

Our ref: R00212

3rd June 2010

Freedom of Information request – Remuneration of Staff & Board Members

Introduction

Thank you for your Freedom of Information Request, dated 30th April 2010.

Your request is:

I am writing to request details of the total remuneration of the chairman, board members, chief executive and executive directors of the South East England Regional Development Agency. "Total remuneration" includes, but is not limited to, items such as base salary, bonus, benefits in kind, car allowances, housing allowance, expenses, pension payments and redundancy payments.

I would like this data annually for the past three full years. I do not mind if the data is compiled by financial or calendar year but it must be consistent throughout the time period. In each year please can you provide the total remuneration of each staff member, the name of the relevant staff member and a detailed breakdown of that remuneration.

In relation to my request for pension payments, if this part of the request is refused then I would like the following:

- *How is the pension determined? If it is by formula then I request that formula. A formula is not personal information.*
- *A copy of the provision laid out in the employment contract for the pension scheme.*

Information requested

A detailed breakdown of the remuneration of SEEDA's Chairman, Board Members, Chief Executive and Executive Directors is publicly available within our Annual Reports.

For 2007/08 please see pages 55 – 60 of our Annual Report, which can be accessed via the link below:

http://www.seeda.co.uk/publications/AnnualReport_2007_2008.pdf

For 2008/09 please see pages 36 - 42 of our Annual Report, which can be accessed via the link below:



<http://www.seeda.co.uk/publications/annualReportAccounts20082009.pdf>

As our 2009/10 Annual Report has yet to be published, I enclose an extract from the draft report which provides the information for the financial year ending 31st March 2010 as requested. Please note that these figures are yet to be audited and are therefore subject to adjustment. Audited figures will appear in our 2009/10 Annual Report which will be publicly available from the end of July.

Please note that staff expenses do not form part of remuneration and are therefore shown separately. Staff expenses are costs related to SEEDA's work that have been paid by the individual and then reimbursed by SEEDA. Staff expenses include travel costs, subsistence and hospitality. SEEDA provides guidance to all staff on the maximum levels of expenditure for which reimbursement will normally be made and evidence of expenditure is provided wherever reasonably practicable.

The largest element of expenses paid relates to travel costs. The South East region extends from Milton Keynes to the Isle of Wight to the East Kent Coast. Senior staff often have to travel across the region to attend meetings relevant to their area of the business. The role also entails travel to London and other regions, to engage with businesses and partners. Wherever practical, public transport is used to minimise costs and environmental impact.

The terms of Appointment for Board Members are issued by BIS. They 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. Board Members attend eight Board Meetings per year; some of which are held externally to incorporate visits to major projects or strategic areas within the region (e.g. Diamonds for Investment and Growth). In addition Board Members may also be required to undertake individual visits to businesses and partners, where they represent SEEDA and assist in securing investment in the region.