



University of East Anglia

Information Services Directorate

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08 March 2017

Dear [REDACTED]

Freedom of Information Act 2000 – Information request (ref: FOI_17-037)

We have now considered your request of 09 February 2017 as clarified on 09 and 23 February for the following information:

Please provide me with the amount of spent on alcohol for 'networking' events or other events where alcohol is given out free and paid for by the University. Please break this down by type (e.g. beer, wine, spirits).

I would like to know these numbers from September 1st 2013- to the latest available date.

[Clarified on 09 February to encompass the cost of alcohol used at any University event where the attendees do not purchase the alcohol.

Clarified on 23 February to limit request to costs that are 100% alcohol and to events that are on campus only]

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.

A wide variety of units within UEA run 'networking events' or other events where alcohol is distributed at no charge and these units can purchase alcohol by a number of methodologies. UEA does not have a consistent nor standard supplier of alcohol and it can be purchased by way of purchase card, via Catering and by way of invoiced online purchase. Even where the cost incurred is 100% alcohol related, a search must be undertaken of individual invoices to determine which purchases were 100% alcohol-related.

In many cases, the purchase of alcohol is combined with other expenditures. To identify all individual purchases of alcohol would require searching thousands of

invoices which would result in a total expenditure of effort and time which is clearly in excess of the appropriate limit.

To assist you in formulating a request to which we can respond, we can offer a number of options for request of a reduced scope. Whatever option is chosen as a future request, it must be noted that the resulting figure would represent an incomplete picture of the expenditure on alcohol by UEA.

We could provide the cost of alcohol provided by our Catering unit to other units within UEA where it is not resold for the specified time period. We would not be able to determine the purpose of the event the alcohol was related to nor which unit within UEA purchased it.

We are also in a position to provide a figure for expenditure by UEA under a cost code for alcoholic drinks for the specified time but we would not be able to determine whether any expenditure was for alcohol not for resale. Please note that this figure would include costs of some of the alcohol provided by Catering to the rest of UEA.

Another option would be to restrict the range of UEA units or suppliers to which this request applies. For example, we could provide a figure for 2-3 years of the alcohol purchased by the Vice-Chancellors' Office for events hosted by the Vice-Chancellor as a 'stand-alone' request. In the alternative, we could provide a total of the amount spent with suppliers such as Majestic Wines for the specified time period.

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's Office. Further information is available on their website:

https://ico.org.uk/Global/contact_us, or by telephone on 0303 123 1113.

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

Yours sincerely

Dave Palmer
Information Policy and Compliance Manager
University of East Anglia