

Trust Headquarters  
Russells Hall Hospital  
Dudley  
West Midlands  
DY1 2HQ

**FREEDOM OF INFORMATION ACT 2000 - Ref: FOI/010908**

With reference to your FOI request that was received on 20/07/2011 in connection with Legal Costs'.

Your request for information has now been considered and the information requested is enclosed.

If you have any queries or concerns then please do not hesitate to contact me. Please remember to quote the reference number '**FOI/010908**' in any future communications related to this FOI request.

Further information about your rights is also available from the Information Commissioner at:

**Information Commissioner**

Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF  
Tel: 0303 123 1113  
Fax: 01625 524510  
[www.ico.gov.uk](http://www.ico.gov.uk)

Yours sincerely

Information Governance Manager  
Room 34a, First Floor, Esk House, Russells Hall Hospital, Dudley, DY1 2HQ  
Email: [FOI@dgh.nhs.uk](mailto:FOI@dgh.nhs.uk)

Your reviewed request reads:

“How about just looking at managerial staff who have travelled abroad? That would restrict it considerably. I do think these trips will be very few and far between and would probably have to be authorised at quite a high level so an alternative would be asking the people who would authorise them?”

Response to reviewed request:

Dear Ms Moore,

The only way to accurately provide the information you are looking for would be to obtain the information from the Finance Department as the Trust has undergone structure changes with Management over the last two years, so Managers authorising staff travel will have changed.

Your request asked for information regarding Managers -

The Trust's Electronic Staff Record holds multiple Staff Job Titles. There are Managers of staff that have 'Manager' in their job title and Managers of staff that do not have 'Manager' in their job title, for example there are clinical staff that Manage other staff that may have 'Lead' in their job title for example Lead Nurse. There are also Admin staff that Manage staff that may have 'Coordinator' in their job title. So to provide information using the job title 'Manager' would be inaccurate.

The Finance Departments structure for holding information regarding Travel Expenses is held in monthly order, not in Job Title Order. Thus to obtain the information you require the Finance Department would be required to review 15 months worth of travel expenses.

The Finance Department receives approximately 800 Travel claim forms in each month, which equates to approximately 12,000 travel request forms (800 forms x 15 months) for the time period you are interested in (May 2010 to July 2011). Each claim form would need to be reviewed to see if it contained information regarding travel abroad.

Only the current financial year travel forms are held in the Finance Department. Travel forms prior to April 2011 are held boxed in archive.

To review 12,000 travel forms (to ascertain whether the Travel form belonged to a member of staff that was a Manager/or Managed staff and whether the travel was for a trip abroad from unstructured data would take the Trust -

For each travel form it would take approximately 3 minutes (this is averaged to cover the archive and the current financial year information) to collect the information which is held in an unstructured format (i.e. not held electronically)

3 minutes x 12,000 = 36,000 minutes

36,000 minutes = 600 hours

600 hours x £25 per hour = £15,000

To supply you with the information you have required will incur a cost of £15,000. If you would like the Trust to go ahead with this processing could you possibly forward an e-mail to [FOI@dgh.nhs.uk](mailto:FOI@dgh.nhs.uk)

The Trust realises that you have tried to narrow your request down already, however the Trust would still like to help you with your request if you are able to review your request even further following the understanding of the Trust process I have documented above.