

**Information Governance**

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Web: [www.oxfordhealth.nhs.uk](http://www.oxfordhealth.nhs.uk)

4 September 2017  
Reference no. 17180144

Dear

**Request for Information: Freedom of Information Act**

Thank you for your email of 4 August, making a request for information under the Freedom of Information Act. You requested the following information and the Trust is able to provide the information below in response:

**Request:**

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

For each trip, please state and break down:

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

**Response:**

The Trust does publish some information on its website in the Board Papers areas of the Trust website in the report Register of Gifts, Hospitality and Sponsorship, and it can be located via the following URL:

<http://www.oxfordhealth.nhs.uk/about-us/governance/board-papers/>

However, the Trust is otherwise unable to comply with this request without exceeding the appropriate limit set in regulation by section 12 of the Freedom of Information Act.

The Trust is unable to comply with this area of your request as to do so would require the Trust to exceed the appropriate limit. The information is not held in a structured or reportable form and the Trust would have to manually review thousands (a minimum of (12000) of electronic travel claim system records and invoices in order to collate the information you require. To provide the information requested even if it only took 1 minute per record, would involve a minimum of 200 hours work. The appropriate limit set in regulation by section 12 of the Freedom of Information Act is 18 hours.

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you should write to me and I will ensure the decision is reviewed. The Trust will consider undertaking a review if requested to do so within 40 working days of the date the response is received by the applicant, and will apply discretion if a longer period of time has passed.

Should you wish to make a complaint as a result of the outcome of such a review, you may apply directly to the Information Commissioner's Office (ICO) for a decision.

Generally, the ICO cannot make a decision unless you have exhausted the complaints procedure provided by the Trust for FoI Act matters.

The ICO can be contacted at:

The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Please contact me if there are any further queries.

Kind regards,

Yours sincerely,

Mark Underwood

Head of Information Governance