



University of East Anglia

Information Services Directorate

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[REDACTED]

04 April 2017

Dear [REDACTED]

Freedom of Information Act 2000 – Information request (ref: FOI_17-069)

We have now considered your request of 13 March 2017 for the following information:

Please could you tell me how much the university has spent on alcohol in the last three years.

If possible, it would be good for this to be given in calendar years. However, if it is easier to provide the information for the last three full financial years, that is also fine.

Please could you break the figures down by year.

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.

Alcohol can be purchased by a wide array of units within UEA by way of a number of methodologies. Even where the cost incurred is 100% alcohol related, unless the supplier is known, a search must be undertaken of individual invoices to determine what was purchased and from whom. 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 if we can limit our searching to expenditures coded as 'hospitality' on our finance system this still requires manually 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 could provide any one of the following sets of information:

- Total cost of alcohol provided by our Catering unit to other units within UEA.

- Total expenditure under the finance system cost code “Beers, Wines, Spirits, Alcoholic drinks” (This figure would include costs of some of the alcohol provided by Catering to the rest of UEA)
- Total of the amount spent with specific suppliers (e.g. Majestic Wines)

Whatever option, or combination thereof, is within any future request, it must be noted that the resulting figure would represent an incomplete picture of the expenditure on alcohol by UEA.

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