

Sam Coates  
Sam.Coates@thetimes.co.uk

29<sup>th</sup> June 2009

Your ref: Email dated 31/05/09

Our ref: R00119

Dear Mr Coates

**Freedom of Information Request - Agency Expenditure.**

Thank you for your Freedom of Information Request, dated 31<sup>st</sup> May 2009, concerning expenses.

**Your request to SEEDA is:**

*I would like to make a freedom of information request relating to all board members, current and past, of your RDA.*

- *I would like to see copies of receipts and claim forms for expenses claimed by these individuals during the calendar year 2008.*
- *I would also like to see copies of the hospitality register, if such a thing exists.*

## **Information requested**

### **1. Copies of expenses claim forms for Board Members during 2008**

Details of SEEDA's current Board Members can be found at [http://www.seeda.co.uk/About\\_SEEDA/Board\\_Members/](http://www.seeda.co.uk/About_SEEDA/Board_Members/).

A full set of expenses claims forms submitted by Board Members during calendar year 2008 are attached for your information. These do not include any items for expenses not yet submitted, should there be any.

Names of third parties not in the public domain, postcodes for private addresses, some personal information and signatures have been redacted. This personal information is exempt from disclosure under S40(2) Personal Information of the Freedom of Information Act 2000.

The SEEDA Chairman, James Brathwaite, is also a Board Member of the Environment Agency; any expense relating to this contained in the attached expenses claims forms are reimbursed in full by the Environment Agency.

Our Board Members are expected to travel significantly in their role to represent SEEDA within the region. Board Members are entitled to make mileage claims, and reclaim taxis and train travel and other out-of-pocket expenses which they have incurred and paid for, when they formally represent SEEDA on business. In the case of the Chairman, a proportion of his office expenses are also eligible to be repaid, including phone calls.

It has not been possible to locate, extract, collate and redact the receipts submitted by Board members within the "appropriate limit" of 2.5 days. The time required to extract this information would be disproportionate and would exceed the "appropriate limit". If you would like to send us confirmation to proceed on your behalf, we will issue a formal fees notice before commencing the work setting out the likely costs against the amount of time anticipated

### **2. Copies of the Hospitality Register**

SEEDA's gift and hospitality register listing gifts and hospitality provided to Board members and senior personnel can be found at:

[http://www.seeda.co.uk/About\\_SEEDA/Freedom\\_of\\_Information/Publication\\_Scheme/#lists\\_registers](http://www.seeda.co.uk/About_SEEDA/Freedom_of_Information/Publication_Scheme/#lists_registers).

The Agency has a code of practice for gifts and hospitality which applies to staff and Board members.