

FREEDOM OF INFORMATION ACT 2000

Your request for information has now been considered and the Council's response to your questions is shown below.

You asked

- 1. Does your organisation have an employee acting in the capacity to govern internal finance processes (e.g. paying suppliers, raising invoices,etc.) If appropriate can you provide their name.**

Response

Yes, Steve Charlesworth

- 2. Does your organisation have a Purchase Card (often referred to as Pcard) scheme for paying suppliers or contractors to your organisation**

No

- 3. If yes (to question 2) what is the total value for calendar year 2010 of all Pcard purchase transactions**

n/a

- 4. If yes (to question 2) is VAT recovered on all transactions by your organisation in relation to this scheme**

n/a

- 5. Does your organisation have a Travel Expense System for reimbursement of work related costs paid by employees of your organisation**

Yes

- 6. If yes (to question 5) what is the total value for calendar year 2010 of Travel Expenses reimbursed to employees**

£255,735 in total – being £166,218 for car parking and £89,517 for taxis, buses and trains.

- 7. If yes (to question 5) is VAT recovered by your organisation in relation to all costs incurred in the Travel Expenses System**

Yes

The legislation allows you to use the information supplied for your own personal use. Please be aware that any commercial or other use, for example publication, sale, or redistribution may be a breach of copyright under the Copyright, Designs and Patents Act 1988 as amended unless you obtain the copyright holder's prior permission.

Not all the information that is supplied which is covered by copyright will be the Council's copyright, for example it may be the copyright of a government department or another Council. You should seek either the Council's consent or their consent as appropriate. The Council is willing to advise you of any such potential issues on request. In order to make a request to re-use the information please contact the Head of Information Governance using the details below.

If you are dissatisfied with the handling of your request please write to:

**Head of Information Governance
Information and Support
Leicester City Council
FREEPOST (LE985/33)
New Walk Centre
LEICESTER LE1 6ZG
e-mail: foia@leicester.gov.uk**

Your request for internal review should be submitted to the above address within 40 (forty) working days of receipt by you of this response. Any such request received after this time will only be considered at the Council's absolute discretion.

You can also complain to the Information Commissioner at:

**Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow SK9 5AF
Telephone: 01625 545 700
www.informationcommissioner.gov.uk**

Please be aware that the Information Commissioner does not normally consider appeals or complaints until the internal appeals and complaints processes of the public authority which is answering the request have been exhausted. You are therefore advised to complain or appeal to Head of Information Governance before contacting the Commissioner.

Yours sincerely

**Lynn Wyeth
Information Governance Manager**