



23 June 2009
Our ref: 1-48065499

John Walker
By email: request-12713-a78d633c@whatdotheyknow.co

Dear Mr Walker

I am writing in response to your email request for information of 1 June 2009. Your request is copied below for ease of reference:

“ Please supply:

1. the names and ranks/grades of all employees in your organisation who are Common Purpose 'graduates'.
2. the total expenditure by your organisation on Common Purpose courses for each of the years 1997, 1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008 and 2009 to date together with a copy of the invoice for each Common Purpose course paid for by your organisation.

By 'Common Purpose', I mean the training organisation of that name: <http://www.commonpurpose.org> By Common Purpose 'graduate', I refer to those people who have passed the advanced Common Purpose courses.”

I can confirm that we hold information relevant to your request. Please find attached a table showing the numbers, grades and cost of staff attending Common Purpose courses for each financial year since the Agency was set up in 1999. Our policy on disclosure of staff names is to disclose the names of Executive Directors, but not the names of less senior staff. Most staff who attended Common Purpose courses were grades 3 or 4. The South West RDA has 7 grades, with the highest grade being 0 and the lowest grade 6. Grade 3 staff are usually managers of small teams which may include grade 4 staff who are usually designated advisers. Our FOI Decisions & Appeals Board has decided that the names of these grade 3 and 4 staff are personal information and exempt from disclosure under Section 40(2) Personal Information of the FOI Act. We do not usually disclose names of staff at these grades, and we believe it would be unfair to the staff concerned for their names to be released into the public domain. The Board Member who attended a Common Purpose course is no longer a Board Member at the



South West RDA and we do not have contact details. As we have been unable to confirm that this name can be disclosed, our view is that the name of the Board Member is exempt from disclosure under Section 40(2). However, in line with our policy, I can confirm that Nick Lewis, currently Interim Executive Director of Operations & Development attended a Common Purpose course in 2000/01.

You also asked for copies of invoices for Common Purpose courses. I have checked with our Finance team and they have been able to identify and locate four invoices which are scanned onto our financial management system. Before the financial year 2005/06 invoices were not scanned onto our financial management system, but stored in hard copy in our archives. It has not been possible to identify, locate and retrieve these hard copy invoices from our Archives within the appropriate limit of 2.5 days as described in the Freedom of Information (Appropriate Limit and Fees) Regulations 2004.

The names of individual staff have been redacted from these invoices under S40(2) of the FOI Act, as these staff were grades 3 or 4.

Please find attached copies of these four invoices.

I hope this information is helpful.

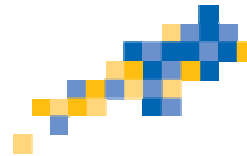
If you are not satisfied with the way we have handled your request, or if you are unhappy with our response, you can appeal via our Freedom of Information Complaints Procedure, a copy of which is available on request or on our website at www.southwestrda.org.uk/complaints. If you are still dissatisfied after following our complaints procedure, then under Section 50 of the Freedom of Information Act you are entitled to appeal to the Information Commissioner (Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF, telephone 01625 545700, fax: 01625 524510).

Yours sincerely

Alison McCarthy
Information & FOI Officer
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Email: alison.mccarthy@southwestrda.org.uk



| Common Purpose Matrix Programme: South West RDA details | Total number attending in each year | Grades of staff attending | Total cost for year (not including VAT) |
|--|--|----------------------------------|--|
| 2009-2010 | | | |
| None on record | 0 | n/a | 0 |
| 2008-2009 | | | |
| 1 colleague attended the Common Purpose Matrix Programme at a cost of £4,225 | 1 | 4 | £4,225 |
| 2007-2008 | | | |
| 1 colleague attended Common Purpose Matrix programme at a cost of £4,200 | 1 | 3 | £4,200 |
| 2006-2007 | | | |
| 2 colleagues attended the Common Purpose Matrix Programme at a cost of £8,150 | 2 | 3 | |
| | | 4 | £8,150 |
| 2005-2006 | | | |
| None on record | 0 | n/a | 0 |
| 2004-2005 | | | |
| 2 staff enrolled on the full Common Purpose Matrix Programme - Total Cost: £7,900 | | 3 | |
| | | 4 | |
| 1 member of staff on the Plymouth profile course - Cost: £950 | 3 | 4 | £8,850 |
| 2003-2004 | | | |
| 1 member of staff enrolled on the Common Purpose Matrix Programme - Total Cost: £3,850 | 1 | 3 | £3,850 |



South West RDA

| | | | |
|--|----|-----|----------------|
| 2002-2003 | | | |
| 3 members of staff enrolled on the Common Purpose Matrix Programme - Total Cost: £10,350 | | 3 | |
| | | 4 | |
| | | 4 | £10,350 |
| 1 Board member on a Common Purpose course - but invoice never submitted to HR | 4 | n/a | |
| 2001-2002 | | | |
| 1 member of staff enrolled on the Common Purpose Matrix Programme - Total Cost: £2,600 | 1 | 4 | £2,600 |
| 2000-2001 | | | |
| 1 member of staff enrolled on the Common Purpose Matrix Programme - Total Cost: £2,650 | | 4 | |
| 1 Director on 3 day Common Purpose course - Total Cost: £1,750 | 2 | 1 | £4,400 |
| 2000-2001 | | | |
| 1 colleague attended the Common Purpose Matrix Programme at a cost of £4200 | 1 | 4 | £4,200 |
| Total | | | |
| Overall total cost paid (*excluding Board member training for which the Agency's Human Resources department didn't receive an invoice) | 16 | | £50,825 |