

19 August 2009

Your ref: Letter dated 27/07/09

Our ref: R00150

Freedom of Information Request

Thank you for your Freedom of Information request dated 8th July 2009.

Information requested

Your request to SEEDA is:

- "1) What was the total staff wages bill for your authority in i) 2008/09 ii) 2007/8 iii) 2006/7 and how many members of staff worked for your authority in those years (in FTE)?*
- 2) How many members of staff were classified as senior management in i) 2008/09 ii) 2007/8 iii) 2006/7 and what was the total senior management wage bill in each of those years?*
- 3) What was the total expenses bill for a) staff and b) senior management staff in i) 2008/09 ii) 2007/8 iii) 2006/7?*
- 4) A list of the travel expenses claimed by the senior management team by a) car b) air c) rail d) taxis e) other third party cars and f) other for i) 2008/09 ii) 2007/8 iii) 2006/7?*
- 5) A list of all the events hosted by your authority and the cost of those events in 2008/09?*
- 6) How many bonuses have been paid to staff in each year since 2006 and how much was each bonus worth?"*

The information we hold in relation to each of your questions is set out below.

Question 1: What was the total staff wages bill for your authority in i) 2008/09 ii) 2007/8 iii) 2006/7 and how many members of staff worked for your authority in those years (in FTE)?

Information relating to staff wages bill and information relating to staff numbers for 2006-07, 2007/08 and 2008/09 is shown in our published annual accounts.

For 2008/9 the information can be found under note 7. Links to the respective documents are as follows:

2006/07

http://www.seeda.co.uk/publications/Annual_Reports/docs/Final_Accounts_2007.pdf

2007/08

http://www.seeda.co.uk/publications/Annual_Reports/2008/docs/AnnualReport_2007_2008.pdf

2008/09

http://www.seeda.co.uk/publications/docs/SEEDA_AnnualReport_Accounts_08_09.pdf

Question 2: How many members of staff were classified as senior management in i) 2008/09 ii) 2007/8 iii) 2006/7 and what was the total senior management wage bill in each of those years?

The definition and Information in relation to the number of staff classified as senior managers on the payroll is set out in note 7 of SEEDA's published accounts. These documents can be located using the links above.

Question 3: What was the total expenses bill for a) staff and b) senior management staff in i) 2008/09 ii) 2007/8 iii) 2006/7?

The total expenses paid to staff and senior management staff for the periods requested rounded to the nearest thousand is as follows:

	All Staff (including Senior Management)	Senior Management
2006/07	£674,000	£170,000
2007/08	£558,000	£135,000
2008/09	£481,000	£155,000

Please note senior managers are defined as per note 7 in our published annual accounts.

Question 4: A list of the travel expenses claimed by the Senior Management Team by a) car, b) air, c) rail, d) taxis, e) other third party cars, and f) other for 2008/9, 2007/8 and 2006/7?

The table below provides the breakdown of travel expenses paid to senior management. You need to note that expenses relating to taxis and trains were not analysed separately until the financial year 2007/08. For 2006/07, these costs are included within other travel. Furthermore, all other expenses are included in the category 'Other Travel (including Air) UK'.

	2006/07 £000	2007/08 £000	2008/09 £000
Car (Mileage Allowances)	37	30	41
Car Hire	-	1	-
Taxis/Trains	-	24	33
Other Travel (including Air) UK	38	13	7
Other Travel (including Air) Europe	35	13	9
Other Travel outside European (including Air)	6	3	1

Question 5: A list of all the events hosted by your authority and the cost of those events in 2008/09?

A list of events run solely by SEEDA over the cost of £1k for 2008/9 is provided below: This list does not include small-scale, road show-type events that are designed to deliver business support advice to businesses across the South East.

Date	Event Title	Venue	Purpose	Cost
4 Jul 08	First Regional Economic Strategy Partners' Conference	Mandolay Hotel, Guildford	Agree actions needed to deliver regional economic targets in the face of the impending economic downturn.	£5,450
8 July 08	Skills Summit	Sofitel Hotel, Gatwick	Business briefing on national and regional skills issues, offering business the opportunity to influence skills strategy.	£3,398
7 Aug 08	Economic Prospects – Ministerial Launch	Sofitel Hotel, Gatwick	Businesses invited to update Ministers on the initial impact of the economic downturn. SEEDA's £10m regional support package for businesses was launched at this event.	£11,700

Date	Event Title	Venue	Purpose	Cost
16 Sep 08	Liberal Democrat Conference – Fringe Meeting	Westcliff Brasserie, Bournemouth	Highlighting importance of the South East's £2bn sustainable business sector, including success case study on low carbon business practices.	£4,736
23 Sep 08	Labour Party Conference – Fringe Meeting	GMEX Centre, Manchester	Mainstreaming zero carbon and zero waste in business, including success case study.	£4,871
30 Sep 08	Conservative Party Conference – Fringe Meeting	Hyatt Regency, Birmingham	The role of hi-tech business in the South East economy, including success case study on creating jobs and attracting £250m investment to the region.	£3,310
30 Oct 08	Annual Open Public Meeting	Southampton Cruise Terminal	A requirement under the Regional Development Agencies Act 1998, to report on SEEDA's performance over the previous financial year and set out plans for the future.	£30,356
10 Nov 08	Regional Housing Summit	Institute of Directors, London	Working meeting with leading house builders and housing organisations, to understand the impact of poor market conditions on house building and identify actions to help revitalise this key element of the South East economy.	£2,465
02 Dec 08	Regional Infrastructure Conference	Sofitel, Gatwick	Gain agreement on the key infrastructure improvements needed across the South East to inform regional advice to Government and identify how projects can be delivered despite the economic downturn.	£3,474

Date	Event Title	Venue	Purpose	Cost
29 Jan 09	Second Regional Economic Strategy Partners' Conference	Mandolay, Guildford	Review impact of recession on regional economic targets and identify actions for SEEDA and partners that will maximise economic potential during the downturn.	£10,991

Question 6: How many bonuses have been paid to staff in each year since 2006 and how much was each bonus worth?

Following clarification with you regarding the information to be provided for this question on the 11th August, please find details relating to the number of bonuses paid for each year since 2006 reported according to the range of bonus payment awarded split according to the number of employees and percentage of employees in each range. The percentages relate to the total number of staff receiving a bonus. Please also note that bonuses paid are in respect of the previous year's performance.

	2008/9	2007/8	2006/7
Less than £1000	12 (14.3%)	119 (66.4%)	105 (72.4%)
£1001 - £2000	48 (57.1%)	49 (27.4%)	28 (19.3%)
Above £2000	24 (28.6%)	11 (6.2%)	12 (8.3%)
Totals	84 (100%)	179 (100%)	145 (100%)

The decrease in bonuses paid in 2008/9 compared to previous years is due to the fact that SEEDA has raised the criteria for award of performance bonuses.

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/). Personal details and other information that could identify requesters is 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 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

A handwritten signature in black ink that reads "Paul Lovejoy". The signature is written in a cursive style with a large initial "P" and "L".

Paul Lovejoy
Executive Director, Strategy and Communications

Direct Dial: +44(0)1483 484236
e-mail: paullovejoy@seeda.co.uk