

Freedom of Information Request – 3946
Information Required by – 1 February 2018

FREEDOM OF INFORMATION ACT REQUEST

1. In the (a)2015/16 and (b) 2016/17 financial year what was the budget on ingredients for patients' meals provided in the hospital trust. Please provide this figure as a financial amount on ingredients only (no labour or preparation costs) per patient per day.

a) 2015/16 – cost per patient per day (excluding labour & prep costs) = £3.40

b) 2016/17 – cost per patient per day (excluding labour & prep costs) = £3.19

2. In the (a) 2015/16 and (b) 2016/17 financial year what was the most expensive restaurant bill claimed on expenses by any of the Trust's executives/directors? Please state the name and address of the restaurant, how many people were dining, the date of the dinner and the job title of the director/executive who claimed the meal on expenses.

The Trust operates within a Travel and Expenses Policy which all members of staff – including Board members - are expected to adhere to. The only relevant restaurant bill would be in line with this policy, an extract of which is set out below:

3.7 Subsistence

3.7.1 The Trust will reimburse Trust employees for the necessary extra costs of meals, accommodation and travel arising as a result of official duties away from the regular place of work. Meals and beverages will be reimbursed but no reimbursement will be made for alcoholic drinks (refer to Section 3.7). Business expenses which may arise, such as the cost of a fax or official telephone calls, may be reimbursed subject to validation. Subsistence, however, will not be paid if the circumstances in 3.7.2 apply.

3.7.2 Subsistence will not be payable where the employee is at another NHS site where a staff canteen is available for the purchase of subsidised meals. In cases where a meal cannot be purchased (either due to the canteen being closed or no canteen being available) the Trust will reimburse for meals purchased on production of a receipt, up to the limit of subsistence due. Where meals are provided free of charge (for example meals are included within a course fee), subsistence claims will not be paid.

3.7.3 Overnight subsistence should always be accompanied by receipted hotel bills. Wherever possible hotels should be booked through the Trust's Supplies department. No reimbursement is made for alcoholic beverages.

3.7.4 When an employee stays overnight in a hotel, guest house, or other commercial accommodation with agreement of the line manager, the overnight costs will be reimbursed as follows:

- i) The actual, receipted cost of bed and breakfast up to the normal maximum limit set out in annex N of the Agenda for Change Terms and Conditions Handbook, plus;*
- ii) A receipted meal allowance to cover the cost of a main evening meal and one other daytime meal, up to the maximum rate set out in annex N of the Agenda for Change Terms and Conditions Handbook.*

3.7.5 Where the maximum limit is exceeded for genuine business reasons (e.g. the choice of hotel was not within the employees control or cheaper hotels were fully booked) additional assistance may be granted

