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Our ref No. 2018/ 0229

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Date: 28 February 2019

Dear Ms Corr

## **FREEDOM OF INFORMATION ACT 2000**

Thank you for your request dated 17<sup>th</sup> December 2018 for information relating to 'details of the current Permanent Secretary's expenses since they took up the role' including details of recipient companies. You subsequently clarified on 7<sup>th</sup> January 2019 that your request related to 'travel and subsistence, hospitality, mobile phones and anything they reclaim from the department or the department pays for them outside of their salary and pension'. Apologies for the delay in responding to your request.

The current Permanent Secretary (Noel Lavery) took up post in February 2018. The table below contains the information requested for the period February 2018 to end January 2019.

<b>Description</b>	<b>Total Amount</b>	<b>Comment</b>
Air fares	£2,651.00	Bookings made and paid for via DfE Staff Travel in accordance with NICS Contract
Rail fares	£392.00	Bookings made and paid for via DfE Staff Travel in accordance with NICS Contract
Taxi fares	£152.00	Bookings made and paid for via DfE Staff Travel in accordance with NICS Contract
Accommodation GB	£968.00	Bookings made and paid for via DfE Staff Travel in accordance with NICS Contract
Accommodation Overseas (ie outside the UK)	£937.00	Bookings made and paid for via DfE Staff Travel in accordance with NICS Contract
Mobile Phone (rental and calls)	Approx £600.00	Mobile phone arranged and paid for via NICS Contract

Subsistence and Hospitality	£104.49	Subsistence and hospitality claimed on 4 occasions
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I have enclosed (at **Annex A**) an Access to Information Factsheet which provides information on FOI procedures, including what to do if you are not happy with our response, and some useful contact points.

Yours sincerely

[signed]

**JOHN SIMMS**  
**Central Management Branch**

## Access to Information Fact Sheet

Note: This leaflet gives an overview of some of the main provisions of the Freedom of Information Act and Environmental Information Regulations and should not be regarded as a legal interpretation.

**1. What is the Freedom of Information Act?** The Freedom of Information (FOI) Act 2000 was fully implemented on 1<sup>st</sup> January 2005, giving you the right to request information from public authorities. This allows you to access information about how the Department works, spends public money, reaches decisions, etc.

### Information may also be obtained under:

- **The Data Protection Act 2018 (DPA)** - this allows you access to information held about you by both public and private organisations, and gives you the right to make sure it is correct.
- **The Environmental Information Regulations 2004 (EIRs)** - This legislation gives you access to any environmental information held by organisations that perform public functions.

### 2. How do I get information about Department for the Economy under these Acts?

You can find information on the Department's website: <https://www.economy-ni.gov.uk>  
If you can't see what you're looking for you can contact us by email at [foi@economy-ni.gov.uk](mailto:foi@economy-ni.gov.uk) or write to us at:

Information Management Unit  
Department for the Economy  
Netherleigh, Massey Avenue  
Belfast BT4 2JP

Please state your name, address, telephone number and specific details of the information you require.

**3. How long does it take to get information under the FOI Act?** Once a written request for information is received, we will respond promptly, and at any rate, within 20 working days. In certain circumstances a final response may be made outside this period where additional time is needed to determine whether or not disclosure would be in the public interest.

**4. Is there a cost?** This depends on a number of factors including the volume and complexity of material requested. Responses to enquiries that cost the department less than £600 to process<sup>i</sup> will be provided free of charge, although there may be a small charge for disbursements<sup>ii</sup>. The Department has a right to refuse an FOI request if the cost of locating and retrieving the information exceeds £600. We will not refuse a request for environmental information on the grounds of cost alone; however we have

the right to charge a reasonable amount to cover processing costs. In all cases, we will notify you of any estimated costs before proceeding with the request.

**5. What happens if the information I want is not available?** The Department is not obliged to create or acquire information it does not already hold, but we will try to assist where possible. We may contact you about what relevant information we do hold, or may offer to transfer your request to another public authority that might help.

**6. Can I have any information at all?** The FOI Act and Environmental Information Regulations allow you access to much of the information held by public bodies. But some types of information are exempted, for example personal details about others, or where disclosure might prejudice a company's commercial interests.

**7. What if I am refused information?** We will tell you if information is being withheld and why. If you are unhappy with how we have handled your request you have the right to request an internal review. To request an internal review send an email or letter within 40 working days, to our Head of Information Management Unit – see contact details at point 2 above.

If a request for an internal review refers to EIR legislation we will reply to you within 40 working days. If a request for an internal review refers to FOI legislation we will reply to you within 20 working days. If you are not satisfied with the result of the internal review you may appeal to the Information Commissioner (details provided below at point 8). The Commissioner will normally expect an internal review to have been carried out prior to appeal.

**8. How do I find out more?** More information is available from office of the Information Commissioner at:

<b>Website:</b> <a href="http://www.informationcommissioner.gov.uk">www.informationcommissioner.gov.uk</a>	<b>Phone:</b> 01625 545 700
Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF	<b>Email:</b> <a href="mailto:ni@ico.org.uk">ni@ico.org.uk</a>

### Re-use of Information

Some information supplied to you under the FOI Act may continue to be protected by copyright. You are free to use it for your own purposes, including private study and non-commercial research, and for any other purpose authorised by an exception in current copyright law. Documents (except photographs) can be also used in the UK for the purposes of news reporting without requiring permission. Any other re-use, for example commercial publication, would require the permission of the copyright holder.

Most documents produced by government departments will be protected by Crown Copyright and most Crown Copyright information can be re-used under the [Open Government Licence](#). Further details are available on the [The National Archives](#) website. Copyright in other documents may rest with a third party. For information

about obtaining permission from a third party, see the Intellectual Property Office's website at [www.ipo.gov.uk](http://www.ipo.gov.uk).

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<sup>i</sup> Includes the cost of locating, retrieving and extracting the information

<sup>ii</sup> Disbursements may include costs of photocopying, printing, postage etc