



Llywodraeth Cymru  
Welsh Government

Our ref: ATISN 11348

Date: 12 July 2017

Dear ,

Request for Information – ATISN reference 11348

Thank you for your request which was received by the Welsh Government on 15 June 2017. You asked for the following information:

1. For the financial years of 2014/15, 2015/16, and 2016/17, please provide for each Welsh Government department separately:
  - a. The number of seminars/training courses attended by staff, and the cost per-head for each
  - b. The number of seminars/training courses attended by the Cabinet Secretary/Minister, and the cost per-head for each
2. For each of these years, please provide the total cost to the relevant Welsh Government department for any additional costs relating to these seminars/courses, including, for example, hosting/room hire, amount paid to seminar conveners, beverages and food, and any materials supplied

I have determined that to provide the information requested would cost more than the appropriate limit established in the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004 to consider your request and because of this the regulations allow me to refuse to deal with it. The appropriate limit specified for central government is £600. When calculating whether or not your request exceeds the appropriate limit, I am allowed to consider the time it is likely to take to establish if we hold the information, locate the information, retrieve the information and extract it. If these tasks are estimated to take more than 24 hours of working time, the limit will have been exceeded.

The Welsh Government finance system holds information (expenditure) against the nominal 'training and development' (a nominal being a descriptor of expenditure). During financial year 2016/17 (alone), there were 2238 transactions recorded on the finance system. The entries will relate to the centrally managed Welsh Government training contract as well as any training/seminars arranged within individual business areas across the organisation.



The detail of each transaction could vary and could include the overall costs of the training course/seminar or may break down further to include other costs such as room hire, beverages and food, number of attendees etc.

Assuming a minimum 5 minutes to review each transaction to establish what information it contains that is within scope of the request (without any further recourse to information that might be held within individual business areas), the limit for 2016/17 (alone) would be exceeded ( $2238 * 5 / 60 = 186.5$  hours).

You may wish to narrow the focus of your request as this may help bring it to within the limit. For example:

- request only the total expenditure on training and development (only) for each financial year or the total cost of the Central Welsh Government training contract for each financial year. As referred to above, this information may contain a mixture of costs associated to the training course/seminar and may not specify a department or cost per head.

If you are dissatisfied with the Welsh Government's handling of your request, you can ask for an internal review within 40 working days of the date of this response. Requests for an internal review should be addressed to the Welsh Government's Freedom of Information Officer at:

Information Rights Unit,  
Welsh Government,  
Cathays Park,  
Cardiff,  
CF10 3NQ

or

Email: [FreedomOfInformationOfficer@wales.gsi.gov.uk](mailto:FreedomOfInformationOfficer@wales.gsi.gov.uk)

Please remember to quote the ATISN reference number above.

You also have the right to complain to the Information Commissioner. The Information Commissioner can be contacted at:

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

However, please note that the Commissioner will not normally investigate a complaint until it has been through our own internal review process.

Yours sincerely