge
Cancer Centre**
NHS Foundation Trust

Clatterbridge Road
Bebington
Wirral
CH63 4JY

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

Date: 3 December 2019

Re: Freedom of Information Request
Ref: 310 - 2019

Thank you for your email dated the 5th November 2019, requesting information relating to travel by Trust staff.

The information that you require is as follows:

How many business miles have been travelled by trust employees using their own car (greyfleet) in the last 12 months?

Between the 01 OCT 2018 – 30 SEP 2019:

234,174.59 miles

How much money has been reimbursed back to employees for those business miles for greyfleet in the last 12 months?

Between the 01 OCT 2018 – 30 SEP 2019 (Sum of NET):

£125,947.14

How much does the trust reimburse its employees per mile?

| Type of vehicle/allowance | Annual mileage up to 3,500 miles (standard rate) | Annual mileage over 3,500 miles (standard rate) | All eligible miles travelled (see paragraph 17.15 and Table 8) |
|-----------------------------------|--|---|--|
| Car (all types of fuel) | 56 pence per mile | 20 pence per mile | |
| Motor cycle | | | 28 pence per mile |
| Pedal cycle | | | 20 pence per mile |
| Passenger allowance | | | 5 pence per mile |
| Reserve rate | | | 28 pence per mile |
| Carrying heavy or bulky equipment | | | 3 pence per mile |

How many miles did trust employees drive in the last 12 months in any type of vehicle e.g. greyfleet, trust owned, car rental, car club etc.?

Records show that Trust employees have driven 234,174.59 miles in the last 12 months.

Our Trust also has Chemotherapy cars delivering home treatment.

Unfortunately, this information for these cars is not currently recorded.

However, we can confirm that these cars do not travel more than approximately 20,000 miles per year.

Does the trust have an employee travel policy for business travel, which may include other additional modes of transport such as train, car rental etc.?

Yes, our Trust does have an employee travel policy

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.

In order for us to ensure customer satisfaction and to monitor compliance with the Freedom of Information Act 2000, we would be grateful if you could take a couple of minutes to complete a short feedback form via the link below:

<https://www.surveymonkey.co.uk/r/H39RFMM>