

24th July 2009

Our ref: R00131

## Freedom of Information Request

### Your request to SEEDA is:

- *How much was spent on administration costs across the board in 2008/09? Please include figures for administration costs relating to programmes and not simply central administration costs.*
- *How much was spent on bonuses for all staff in 2003/04, 2007/08 and 2008/09?*
- *What was the highest bonus given, and to whom, in 2003/04, 2007/08 and 2008/09?*
- *How much was given in staff allowances/expenses and privileges (such as a car) in 2003/04, 2007/08 and 2008/09? What was the highest sum awarded, to whom, and for what?*

## Information requested

### 1. Administration costs in 2008/09

In 2008/09, SEEDA spent a total of £23.143m on administration costs, including those relating to delivering projects and programmes. In order to achieve maximum effectiveness from a small budget, SEEDA has recruited a range of expert and specialist staff to make the most of and add to our limited core resources. This approach has, for example, attracted nearly €50m additional investment in transport infrastructure projects across the South East during the last 7 years.

### 2. Bonuses spent on all staff in 2003/04, 2007/08 and 2008/09

In 2003/04, 2007/08 and 2008/09, SEEDA spent £135,847, £236,169 and £249,112 respectively on bonuses for all staff. The agency grew substantially between 2003/04 and later years as new tasks were added. Bonuses paid in these years were in respect of performance achieved in the preceding year against specified objectives.



### **3. Details of highest bonuses provided in 2003/04, 2007/08 and 2008/09**

The highest bonuses provided in 2003/04, 2007/08 and 2008/09 were £23,687, £24,579 and £25,219 respectively, in each case to SEEDA's then Chief Executive. In 2003/04, this was Anthony Dunnett; in 2007/08 and 2008/09 this was Pam Alexander. Bonuses paid were in respect of performance achieved in the preceding year against specified objectives.

### **4. Staff allowances/expenses provided in 2003/04, 2007/08 and 2008/09**

The total of expenses paid to all SEEDA staff taken from expenses claims forms, Credit Card Expenses and SEEDA's contribution to lease car and other travel costs are provided in the table below:

	<b>2007/08</b>	<b>2008/09</b>
Staff Expenses Claims and Credit Card Claims	£774,944	£648,886
Lease car and other travel costs	£136,891	£125,219
<b>Total</b>	<b>£911,835</b>	<b>£774,105</b>

Staff Expenses claims and Credit Card claims covers items such as travel, accommodation, subsistence and hospitality given; however some claims also include substantial costs for business meetings and events (e.g. room hire etc) which therefore inflate the figures significantly.

The largest component is travel. SEEDAs region comprises 700,000 businesses, 74 local authorities, 83 MPs, 11 MEPs and some covers an area stretching from Milton Keynes to the Isle of Wight to the East Kent coast. To work effectively with businesses and partners in a region of this scale, travel is an essential part of the roles of some staff and leased cars are considered the most effective means of supporting this necessary way of working for 37 staff who spend much of their time travelling to meet and support partners across the South East.

We have been unable to provide any figures for 2003/04 since SEEDA changed its financial management systems at the end of this financial period. Therefore all this information is held off-site in our archives. It has not been possible to locate, extract and collate information relating to 2003/04 within the "appropriate limit" of 2.5 days as described in the Freedom of Information (Appropriate Limit and Fees) Regulations 2004. If you would like to send us confirmation to proceed on your behalf, we will issue you with a formal fees notice before commencing the work, setting out the likely cost against the amount of time anticipated.

In 2007/08, the highest level of expenses was claimed by our Head of Corporate Relations and Public Affairs (£13,566). Since this individual held a Corporate Credit Card, the nature of their work required this individual to cover other substantial costs relating to, for example, expenses for other members of SEEDA when attending joint meetings or, when travelling jointly, including hotel accommodation and subsistence, and other business costs (e.g. the costs of event or meeting room hire) via expenses or corporate Credit Card.

In 2008/09, the highest level of expenses claimed was claimed by our Head of International Market Development (£21,451). The nature of their work means that international travel plays a significant part in efforts to secure additional trade and inward investment opportunities for the South East. This includes enabling meetings with SEEDA's network of overseas representatives; with British consulates and UK Trade and Investment staff located in target regions for securing inward investment to the South East; and with businesses being targeted as prospects for inward investment to the South East and/or trade with South East businesses. They form part of a team that, in the financial year 2008-09 and despite the recession, secured the best ever results ever, with 90 new inward investments into the South East creating an additional 1,200 jobs (29% higher than the target for the year) and securing a further 2,600 jobs (20% higher than the target for the year). Half of these investments originated from North America, the remaining half were split evenly between Asia-Pacific and Europe. Please note that these results relate solely to inward investments in which SEEDA was directly involved.