



University of East Anglia

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22 September 2017

Dear [REDACTED]

Freedom of Information Act 2000 – Information request (ref: FOI_17-210)

We have now considered your request of 21 August 2017 for information relating to the remuneration and expenses of senior management staff at UEA.

Our response is on pages 4-5 of this letter, together with a copy of your request and within the accompanying documents listed below:

- FOI_17-210_Appendix A_Expense forms
- FOI_17-210_Appendix B_VC Purchase card
- FOI_17-210_Appendix C_PVC-ACAD Purchase card
- FOI_17-210_Appendix D_PVC-RE Purchase card
- FOI_17-210_Appendix E_PVC-RI Purchase card

Due to the volume of material requested, we have had to split this information into multiple files in order to allow us to transmit it to you.

On this occasion, it is not possible to provide all the requested information. The Act contains a number of exemptions that allow public authorities to withhold certain information from release. We have applied the following exemption(s) to part of your request.

Exemption	Reason
s.22(1), Information intended for future publication	Some of the requested information is in preparation for later publication
s.31(1)(a), Law enforcement	Some of the requested information would, or would be likely to, prejudice the prevention or detection of crime
s.40(2), Personal information	Disclosure of information would contravene one of the data protection principles

Section 22(1) exemption

We believe that s.22(1) applies to both questions 1 and 2 of your request.

The University publishes the Vice Chancellor's annual remuneration, and the number of staff earning in excess of £100,000 in £10,000 bands each year within our financial

statements. The information relating to the Vice-Chancellor's total current salary and benefits, and the list of salaries in excess of £100,000 for the financial year 2016/17 will be published in December 2017.

We recognise there will be delay before the Vice-Chancellor's current salary and benefits and the list of salaries are publicly disclosed, however publication at that point will be in line with our established practices.

When considering the application of this exemption we are required to assess the public interest in withholding or disclosing the requested information. We acknowledge there is a general public interest in the Vice-Chancellor's remuneration and in the salaries of highly paid staff and have addressed this interest by proactively publishing this information when the annual statements are finalised.

While there is a public interest in making the Vice-Chancellor's current salary and benefits and the list of salaries available prior to the publication of the 2016/17 financial statements, we are not aware of a current heightened public interest in this issue that would warrant an earlier disclosure. Indeed, sector-wide salary information¹ has in recent years been published several months after completion of the financial year, indicating this is accepted practice across the sector. Therefore on this occasion we believe the public interest lies in maintaining the University's usual publication practices.

We should note, however, that this information is readily available within our annual financial accounts for 2015/16 available on our website here:

<https://portal.uea.ac.uk/finance/financial-accounts>

Section 31(1) exemption

It is our belief that section 31(1) applies to the credit card numbers that appear on the requested credit card bills. The University has several cards, which are given to senior staff to allow for ad hoc purchase of goods and services necessary to their role within the University

Release of any information under the Act represents a disclosure to the world at large. As such we believe to disclose this specific information would expose the University to a significant risk of fraudulent use of the University's credit cards, consequently prejudicing the prevention of criminal activity.

Having determined that disclosure of this information would expose the University to a real and significant risk of crime, application of the s.31 exemption also requires us to consider the public interest in withholding or disclosing this information.

We acknowledge there is a public interest in increasing transparency in how the University manages its finances, and this may include general information about the expenditures of senior staff within the organisation.

However, there is a very strong public interest in preventing criminal activity that could damage the running of the University and the security of the financial assets held by the University. On balance, we believe this interest outweighs any lawful public interest in sight of the credit card numbers. Additionally, we believe that provision of the level of detail regarding the expenditures as reflected on each credit card statement is sufficient to meet any public interest in knowing how the University spends such funds.

Section 40(2) exemption

In regards the application of section 40(2), we believe that there are data within the documents requested that meet the definition of 'personal information' as defined by

¹ For example, <http://www.timeshighereducation.co.uk/story.aspx?storyCode=2012381>

section 1(1) of the UK Data Protection Act 1998 (hereafter 'DPA'). Specifically, we believe that the employee numbers of the Vice-Chancellor and Pro-Vice-Chancellors, and the names of junior staff within the University are personal information.

We believe that disclosure of the information relating to individuals would be against the first data protection principle under the DPA; namely that information must be fairly and lawfully processed, and that the processing also meets one of the conditions set out in Schedule 2 of that Act. We do not have consent for the release of this information, and in this case we do not consider disclosure of the data to be necessary under any of the other conditions of Schedule 2.

Where information has been removed from the accompanying file in accordance with s.40(2), we have replaced the text with a black rectangle.

We hope this response will meet your requirements, however if you are not satisfied you have the right of appeal. If you wish to appeal, please set out in writing your reasons for appealing and send to the above address. You must appeal 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 note that any material over which UEA has copyright is released on the understanding that you will comply with all relevant copyright rules regarding reproduction and/or transmission of the information provided.

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

Response to Freedom of Information Act 2000 request (FOI_17-210)

1. Please state the annual salary of your Vice Chancellor. If you do not have a Vice Chancellor, please state the salary of your head of institution, also giving their job title. Please provide:

- a) Their annual basic salary (excluding benefits in kind, employer's pension contribution, bonus)
- b) Their most recent annual performance related bonus
- c) Their total benefits in kind
- d) Their total employer's pension contribution
- c) Their total annual remuneration (including bonus, benefits in kind and employer pension contributions)

[Information exempted pursuant to s.22(1), Freedom of Information Act]

The requested information is exempted from release for the reasons noted in the above letter. The 16/17 financial statements will be published at this web page in December 2017: <https://portal.uea.ac.uk/finance/financial-accounts>

2. Please state the number of staff members paid a basic salary and bonus of more than £150,402 per annum in the last financial year (i.e. including any performance related bonus but excluding benefits in kind and employer pension contributions).

[Information exempted pursuant to s.22(1), Freedom of Information Act]

The requested information is exempted from release for the reasons noted in the above letter. The 16/17 financial statements will be published at this web page in December 2017: <https://portal.uea.ac.uk/finance/financial-accounts>

3. Please provide a copy of all expense claims forms for the Vice-Chancellor, Pro-Vice Chancellor and Chief Executive Officer from 1 August 2015 to 31 July 2017.

"Expenses" include, but are not restricted to, costs associated with:

- a. private car use (eg mileage, care hire costs)
- b. public travel (e.g. train, bus, air fares)
- c. subsistence, e.g. meals whilst away from normal place of work and hotel costs
- d. spending on grace and favour homes including upkeep and refurbishment costs.

Our response is within the attached document 'FOI_17-210 Appendix A_Expense forms'.

4. Please provide a copy of all receipts associated with each expense claim as detailed in part 3.a) to d) of this request, from 1 August 2015 to 31 July 2017.

Our response is within the attached document 'FOI_17-210 Appendix A_Expense forms'.

5. If the Vice-Chancellor, Pro-Vice Chancellor or Chief Executive Officer has used a university credit card for work-related expenses, please provide the credit card statements and copies of associated invoices/receipts from 1 August 2015 to 31 July 2017.

Our response is within the attached documents listed below:

- FOI_17-210_Appendix B_VC Purchase card
- FOI_17-210_Appendix C_PVC-ACAD Purchase card
- FOI_17-210_Appendix D_PVC-RE Purchase card
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