



University of East Anglia

Information Services Directorate

The Library
University of East Anglia
Norwich Research Park
Norwich NR4 7TJ
United Kingdom

Email: foi@uea.ac.uk
Tel: +44 (0) 1603 593 523
Fax: +44 (0) 1603 591 010
Web: <http://www.uea.ac.uk>

26 September 2017

Dear [REDACTED]

Freedom of Information Act 2000 – Information request (ref: FOI_17-217)

We have now considered your request of 29 August 2017 for information relating to the Vice-Chancellor’s salary and expenses over the last 4 financial years.

Our response is on page 4 of this letter, together with a copy of your request, and within the following documents.

- FOI_17-217_Appendix A_VC expenses 2014/15 (accompanies this letter)
- FOI_17-217_Appendix B_VC expense forms 2016-17 (link on p.4)
- FOI_17-217_Appendix C_VC purchase card 2016-17 (link on p.4)

On this occasion, it is not possible to provide all the requested information. In line with your rights under section 1(1)(a) of the Act to be informed whether information is held, we confirm that the University does not hold any purchase card information for January 2015 for the Vice-Chancellor.

Additionally, the Act contains a number of exemptions that allow public authorities to withhold certain information from release. We have applied the following exemption 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 an element of question 1 of your request.

The University publishes the Vice Chancellor’s annual remuneration each year within our financial statements. The information relating to the Vice-Chancellor’s total current salary and benefits will be published in December 2017.

We recognise there will be delay before the Vice-Chancellor's current salary and benefits 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 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 do not believe that current 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 section 1(1) of the UK Data Protection Act 1998 (DPA). Specifically, we believe that certain expenses of the Vice-Chancellor are personal information.

¹ For example, <https://www.timeshighereducation.com/features/times-higher-education-pay-survey-2017>

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 so indicated.

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_17-217)

Under the Freedom of Information Act 2000 I seek the following information:

1. The salary of the Vice-Chancellor for the previous financial year and the three years preceding that.

The Vice-Chancellor's salary for each financial year is published in our financial statements on the UEA website². The 2013/14 to 2015/16 statements give the Vice-Chancellor's salary up to 31 July 2016.

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

The salary of the Vice-Chancellor for 2016/17 is exempted from release for the reasons noted in the above letter.

2. A record of the Vice-Chancellors expenses for the previous financial year and the three years preceding that, as well as where the money has been directed.

The Vice-Chancellor's expenses for the financial years 2015/16 and 2016/17 are set out in the following documents, available at this link until 29 September 2017:

- FOI_17-217_Appendix B_VC expense forms 2016-17
- FOI_17-217_Appendix C_VC purchase card 2016-17

https://ueanorwich-my.sharepoint.com/personal/l212_uea_ac_uk/_layouts/15/guestaccess.aspx?folderid=0a45349a1969145ac9b2e824875e6dea4&authkey=AbF27XgKapyY-uCJ7oaHP64&expiration=2017-09-28T23%3a00%3a00.000Z

Please note that there was but one (1) expense claim form submitted by the VC in the financial years 2015/16 and 2016/17.

The expense claims and purchase card expenditures of the Vice-Chancellor for the financial year 2014/15 are summarised in the attached document entitled FOI_17-217_Appendix A_VC expenses 2014/15.

The expenses of the Vice-Chancellor for 2013/14 are set out in full in Appendix A and Appendix D of our response to a prior Freedom of Information Act request; reference FOI_14-219, which is available on our website here:

<https://portal.uea.ac.uk/information-services/strategy-planning-and-compliance/regulations-and-policies/information-regulations-and-policies/freedom-of-information/disclosure-log/management-and-administration-of-institution/2014>

We acknowledge that your stated preference was for this information to be presented in Excel format, but the volume of the material was such that provision of a pdf was necessitated. We apologise we were not able to provide the information in the requested format on this occasion but trust it still meets your requirements.

² <https://portal.uea.ac.uk/finance/finance-accounts>