

[REDACTED]

19 April 2016

Dear [REDACTED]

Freedom of Information Act 2000 – Information Request (Our Ref: FOI_16-089)

We have now considered your request of 02 April 2016 for the following information:

1. *How many staff employed by the university were overpaid in each of the financial years: 2011-12, 2012-13, 2013-14, 2014-15, and 2015-16?*
2. *In total, by how much were staff employed by the university were overpaid in each of the financial years: 2011-12, 2012-13, 2013-14, 2014-15, and 2015-16?*
3. *For each financial year (2011-12, 2012-13, 2013-14, 2014-15, and 2015-16), how much of this money has been recouped by the university?*
- 4a. *What was the largest overpayment that the university can locate in each of the financial years: 2011-12, 2012-13, 2013-14, 2014-15, and 2015-16?*
- 4b. *What position within the university does the person given the largest overpayment each year hold? Eg, 2011-12: professor. 2012-13:*

Unfortunately, on this occasion it is not possible to provide any of the requested information. We have determined that the cost of finding and assembling some of the requested information will exceed the 'appropriate limit' as defined by section 12 of the Act and the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004/3244.

'The 'appropriate limit' of £450, which equates to 18 hours' work, can relate to one request in its entirety or to a series of linked requests. If the University cannot locate, retrieve and extract some or all of the requested information within the 18 hours we are not obliged to retrieve any of the requested information.

When an overpayment is identified, the member of staff is informed and a financial adjustment is made to recover the overpayment. These records are held on the staff file for the affected member of staff. We do not maintain a central file either within our Finance or Human Resources systems that records the instances of overpayments. Therefore, in order to locate every instance of overpayment we would have to review every Human Resources file for every staff member from 2011/12 onwards. As we currently have over 3,300 employees, at 2 minutes per file for only our current staff would require 110 person-hours of work which is clearly over the appropriate limit.

Unfortunately, given the number of staff and the number of transactions involved, we can see no way in which, even if the request is restricted in scope, we would be in a position to supply information relating to the overpayment of staff.

You have the right of appeal against this decision. If you wish to appeal, please set out in writing your grounds of appeal and send to me at the address noted in the heading to this letter.

You must appeal our decision within 60 calendar days of the date of this letter. Any appeal received after that date will not be considered nor acknowledged. This policy has been reviewed and approved by the Information Commissioner's Office.

You also have a subsequent right of appeal to the Information Commissioner whose [contact details](#)¹ can be found on their website.

Please quote our reference given at the head of this letter in all correspondence.

Yours sincerely

David Palmer
Information Policy and Compliance Manager
University of East Anglia

¹ https://ico.org.uk/Global/contact_us