

12<sup>th</sup> August 2009

Your ref: Letter dated 15/07/09  
Our ref: R00143

## **Freedom of Information Request**

Thank you for your Freedom of Information request dated 15<sup>th</sup> July 2009.

### **Your request to SEEDA is:**

*This is a request for information under the Freedom of Information Act. This email is dated 15 July 2009.*

*Please release the full expense claims of the chief executive and all 15 members of the board for each of the last four years.*

*Please release the expenses claims in full, do not create any new documents. The claims should thus include the date and reason for each claim. For any entertainment claims, please include the venue of the restaurant/bar. For claims made overseas, please also include this level of detail.*

*Please may I remind you of the level of disclosure now expected of public bodies' expense claims following new precedents established by the Information Commissioner following similar requests to the House of Commons and the BBC.*

### **Information requested**

A full set of Credit Card Expenses and Expenses Claim forms for each of the Board members, the Chairman and the Chief Executive – for the periods 2005/06, 2006/07, 2007/08 and 2008/09.

These documents are available on request due to the size of the attachments – please send an email to [FOI@SEEDA.co.uk](mailto:FOI@SEEDA.co.uk) if you wish to have a copy of the attachments sent to you. Please quote the reference “Disclosure log attachment request – ref R 000143”.

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

We have been unable to provide the material you required in relation to entertainment – in particular, venue of restaurants/bars.

To do so would require us to access, assemble, review and redact every receipt relating to each individual claim, and this would exceed the “appropriate limit” of 2.5 days for locating, extracting and collating data, 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.

### **Disclosure Log**

This information will also be made available on SEEDA’s Freedom of Information Disclosure Log on the SEEDA website ([www.seeda.co.uk/About\\_SEEDA/Freedom\\_of\\_Information\\_disclosure\\_log/](http://www.seeda.co.uk/About_SEEDA/Freedom_of_Information_disclosure_log/)). Personal details and other information that could identify requesters are redacted (removed) from the disclosure log version.

### **Conclusion**

If you are not satisfied with the way we have handled your request, or if you are unhappy with our response, you can appeal using our Complaints Procedure as follows:

A request for a review should be addressed to Robert Crawford, Chief Operating Officer, and sent by email to: [robertcrawford@seeda.co.uk](mailto:robertcrawford@seeda.co.uk) or by post to SEEDA, Cross Lanes, Guildford, GU1 1YA. You will be notified of the outcome within 20 working days.

If you are still dissatisfied after pursuing our Complaints Procedure, then under Section 50 of the Act, you are entitled to appeal to the Information Commissioner (Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF, telephone: 01625 545700, fax: 01625 524510).

Please contact me if you have any other queries.

Yours sincerely



**Paul Lovejoy**  
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