



Ref. FOI/202107012/1

10 August 2021

<b>Reply to request for information under the Freedom of Information Act</b>	
Your ref	Email of 12 July 2021
Request	Please could you provide copies of all minutes of meetings held between Said Business School and HS2Ltd for the years 2015 and 2016.

Dear Ms Colclough

I write in reply to your email of 12 July requesting the above information.

The Saïd Business School (SBS) has not held any meetings with HS2 Ltd in the years requested at which there was central, 'corporate' representation from the SBS as an institution. SBS does not hold a central record of all meetings attended by individual members of staff and so the only way to answer your request definitively would be to survey all staff. However, given that SBS has over 400 employees, we estimate that the time required to determine whether the information is held, and, if so, to locate and extract it, would exceed the maximum time that a public authority is required to spend on a single request, namely, 18 hours. We are therefore refusing your request under section 12 of the Freedom of Information Act (FOIA). Section 12 allows a public authority to refuse a request for information if the authority estimates that the cost of complying with it would exceed the 'appropriate limit' prescribed in the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004 (the 'Regulations'). The appropriate limit for universities is £450, which, because the Regulations fix staff costs at £25 an hour, corresponds to a time limit of 18 hours or just over two working days.

The University is mindful of its obligation under section 16 of the FOIA to provide advice and assistance. It may be possible to provide information up to the appropriate limit relating to meetings which have taken place between specific individuals or departments within SBS. If you would like to submit a new request on this basis please feel free to contact us. Further information on the structure and research of the SBS can be found here: <https://www.sbs.ox.ac.uk/about-us/school>

#### **INTERNAL REVIEW**

If you are dissatisfied with this reply, you may ask the University to review it, by writing to the Head of Information Compliance at [foi@admin.ox.ac.uk](mailto:foi@admin.ox.ac.uk). A request for internal review should be submitted no later than 40 working days from the date of this letter.

#### **THE INFORMATION COMMISSIONER**

If, after the internal review, you are still dissatisfied, you have the right under FOIA to apply to the Information Commissioner for a decision as to whether your request has been dealt with in accordance with the FOIA. You can do this online using the [Information Commissioner's complaints portal](#).

Yours sincerely

**Information Compliance Team**