



Data Protection Officer  
Freedom of Information  
NW Leicestershire District Council  
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Date: 08 February 2021

## **FREEDOM OF INFORMATION REQUEST 1449**

I write further to your email dated 22 December 2020.

Your request has been dealt with under the terms of the Freedom of Information Act 2000 (FOIA), explained on our [freedom of information](#) page.

Your request:

1. What finance system do you currently have in place?  
*Totalmobiles Total Finance System*
2. What HR system do you use?  
*iTrent.*
3. How many employees (full and part time) do you have?  
*569.*
4. What processes or solutions do you have in place for employees to submit and reclaim expenses?  
*iTrent employee self service.*
5. What improvements (if any) are planned for this process in the next 24 months?  
*None.*
6. How many expense claims are submitted on average per year?  
*Approximately 1850.*
7. Are employees able to compile, submit and approve expenses remotely?  
*Yes.*
8. Have there been investigations relating to expense compliance in your organisation in the last 24 months? If so, how many?  
*No.*
9. What is your current Approval Process for Expenses?  
*Approval by line manager using iTrent People Manager.*
10. How many miles are travelled monthly  
*Based on 2019/20, there was an average of 13206 miles claimed per month. This dropped to an average of 8073 miles per month in 2020/21.*

11. Do you have an expense policy in place?

*Yes.*

12. What percentage of expenses are checked?

*All expenses are checked by authorising manager.*

13. How do staff book travel?

*Through Click Travel, however they may also pay privately to claim as an expense through payroll.*

14. Do you use a Travel Management Company to book travel?

*Click Travel.*

15. What was your annual spend on Expense and Travel for the fiscal year 2019/2020 or an equivalent annual period excluding 2020?

*2019/20 - £159,988.90*

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## **GOING FORWARD**

If you are dissatisfied with the information supplied please feel free to contact me on the number above for any queries in relation to this response. Please note that in responding to further enquiries I can only comment on the information contained within this correspondence and cannot provide any further information that may pertain to an additional FOIA request.

Please remember to quote the Authority's four digit reference number given at the top of this email in any future communications.

If you remain dissatisfied following the conclusion of the above informal review, you have the right to ask for an internal review. A request for a review whether formal or informal should be submitted within two calendar months of the date of receipt of the response to your original letter and should be sent to [DPO@NWLeicestershire.gov.uk](mailto:DPO@NWLeicestershire.gov.uk) or the address above.

Further details on our appeals and complaints procedure can be found on our website [here](#).

If you remain dissatisfied following the conclusion 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 [accessicoinformation@ico.org.uk](mailto:accessicoinformation@ico.org.uk).

Yours sincerely

Mackenzie Keatley  
Information Governance Officer