

24th January 2008

Our ref: R00025

Freedom of Information - Chairman's Expenses and Financial Interests

Your Request:

- 1) The cost of all UK and overseas travel undertaken by the SEEDA Chairman and paid directly or re-imbursed by SEEDA.
- 2) A list of all gifts and hospitality received by James Braithwaite in his role as SEEDA Chairman over the past 3 years.
- 3) Details of all the companies in which SEEDA Chairman James Braithwaite has, or in the past 3 years has had, a financial interest.
- 4) Details of any of these companies which have received grants or other assistance from SEEDA or from regional bodies on which SEEDA is represented, including but not limited to Finance South East, South East Growth Fund, etc.
- 5) Whether the SEEDA Chairman has a SEEDA credit card, and if so, a list of expenditure over the past three years, indicating whether this expenditure has been re-imbursed by the chairman, and the date of such re-imburement.
- 6) Whether the board has discussed at any time over the past 3 years the issue of the Chairman's expenses, and details of such discussions.
- 7) Whether the board's internal audit committee has been asked to investigate or otherwise consider the Chairman's expenses over the past three years, whether it has reported back to the board in any fashion, and the details of any such report, whether made verbally or in writing.

The detailed responses to these questions are given below.

1) The cost of the SEEDA Chairman's UK and Overseas Travel Expenses

2004/05 £ 39,406.73
 2005/06 £ 51,790.33
 2006/07 £ 63,559.27

2) List of all gifts and hospitality received by SEEDA's Chairman

Source of gift	Hospitality received / nature of gift	Date received
2004/05		
British Embassy, Paris	Lunch with Queen and Premier	6 April
Barnardo's	Inspirations Dinner	29 April
Qinetiq	CBI AGM Dinner	18 May
DTI	Dinner	26 May
British Chambers of Commerce	Dinner	8 June
Ardingly	Ardingly tickets plus lunch	12 June
Berkeley Homes	Wimbledon Tickets	25 June
Leeds Castle	Open Air Concert Leeds Castle	26 June
Sussex Construction & Property Forum	Annual Dinner	8 July
BT	Lunch for CEO, Wholesale Technologies	9 July
Kent County Show	Kent County Show tickets	17 July
Royal Yacht Association	Visit to Cowes including lunch	9 August
Southampton County Council	Qingdao Dinner	9 September
BAA	Lunch & Ticket to Southampton Boat Show	13 September
British Marine Federation	Lunch	14 September
The Football Association	Ticket to England v Wales match	09 October
Kent & Medway Economic Board	Lunch	14 October
University of Surrey	Dinner	14 October
Pfizer	Dinner	21 October
CBI	Dinner	17 November

Source of gift	Hospitality received / nature of gift	Date received
Price Waterhouse	Rugby match	20 November
Techmark	Dinner	24 November
Retirement dinner for Chair East Midlands Development Agency	Dinner	7 December
SE Chambers Meeting	Dinner	9 December
Royal Academy of Arts	Lunch for 3 people	15 December
High Sheriff of East Sussex	Dinner	7 January
Southampton Football Club	Football Match	22 January
UKTI Chairs Lunch	Lunch	26 January
84 Club, Southampton	Dinner	27 January
BT	Lunch	28 January
Office of the Deputy Prime Minister	Dinner at Sustainable Communities Summit	1 February
KPMG Valentines Ball	Dinner	11 February
Chair of Finance SE	Lunch	15 February
University of Kent	Opera (N.B. Accepted but did not attend)	5 March
Hampshire County Council	Lunch	7 March
UK Innovation Growth Awards	Dinner	15 March
Business Link Wessex	Dinner	17 March
BBC	Rugby match - England v Scotland	19 March
UKTI	Dinner	22 March
2005/06		
BT	Opera	11 April
Southampton Football Club	Football match and lunch	16 April
Small Business Champion, HM Customs & Excise	Lunch	19 April

Source of gift	Hospitality received / nature of gift	Date received
Thames Valley Economic Partnership	Dinner	21 April
UKTI Belfast	Dinner	25 April
UKTI Chair's Lunch	Lunch	28 April
University of Kent	Dinner	29 April
Sony	Radio Awards Dinner	9 May
Brighton Festival	Play & dinner	12 May
The SMART Company	Lunch	13 May
Meridian	Football match and lunch	15 May
Energy Savings Trust	Lunch	17 May
British Marine Federation	Goodwood racing	19 May
Price Waterhouse	Rugby match	23 May
Engineering Employers Federation	Dinner	25 May
Chichester Festival	Play	26 May
Lord Lieutenant of Kent	Cricket	27 May
Guildford County Show	Guildford County Show lunch	30 May
SERCO Group PLC	Dinner	2 June
East Sussex County Council	Reception and dinner	10 June
Kent & Medway Economic Board	Dinner	15 June
KPMG	Glyndebourne Festival	22 June
Duke of Richmond	Goodwood Festival of Speed and lunch	26 June
BAE Systems	International Fleet Review	27 June
European Aeronautic Defence and Space Company (EADS)	Festival of the Sea	30 June
Sussex University	Entrepreneurs Dinner	30 June
HRH the Prince of Wales	Dinner for RDA Chairs	4 July
Business In the Community	Dinner	5 July

Source of gift	Hospitality received / nature of gift	Date received
Hampshire County Council	Dinner	18 July
Royal Bank of Scotland	Goodwood Race Day	26 July
British Marine Federation	Lunch	15 August
EDF Energy	Dinner	5 September
BT	Supper at BT Tower	7 September
KPMG	Dinner	15 September
ISIS Innovation	Dinner	29 September
Heritage Lottery Fund	Lunch	30 September
Business Link	Dinner	5 October
National Audit Office	Dinner	6 October
Bucks Economic Partnership	Business Leaders dinner	3 November
Lord Mayor of London	Chinese President Banquet	9 November
Oxford Economic Partnership	Dinner	10 November
Finance SE	Lunch	11 November
BT	Tickets for film premiere	13 November
CBI	Dinner	16 November
Price Waterhouse	Rugby match	19 November
Carillion plc	Chairs of Groups dinner	22 November
EDF Energy	Rockinghorse ball	26 November
BBC	Sports dinner	3 December
Farnborough Aerospace	Dinner	15 December
BT	Sony Playstation Portable	December
Southampton Football Club	Football match and lunch	2 January
Business Southampton Ltd	Dinner at HMS Warrior	19 January
Engineering Employers' Federation	Annual Dinner	1 February
CBI	Dinner	2 February
GKN Plc	Rugby match and lunch	4 February
BMW	Theatre tickets	15 February

Source of gift	Hospitality received / nature of gift	Date received
BT	Jazz evening	16 February
BAA	Winchester dinner	25 February
West Sussex County Council	ACCE annual dinner	2 March
Odgers	Dinner and play	29 March
2006/07		
La Farge	Dinner	12 May
Chinese Embassy	Dinner	17 May
Shoreham Port Authority	Dinner	20 May
The Football Association	Football match & hospitality	30-31 May
Isle of Wight Economic Partnership	Drinks & dinner at Buckingham Palace	1 June
University of Kent	Supper and concert tickets	3 June
Chichester Theatre	Concert tickets	12 June
Southern Water	Lunch and entrance to Goodwood Festival of Speed	7 July
West Sussex County Council Chairman	Reception / tickets for Kent County Show	14 July
Chair, Macquarie Bank	Glynebourne opera tickets	28 July
Isle of Wight Economic Partnership	Ellen MacArthur ball tickets	31 July
Royal Bank of Scotland	Dinner	3 August
EDF Energy	Glyndebourne opera	9 August
Sussex Cricket Club	Cricket match and hospitality	31 August
Commercial Group Properties Plc	Dinner with Chairman Hao, Chinamex	7 September
Engineering Employers' Federation	Dinner	12 October
Chatham Historic Dockyard	Trafalgar dinner	25 October
CBI	Dinner	2 November
Rugby Football Union	England v S Africa rugby, Twickenham	25 November

Source of gift	Hospitality received / nature of gift	Date received
EDF Energy	Rockinghorse dinner	25 November
EADS Astrium	Sponsorship of Worthing Rugby Football Club	October
EDF Energy	Sponsorship of Worthing Rugby Football Club	October
Fortis Bank	Inside Dealmakers dinner	8 February
West Sussex County Council	Association of County Chief Executive's dinner	1 March
Commercial Group Properties Plc	Ballet tickets	31 March

3) Companies in which SEEDA's Chairman has a financial interest

All SEEDA Board Directors are required to make regular declarations of their interests, financial or otherwise, in companies and other organisations. The declarations of Board Members interests are available for public inspection on SEEDA's corporate website. In the last three financial years the Chairman has declared interests of a financial nature in the following companies:

- Brathwaite & Co
- Brighton & Hove Radio
- Community Alerts Ltd
- EXOD Ltd
- Knowledge Through Entertainment Ltd
- Life TV Ltd.
- Mandinka Minerals Ltd.
- Morgan Everett Ltd.
- OTR
- Regional Satellite TV Ltd
- Rengamedia Ltd.
- SEAL
- Splash FM Ltd
- XL Entertainment plc

4) Details of companies listed above which have received grants

SEEDA paid £63,041 to Morgan Everett Ltd in 2006/07, for a research and development grant. The Chairman properly declared his interest and took no part in the decision process to award to grant.

SEEDA does not hold Information concerning grants made by independent external bodies such as Finance South East and South East Growth Fund. Information concerning such grants should be sought directly from those organisations.

5) SEEDA Chairman's corporate credit card

The expenditure incurred by SEEDA's Chairman, James Brathwaite, on his SEEDA corporate credit card, in the past three financial years, is listed below, together with amounts reimbursed to SEEDA or offset against expenses.

Statement Date	Total Billed	Amount Reimbursed
2004/05		
May	£785.90	
June	£485.90	
July	£663.95	
August	£458.81	
September	£451.09	
October	£710.13	
November	£148.53	
December	£807.44	
January	£649.26	
February	£763.10	
March	£550.80	£617.25
April	£434.36	£715.70
2005/06		
May	£3,742.75	
June	£248.98	£602.39
July	£390.68	
August	£784.51	
September	£27.98	
October	£878.73	
November	£1,976.46	£135.52
December	£758.68	
January	£2,110.29	
February	£1,140.07	
March	£649.38	
April	£1,290.03	£607.47
2006/07		
May	£597.50	
June	£838.34	

Statement Date	Total Billed	Amount Reimbursed
July	£1,123.26	
August	£1,157.27	
September	£561.02	
October	£444.80	
November	£2,290.17	
December	£3,548.33	
January	£2,204.86	
February	£984.42	
March	£221.60	£1,248.71
April	£2,715.70	£2,472.82

In addition, reimbursements totalling £3,070.81 were received in May and June, after the April credit card statement had been received and reconciled.

6) SEEDA Board discussion of the Chairman's expenses

Board minutes are published on SEEDA's website. The Chief Executive reported at the June 2007 meeting that the Audit Committee would be considering an internal audit report on looking at gifts, hospitality and other expenses and would provide a report to the Board. Following this, the July Board meeting received an oral report from the Audit Committee in response to their discussion, which is referred to below.

7) SEEDA Board's internal audit committee

At a meeting of the Audit Committee on 11 July 2007 a report was given on an audit of expenses and hospitality of staff and Board Members, brought forward from 2008 at the request of the Chief Executive. Overall systems and processes were found to be followed except for some inaccurate codings and reimbursement due to SEEDA from the Chairman for expenses incurred on his credit card, which had been repaid after the financial year end. The result of the audit was reported orally, as part of the annual audit report to the Board on 19 July 2007.