

Date: 23 July 2009



Dear [REDACTED]

Access to Information Request – Provision of all requested information – RFI No 518

Thank you for your letter requesting details of expense claims made by the five highest paid employees of Natural England (excluding the Chief Executive) for 2007/08 and 2008/09.

Further to our request for an extension of time in our letter of 30 June, we have now considered the points raised and this is our formal response.

The top five highest paid employees of Natural England (excluding the Chief Executive) for 2007/08 and 2008/09 are:

- Simon Sheppard, Director of Organisation Development
- Tom Tew, Chief Scientist
- Guy Thompson, Executive Director, External Affairs
- Dave Webster, Executive Director, Corporate Services
- Andrew Wood, Executive Director, Evidence and Policy

The expense claims for those employees listed above are set out in the attached spreadsheets (one tab per person), excluding Andrew Wood, who has not made any expense claims during this period.

We are unable to provide copies of all receipts submitted within FOIA cost limits but the expense claim tables identify reimbursed expenditure.

Copies of the credit card statements (Government Procurement Card) for 2008/09 for each of the above named people are being despatched to you by post. These have been annotated to provide details of number of train journeys and number of hotel nights.

We have provided a summary of expenditure for the above top five highest paid employees. Notes to expenditure type are contained at Annex 1.

We intend to publish on our internet a summary of expenditure for 2008/09 for our non Executive Board and our Executive Board.

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our response, please contact Dave Webster, Executive Director, Corporate Services, who will conduct the internal review.

If you are not content with the outcome of your complaint, you may apply directly to the

Information Commissioner for a review of our response. Generally, the Commissioner cannot make a decision unless you have exhausted the complaints procedure provided by Natural England. The Information Commissioner can be contacted at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Telephone: 01625 545 700, www.ico.gov.uk.

If you require any further information about the information presented here, please do not hesitate to contact me.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Paul Lambert'.

Paul Lambert
Director Finance

Annex 1 – Notes to expenditure type

- I. Please note that some of the expenditure listed on the expense claims and the credit card statements relate to costs incurred on behalf of the organisation and not solely related to individual expenses. We have shown these costs separately under section A and section B on the summary of expenditure.
- II. Please note that some of the expense claims and credit card payments in respect of travel costs are made up of multiple receipts and tickets and therefore do not reflect individual journeys
- III. Please note that some of the expense claims and credit card payments in respect of hotel and subsistence costs are for multiple nights.
- IV. Please note that Natural England is a national organisation with 37 offices across the 9 government regions, including a headquarters office in Sheffield. As a result, to deliver their roles effectively, the Executive Directors, Chief Scientist and the Director of Organisational Development undertake a significant amount of travel in order to both lead staff across the country and to meet with stakeholders.