

Thank you for requesting information under the Freedom of Information Act (FOIA) on use of public transport by Department of Energy & Climate Change (DECC) staff between July 2011 and June 2012.

You specifically asked:-

1. What is the total cost attributed to staff using public transport / claiming back fuel costs to attend in person meetings across London between July 2011 and June 2012?
2. What is the total cost attributed to staff using public transport / claiming back fuel costs to attend in person meetings across the UK between July 2011 and June 2012?
3. On average, how many in person meetings did your department have per month between July 2011 and June 2012?
4. What was the average duration of an in person meeting for your department between July 2011 and June 2012?
5. On an average week between July 2011 and June 2012, how many staff journeys to meetings are made?
6. What was the highest recorded cost for a journey within the UK and where was this to and from between July 2011 and June 2012?
7. What was the longest journey made within the UK and how much did this cost between July 2011 and June 2012?

From our preliminary assessment, it is clear that we are unable to answer all of your questions as DECC either does not hold the information that you have requested or providing the information on the scale that you have requested would exceed the £600 cost limit set by Section 12 of the Act. Section 12 makes provision for public authorities to refuse requests for information where the estimated cost of one person's time spent determining whether the department holds the information, locating, retrieving and extracting the information exceeds 3.5 working days.

We estimate that it will take us in excess of 3.5 working days to determine appropriate material and locate, retrieve and extract the information in reference to your request. require searching all individual travel and subsistence claims made in respect of the period covered by your request and contacting all staff working in DECC in the period covered by your request with specific queries about their work and work related journeys. You may wish to refine your request by narrowing its scope or being more specific about what information you particularly wish to obtain. We would be happy to consider if any revised request could be dealt with within the cost limit.

Taking your questions in turn:

1. To identify the amounts claimed for using public transport and for fuel costs for meetings across London would involve reviewing all individual travel and subsistence claim forms submitted by staff for the period covered by your query.

2. To identify the amounts claimed for using public transport and for fuel costs for meetings across the UK would involve reviewing all individual travel and subsistence claim forms submitted by staff for the period covered by your query. However, from July 2011 to June 2012 the Department spent £320k on UK rail and air fares through the Department's contracted travel management companies, the use of which are mandatory for rail and air bookings.
3. The Department does not keep central records of how many meetings are held in person.
4. The Department does not keep central records of the duration of in person meetings.
5. Our records of UK rail and air journeys made through the Department's travel contracts indicate that a weekly average of 100 single journeys to meetings i.e. one return journey counts as two single journeys. Please note that there may have been return journeys made that were not identified as return journeys in the management information provided under the travel contracts.
6. The highest recorded cost for an individual journey booked through the Department's travel contractor was £618.50 for an economy flight between London and Wick in November 2011.
7. The Department does not centrally record the length of journeys although some management information on rail and air travel journey length is available. To identify the total length of journeys would involve reviewing all individual travel and subsistence claim forms submitted by staff for the period covered by your query.

Please note that the Department is based in London and Aberdeen so there is a significant amount of travel between those two centres.

The Department's staff are asked to think about how often they travel, why they travel and which means of transport they use. They should:

- only travel when it's really necessary;
- look at options for videoconferencing and web conferencing instead of face-to-face meetings;
- only use the most sustainable and cost-effective travel option available;
- plan their work in advance and find ways of combining as many tasks as possible into one journey;
- use sustainable means of transport where they can, such as walking, cycling or public transport; and
- use resources such as online journey planners to help plan connections and reduce travel time.

You may be interested to note the information on DECC travel published as part of Freedom of Information responses on DECC's website at the following link.

<http://www.decc.gov.uk/foi/>

## Appeal Procedure

If you are dissatisfied with the handling of your request, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to the department. Please remember to quote the reference number above in any future communications.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Please remember to quote the reference number above in any future communications.