Dear

Freedom of Information Response (Our Ref: K/21/329)

Thank you for your Freedom of Information (FOI) request dated 25 June 2021, reference K/21/329. Please accept our sincere apologies for the delay in responding to your request.

Your request read:

"Please could you provide me with the attached information about your organisation's ICT expenditure."

The University of Leeds holds some information relevant to your request. However, we consider that to respond to your request would exceed the cost limit as set out in Section 12(1) of the FOI Act. Section 12(1) states that a public authority can refuse a request if complying with it would exceed the appropriate limit of £450. For the purposes of FOI, time spent on the permitted activities is calculated at the flat rate of £25 per person, per hour. The appropriate limit therefore represents the estimated cost of one person spending 18 hours to determine whether the information is held, and to locate, retrieve and extract the information.

In summary, we do not categorise financial information in the way your request requires.

For instance, we do not categorise spend as relating to application development. As such, the only means by which we could identify relevant expenditure would be to review all expenditure by the IT department, and ask the team responsible to determine whether each item did or did not relate to application development (or any of the other categories you have set out). It could be argued that this would constitute the creation of new information, which there is no obligation to do under the terms of the FOI Act. In any event, we estimate that it would take far in excess of 18 hours to review all expenditure line-by-line. Furthermore, there is no guarantee that any relevant information would be located. It is entirely feasible that none of the expenditure can be attributed to the categories you have set out.

In relation to the staffing elements of your request, our financial records do not distinguish between permanent and temporary members of staff; all associated expenditure is simply categorised as being for staff.

In light of the above, we do not believe there to be any meaningful way in which your request could be refined in order to bring the total amount of time required under the appropriate limit. If it would be helpful, we could provide the annual cost of salaried staff (i.e. those employed directly by the University rather than via a contractor or
agency). However, we appreciate that this does not address the majority of your enquiry.

We hope this information is helpful. If you have any questions about this email, however, please do not hesitate to contact us on foi@leeds.ac.uk

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you can request an Internal Review. Requests for Internal Review should be made in writing using the following contact information:

Post: Mr D Wardle
Deputy Secretary
The University of Leeds
Leeds
LS2 9JT

Email: foi@leeds.ac.uk

Requests for Internal Review should be submitted within 40 working days of receiving the University’s response to your request. Further information about how the University manages Freedom of Information requests and about our complaints procedure is also available on our website (www.leeds.ac.uk).

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted the review/complaints procedure provided by the University. The Information Commissioner can be contacted at: Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Yours sincerely

Chloe Wilkins
Freedom of Information Officer

Secretariat
University of Leeds