

Dear

Request for information relating to travel and accommodation costs

I am writing in response to your request, under the Freedom of Information Act (FOIA) to be provided with information on the following:

- 1. How much was spent in 2015 by the department on travel costs for all staff, Ministers, Directors and political appointees broken down by road, rail and air?*
- 2. How much was spent in 2015 by the department on accommodation for all staff, Ministers, Directors and political appointees broken down by domestic and foreign expenditure?*
- 3. Does the department use the services of a travel management company to minimise these costs to the taxpayer?*
- 4. If yes to question 3, which travel management company does the department use currently?*
- 5. If yes to question 3, how much has the outside company been paid in respect of it's services (excluding travel and accommodation charges) in 2015?*
- 6. If yes to question 3, how much has the employment of an external travel management company saved the department in 2015?"*

Under the FOIA, Estyn is required to:

- (i) confirm or deny whether it holds the information of the description specified in the request; and
- (ii) communicate the information requested to the applicant. You should note that this is effectively a decision that the information can be released into the public domain and not simply to the specified applicant.

Having reviewed Estyn's policies and procedures I can confirm that the majority of the information requested is available but has been provided for the financial year April^{1st} 2015 to the March 31st 16 as this is Estyn's financial year as this provides a complete picture of expenditure. A response to your individual questions is detailed below:

1. £216k
2. Foreign accommodation £2k
Domestic accommodation £269k
3. Where possible we use a Government Framework Contract to book accommodation only. This is estimated to be for used for approximately 60% of our bookings.
4. Capita
5. Estyn does not pay a fee for using this service.
6. This is not possible to estimate this without completing a review of the prices Estyn would have paid for each booking had we not booked through Capita.

If you require any further information please do not hesitate in contacting me.

If you are not satisfied with the decision Estyn has taken regarding your request for information, you are entitled to request that we review the matter. Your request for a review should be addressed to Lisa Jordaan, Feedback and Complaints Manager, and received no later than 20 working days after the date of this communication.

If you are still not satisfied, you also have a right to complain to the Information Commissioner, who can be contacted at:

Information Commissioner's Office
Wycliffe House, Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 01625 545 745
Fax: 01624 524510
Email: enquiries@ico.gsi.gov.uk

Yours sincerely

Estyn

Arolygiaeth Ei Mawrhydi Dros Addysg A Hyfforddiant yng Nghymru
Her Majesty's Inspectorate For Education and Training in Wales

Cyfeiriad: Llys Angor, Heol Keen, Caerdydd, CF24 5JW
Address: Anchor Court, Keen Road, Cardiff, CF24 5JW
Gwefan / Website: www.estyn.gov.wales / www.estyn.llyw.cymru



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