

From: Edinburgh College Freedom of Information

Sent: 11 May 2018 16:29

To: [REDACTED]

Subject: RE: Freedom of Information request - Credit Card Spend

Dear [REDACTED]

Our Ref: 025/18

As of 1 October 2012, Edinburgh's Telford College, Jewel & Esk College and Stevenson College merged to create a single college called Edinburgh College.

We refer to your request for information dated 14 April 2018. The College has considered your request as a request for information under section 1 of the Freedom of Information (Scotland) Act 2002 ("FOISA"):

Please note, we are unable to provide information from October 2012 – July 2013 without undertaking significant work and have therefore provided data from August 2013 onwards in our responses below. Where the cost for collection and preparation of data exceeds £100, the college applies a charge for responding to the request. Could you please confirm if you would like the college to seek to undertake this work relating to 2012/13 and we will provide a costing.

025/18 (1): Since merger please advise the total amount (amount spent) per FY to date that was spend by Executive's using a college credit card?

Dates	Total spend on credit cards issued to Executive
August 2013 – March 2014	£1,041.21
April 2014 – July 2015	£1,066.95
August 2015 – July 2016	£0
August 2016 – July 2017	£775.01
August 2017 – April 2018	£0

025/18 (2): Please advise per FY from merger until present date the total amount of interest charged to any/all accounts?

£0

025/18 (3): Please advise year on year the number of credit cards in use since merger until present date.

Dates	No of cardholders*	Total spend
August 2013 – March 2014	51	£322,186.81
April 2014 – July 2015	53	£452,768.34
August 2015 – July 2016	38	£181,462.48
August 2016 – July 2017	29	£216,086.03
August 2017 – April 2018	16	£120,973.68

Please note, 'no of cardholders' is made up of the number of people that held cards during the year and does not necessarily mean that they all held these cards at the same time.

025/18 (4): Please advise year on year since merger the total amounts per named card holder (I do not require the personal data only the amounts).

We have provided the total spend on credit cards in our response to **025/18 (3)**.

025/18 (5): For each budget stream/cost centre/purpose please advise year on year the total cost(s) spent by using a college credit card from merger until present date.

Please note, the information requested in **025/18 (4) and 025/18 (5)** are closely interrelated and we are unable to provide the requested data without undertaking significant work. Where the cost for collection and preparation of data exceeds £100, the college applies a charge for responding to the request. Please find a full costing below:

Actual cost of staff time	10 hours at £15.00 per hour	£150.00
Subtotal		£150.00
Less first £100		£50.00
Chargeable amount = 10%		£5.00

If you would like the college to seek to undertake this work, payment should be made to the college within 60 working days using one of the following methods:

The payment can be made directly by paying in person to one of the cash offices at our campuses. Alternatively, you can pay over the phone, by stating what the payment is for i.e. paying for an FOI:

Granton campus 0131 559 4026

Milton Road campus 0131 344 7151

Midlothian campus 0131 344 7157

Sighthill campus 0131 535 4660

You can also make a bank payment directly to the college's bank account. If you choose this option, can you please ensure that a short description is also included in the transfer i.e. FOI payment:

Sort Code – 83-06-08

Account Number – 20948887

Account – Edinburgh College M/A

You can also submit a cheque to Edinburgh College (with a short covering note indicating reason for payment i.e. FOI payment) to the following address:

Finance Office, Edinburgh College, Sighthill Campus, Bankhead Avenue, Edinburgh, EH11 4DE

Finally, you may wish to narrow the **scope** of the information requested in **025/18 (4) and 025/18 (5)** to bring it below the £100 threshold.

Edinburgh College is subject to the provisions of the Freedom of Information (Scotland) Act (FOISA) 2002. If you are dissatisfied with this response, you may ask the college to review this decision. To do this, please contact the Head of Corporate Development at the postal address below or e-mail the Head of Corporate Development at governance@edinburghcollege.ac.uk describing your original request and explaining your grounds for dissatisfaction. (Please include in your review request, your name and home address for correspondence).

You have 40 working days from receipt of this letter to submit a review request to:

Head of Corporate Development

4th Floor

Edinburgh College (Milton Road Campus)

24 Milton Road East

Edinburgh

EH15 2PP

When the review process has been completed and if you are still dissatisfied, you may ask the Scottish Information Commissioner to intervene.

The Commissioner's online appeal service is available from their website:
www.itspublicknowledge.info/Appeal

The online appeal service is available 24/7 and offers you real time help and advice about your appeal.

You must appeal to the Commissioner within six months of receiving the review decision.

You also have the right to appeal to the Court of Session on a point of law following a decision of the Commissioner.

Regards

FOI Team

