

## APPLYING COST LIMIT (SECTION 12)



Ministry of  
**JUSTICE**

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**Mr. John Walker**

[request-9470-beca8d70@whatdotheyknow.com](mailto:request-9470-beca8d70@whatdotheyknow.com)

Our Ref: FOI/09/58786/DO

23rd April 2009

Dear Mr. Walker

### **Request for information**

Thank you for your correspondence of 17 March 2009 in which you asked for the following information from the Ministry of Justice (MoJ):

- 1) The names and ranks/grades of all employees in the MoJ who are Common Purpose graduates
- 2) The total expenditure by the MoJ 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

Your query was passed to my team on 27 March 2009 because I have responsibility for answering requests under the Freedom of Information Act 2000 (FOIA) which relate to expenditure across the Ministry of Justice as a whole.

I am sorry to inform you that I will not be able to answer your request in full.

For part 1) of your query, I can confirm that the Department has access to the information you are seeking, but I am unable to disclose it. This is because the information is the personal data of another person, and disclosure would be unfair to that other person who is the subject of the data. For part 2) of your query we are also unable to supply copies of the invoices for the same reason, as the names of those attending the courses are shown.

Section 40(2) of the FOIA states that personal data relating to third parties (i.e. a party other than the person requesting the information) is exempt information if one of the conditions in Section 40(3) is satisfied. It is my view that disclosure of this information would breach one or more of the Data Protection Principles in the Data Protection Act 1998 (DPA).

## APPLYING COST LIMIT (SECTION 12)

For part 2) of your request, I have identified individual payments to Common Purpose UK by the Ministry of Justice and its predecessor bodies. The MoJ was established in May 2007 as a merger between the former Department for Constitutional Affairs (DCA) and parts of the Home Office, namely the National Offender Management Service (including Her Majesty's Prison Service) and the Office for Criminal Justice Reform. Information is provided for the financial years ending 31<sup>st</sup> March for 1998/99 to 2008/09 except that:

- data prior to April 1998 is no longer retained;
- data for Her Majesty's Prison Service (HMPS) prior to 2005/06 is held locally and can only be collated at disproportionate cost; and
- information is excluded for all years for the National Probation Service (comprising 42 local boards and trusts), the Scotland Office, and all Non Departmental Public Bodies (NDPBs) as this information could only be gathered at disproportionate cost. Information from these organisations can be separately requested if required.

Section 12 of the FOIA makes provision for public authorities to refuse requests for information where the cost of dealing with them would exceed the appropriate limit, which for central government is set at £600. This represents the estimated cost of one person spending 3.5 working days in determining whether the Department holds the information, locating, retrieving and extracting the information.

As your request is widely framed, I estimate that it will take us in excess of 3.5 working days to determine appropriate material within the scope of your request, and locate, retrieve and extract that information from operational level for all bodies currently excluded as per the above list. In addition to this, the invoices held for information prior to 2005 are archived off site and it is anticipated it would exceed the cost limit to retrieve and review copies of this information to provide transaction descriptions, bearing in mind the time already spent in collating the information included in Appendix A.

You may wish to narrow the scope of your request in order to try and bring it within the cost limit, by being more specific about which information you wish to receive, for example, you may wish to narrow the scope of your request by asking for a narrower time period or a smaller section of the MoJ.

You should however be aware that if you break your request down into a series of smaller requests, we might, depending on the circumstances of the case, decline to answer if the aggregated cost of complying exceeds £600.

As part of our obligations under the FOIA, the Ministry of Justice has an independent review process. If you are dissatisfied with this decision, you may write to request an internal review. The internal review will be carried out by someone who did not make the original decision, and they will re-assess how the Department handled the original request.

If you wish to request an internal review, please write or send an email to the Data Access and Compliance Unit within two months of the date of this letter, at the following address:

Data Access and Compliance Unit  
Information Directorate  
Ministry of Justice

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1<sup>st</sup> Floor, Zone 1C  
Post point 1.41  
102 Petty France  
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e-mail: [data.access@justice.gsi.gov.uk](mailto:data.access@justice.gsi.gov.uk)

If you remain dissatisfied after an internal review decision, you have the right to apply to the Information Commissioner's Office under Section 50 of the FOIA. You can contact the Information Commissioner's Office at the following address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Internet: [https://www.ico.gov.uk/Global/contact\\_us.aspx](https://www.ico.gov.uk/Global/contact_us.aspx)

Yours sincerely

**Tracy Barker**  
**Head of Financial Accounting**

**APPENDIX A**

Details of payments made to Common Purpose UK by the Ministry of Justice (limited by the caveat included in the attached letter):

Invoice DATE	Transaction Detail	Transaction Amount
<b>Department for Constitutional Affairs and Her Majesty's Court Service only:</b>		
<b>1998/99- 2005/06</b>		
04/04/00	*	£1,468.75
09/01/01	*	£2,996.25
30/01/01	*	£2,996.25
12/03/01	*	£79.00
23/01/02	*	£4,230.00
05/04/02	*	£998.75
24/06/02	*	£940.00
24/06/02	*	£940.00
24/06/02	*	£940.00
10/07/03	*	£4,406.25
20/08/03	*	£329.00
15/09/03	*	£4,406.25
04/08/04	*	£587.50
21/01/05	One attendee of Common Purpose Training Course: Spring 2005/06	£4,641.25
05/10/05	One attendee of Common Purpose Training Course: Matrix 2005/06	£4,641.25
19/12/05	One attendee of Common Purpose Training Course: Matrix 2006	£4,641.25
19/12/05 (not a duplication)	One attendee of Common Purpose Training Course: Matrix 2006	£4,641.25
31/01/06	* One attendee of a Common Purpose training programme (unnamed on records)	£4,641.25
10/02/06	One attendee of Common Purpose Training Course: Profile Programme 2006	£1,116.25
23/02/06	One attendee of Common Purpose Training Course: Spring Matrix Programme 2006	£4,641.25
09/03/06	One attendee of Common Purpose Training Course: Spring Matrix Programme 2006	£4,641.25
23/03/06	One attendee of Common Purpose Training Course: 20:20 June 2006 Programme	£5,698.75
<b>TOTAL</b>		<b>£64,621.75</b>

\* Invoice has been archived and details could be provided only at disproportionate cost.

Invoice DATE	Transaction Detail	Transaction Amount
<b>National Offender Management Service and Her Majesty's Prison Service:</b>		
<b>2005 and 2006</b>		
02/02/05	*	£2,820.00
04/03/05	*	£1,175.00
06/04/05	*	£4,641.25
18/04/05	*	£1,116.25
27/04/05	*	£587.50
16/05/05	*	£3,525.00
19/05/05	One attendee of Common Purpose Training Course: Navigator Programme	£1,175.00
19/05/05	One attendee of Common Purpose Training Course: Matrix Programme	£1,145.63
31/05/05	*	£3,337.00
14/06/05	One attendee of Common Purpose Focus Programme	£1,410.00
27/09/05	*	£3,525.00
30/09/05	*	£2,820.00
05/10/05	*	£2,820.00
30/11/05	One attendee of Common Purpose Training Course: Matrix Programme	£4,641.25

**APPLYING COST LIMIT (SECTION 12)**

**Appendices**

Invoice DATE	Transaction Detail	Transaction Amount
<b>National Offender Management Service and Her Majesty's Prison Service:</b>		
<b>2005 and 2006</b>		
12/12/05	One attendee of Common Purpose Training Course: Matrix Programme	£4,641.25
15/12/05	*	£2,820.00
18/01/06	*	£2,820.00
20/02/06	*	£1,175.00
28/03/06	*	£329.00
28/04/06	*	£850.00
22/05/06	*	£100.00
19/06/06	*	£329.00
24/07/06	*	£2,820.00
08/09/06	*	£2,820.00
13/09/06	One attendee of Common Purpose Training Course: Graduate Connect UK	£329.00
14/09/06	One attendee of Common Purpose Training Course: Matrix Programme 2006/07	£4,641.25
18/09/06	One attendee of Common Purpose Training Course: Profile Programme 2006	£1,116.25
04/10/06	One attendee of Common Purpose Training Course: Autumn Matrix	£3,525.00
15/11/06	* One attendee of a Common Purpose training programme (unnamed on records)	£2,643.75
21/12/06	One attendee of Common Purpose Training Course: Matrix 2007 Programme	£4,935.00
<b>TOTAL</b>		<b>£70,633.38</b>

\* Invoice has been archived and details could be provided only at disproportionate cost.

Invoice DATE	Transaction Detail	Transaction Amount
<b>2006/07 Ministry of Justice HQ, Her Majesty's Court Service, Tribunals Service, Wales Office, National Offender Management Service, Office for Criminal Justice Reform and Office of Public Guardian:</b>		
28/04/06	One attendee of a Common Purpose training programme (unnamed on records)	£850.00
22/05/06	Attendance of Charing Event	£100.00
24/05/06	One attendee of What Next Programme	£2,643.75
19/06/06	One attendee of Graduate Connect UK	£329.00
24/07/06	One attendee of East Kent Focus 2006	£2,820.00
08/09/06	One attendee of a Common Purpose training programme (unnamed on records)	£2,820.00
13/09/06	One attendee of a Common Purpose training programme (unnamed on records)	£329.00
14/09/06	One attendee of the Matrix programme	£4,641.25
14/09/06	One attendee of Navigator 2006 course	£3,525.00
15/09/06	One attendee of the Winter London Navigator Course 2006	£3,525.00
18/09/06	One attendee of Profile Programme	£1,116.25
04/10/06	One attendee of Autumn Matrix Programme	£3,525.00
31/10/06	One attendee to Common Purpose Wales Navigator Programme	£2,350.00
15/11/06	One attendee of a Common Purpose training programme (unnamed on records)	£2,643.75
21/12/06	One attendee of Matrix Programme	£4,935.00
16/01/07	One attendee of a Common Purpose training programme (unnamed on records)	£1,527.50
20/02/07	One attendee of the Matrix Programme	£1,410.00
<b>TOTAL</b>		<b>£39,090.50</b>

**APPLYING COST LIMIT (SECTION 12)**

**Appendices**

<b>2007/08 Ministry of Justice HQ, Her Majesty's Court Service, Tribunals Service, Wales Office, National Offender Management Service, Office for Criminal Justice Reform and Office of Public Guardian:</b>		
02/04/07	One attendee to Common Purpose training session The KNOW	£4,935.00
02/04/07	One attendee to Common Purpose training session The KNOW	£4,935.00
25/07/07	One attendee of the York Focus Programme	£3,055.00
05/07/07	One attendee of the Profile 2007 Programme	£1,151.50
17/08/07	One attendee of the Autumn Focus Programme	£3,084.38
18/09/07	One attendee to Common Purpose Wales Navigator Programme	£3,525.00
26/09/07	One attendee of the Matrix Programme	£4,964.38
03/10/07	One attendee of the Navigator Programme	£3,525.00
19/10/07	One attendee of the Navigator South Coast 2007	£1,000.00
27/11/07	One attendee of the Matrix Programme	£4,964.38
21/12/07	One attendee of the Matrix Programme	£4,964.38
18/01/08	One attendee to Common Purpose Merseyside Matrix	£4,964.38
29/01/08	One attendee of the Matrix Programme	£4,964.37
29/01/08	One attendee of the Matrix Programme	£2,496.87
28/01/08	One attendee of the Matrix Programme	£3,525.00
30/01/08	One attendee of The KNOW	£4,964.38
30/01/08	One attendee of the Profile Programme	£1,175.00
19/03/08	One attendee of the InsideOUT course	£1,468.75
<b>TOTAL</b>		<b>£63,662.77</b>
<b>2008/09 (year-to date) Ministry of Justice HQ, Her Majesty's Court Service, Tribunals Service, Wales Office, National Offender Management Service, Office for Criminal Justice Reform and Office of Public Guardian:</b>		
20/05/08	One attendee of a Common Purpose training programme (unnamed on records)	£4,230.00
28/05/08	One attendee of the Focus Programme	£1,500.00
30/05/08	One attendee of the KNOW Programme	£4,700.00
03/06/08	One attendee of the Profile Programme 2008	£1,175.00
04/06/08	One attendee of the Navigator Programme	£2,937.50
11/06/08	One attendee of the Navigator Programme	£2,937.50
11/06/08	One attendee of the Navigator Programme	£2,937.50
03/07/08	One attendee of North Staff Focus	£1,762.50
10/07/08	Credit Note	-£1,762.50
02/10/08	One attendee of Leading Beyond Authority Masterclass	£293.75
21/10/08	One attendee to InsideOUT	£2,937.50
03/11/08	One attendee to InsideOUT	£2,937.50
11/11/08	One attendee to Common Purpose RealEdge	£4,112.50
06/01/09	One attendee to The KNOW	£5,175.00
20/01/09	One attendee to Tyne & Wear Meridian 2009	£5,175.00
<b>TOTAL</b>		<b>£41,048.75</b>