

Information Governance

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Littlemore Mental Health Centre
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Oxford
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19 November 2018
Reference no. 18190277

Dear

Request for Information: Freedom of Information Act

Thank you for your email of 24 October 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:

1. Please provide statements for all purchase cards, 'p-cards', or any other credit or debit cards paid out using public funds, used by or for executive directors for the two years April 2016 – March 2017, and April 2017 – March 2018. Please ensure information is provided for the two separate years. I am also requesting receipts for these expenses.
2. Please also provide details of all spending by executive directors using their own money which is then then claimed back from public funds for the two years April 2016 – March 2017, and April 2017 – March 2018. Please ensure information is provided for the two separate years. I am also requesting receipts for these expenses.
3. Please also provide details of all spending on behalf of that individual, by the trust, for the two years April 2016 – March 2017, and April 2017 – March 2018. Please ensure information is provided for the two separate years. I am also requesting receipts for these expenses.

Response:

1. The Chief Executive is the only holder of a card, expenses summarised as followed:

2017/2018 - £2,331.84

2016/2017 - £1826.48

2. And 3. Information for 2016/2017 and 2017/2018 (broadly travel, travel associated costs and overnight stay).

	2016/2017	2017/2018
Director of Nursing	£729.65	£39.26
Medical Director	£1352.83	£883.80
Director of Finance	£1275.06	£1458.85
Trust Secretary	£870.09	£605.22
Director of Performance and Strategy	£69.30	£604.25
Trust Chair	£1613.13	£1462.61
Director of HR	Not on Board	£479.29

The Trust is able to provide such information without exceeding the appropriate limit set in Regulation by Section 12 of the Freedom of Information Act.

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

