



EAST CAMBRIDGESHIRE DISTRICT COUNCIL

THE GRANGE, NUTHOLT LANE,
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www.eastcambs.gov.uk

Further to your information request FOI/EIR 21/22-226, please find your question and our response below.

Request:

I'd be grateful if you can provide me with the following information under the Freedom of Information Act 2000.

1. Name, position and email address of the staff responsible for the council's staff purchase/expense cards.
2. If an automated business expense management is in place, what is the name of the system/card provider and the amount of cards currently in use?
3. If this on a contacted basis, please provide the contract end date.
4. The estimated (or actual) amount of spend (£) in business expenses either by department or as an overall total for the most recent financial year.
5. Name, position and email address of the staff or department responsible for reducing the carbon emissions (CO2) within the council as part of the overall strategy to achieve carbon neutrality.

Response:

1. The Council's Finance Manager is Ian Smith, ian.smith@eastcambs.gov.uk. The Finance Team are responsible for overseeing the use of the Council's purchase cards.
2. The Council has a manual process for processing its purchase cards.
3. n/a
4. During the 2020/21 financial year, the Council reimbursed employees £28,607 via the payroll system and made £35,346 of payments using the Council's purchase cards.
5. Richard Kay, Strategic Planning Manager, richard.kay@eastcambs.gov.uk

This concludes your request FOI/EIR 21/22-226

If information has been refused please treat this as a Refusal Notice for the purposes of the Act.

If you disagree with our decision or are otherwise unhappy with how we have dealt with your request in the first instance you may approach foi@eastcambs.gov.uk and request a review. A request for review must be made in no more than 40 working days from the date of this email.

Should you remain dissatisfied with the outcome you have a right under s50 of the Freedom of Information Act to appeal against the decision by contacting the Information Commissioner, Wycliffe House, Water Lane, Wilmslow SK9 5AF.