

Freedom of Information requests

2013

Reference number: 13-001

Subject: freedom of information request

Dear Sir/madam,

I would like to make a request for information under the freedom of information act. Please could you send me the expenses claims submitted by your directors and chief executives in the past two years, including hotels, travel and entertaining including claims for receptions, breakfasts, lunches and dinners. I would also like details of any cars, and cars and drivers made available to directors and other executives including the terms of such arrangements and, if applicable, journeys taken. Please provide the cost of all drivers and cars made available to directors and the chief executive, including the makes of cars and the salaries of drivers. Would you also send me terms and conditions of use of cars and drivers provided by your institution, including rules governing their use and, if applicable, who has access to them.

In addition please send me details of remuneration of all directors and your chief executive including salary, pension and any other financial benefits or benefits in kind.

Many thanks

Yours faithfully,

11 February 2013

Dear,

REQUEST FOR INFORMATION – *Information relating to Director's expense claims for the past two years and details of cars and drivers utilised by the Directors.*

Thank you for your request for information. As Head of Knowledge & Information Management for Amgueddfa Cymru - National Museum Wales, I am responsible for responding to your request for information.

I refer to your email of 14th January 2013, in which you asked for the following information:

- 1) *Please could you send me the expense claims submitted by your Directors and Chief Executives for the past two years, including hotels, travel and entertaining, including claims for receptions, breakfasts, lunches and dinners.*
- 2) *Details of any cars, and cars with drivers made available to Directors and other Chief Executives including the terms of such arrangements and, if applicable, journeys taken. Please provide the cost of all drivers and cars made available for them, including the makes of the cars and the salaries of the drivers.*
- 3) *Please provide the terms and conditions of use of cars and drivers by your museum including rules governing their use and, if applicable, who has access to them.*

In responding to your request for information, I will be referring to each request separately.

- 1/ *Please could you send me the expense claims submitted by your Directors and Chief Executives for the past two years, including hotels, travel and entertaining, including claims for receptions, breakfasts, lunches and dinners.*

Please find attached a pdf of a summary of the Directors expense claims they have submitted within the past two years. Directors who have left within that timeframe have been included but their names have been replaced by their job title.

- 2/ *Details of any cars, and cars with drivers made available to Directors and other Chief Executives including the terms of such arrangements and, if applicable, journeys taken. Please provide the cost of all drivers and cars made available for them, including the makes of the cars and the salaries of the drivers.*

Amgueddfa Cymru does not hold the information you have requested because the Museum does not provide cars or cars with drivers to the Directors or Chief Executives, therefore I am unable to provide you the information as requested as it does not exist and therefore it is not held by the Museum.

Under Section 1,1 of the Act, the information you have requested is not held, therefore, I must apply Section 17 of the Act which states where public authorities receive a request for information that they do not hold, they must issue a Refusal Notice stating they do not hold the requested information. I am therefore issuing you with a Refusal Notice as the information you have requested is not held.

- 3/ *Please provide the terms and conditions of use of cars and drivers by your museum including rules governing their use and, if applicable, who has access to them.*

As Amgueddfa Cymru does provide cars or drivers to the Directors or Chief Executives, the Museum does not have any terms and conditions of use. I am unable to provide you the information as requested as it does not exist and as such, it is not held by the Museum.

Under Section 1,1 of the Act, the information you have requested is not held, therefore, I must apply Section 17 of the Act which states where public authorities receive a request for information that they do not hold, they must issue a Refusal Notice stating they do not hold the requested information. I am therefore issuing you with a Refusal Notice as the information you have requested is not held.

Your request was considered according to the principles set out in the National Assembly's Code of Practice on Public Access to Information (third edition). The Code is published on the Internet at www.information.wales.gov.uk.

If you believe that I have not applied the Code of Practice on Public Access to Information correctly or have not followed the relevant laws, please contact me to request a first-stage review. If, after that, you are still not satisfied you may request a formal review by Amgueddfa Cymru. When dealing with any concerns, we will follow the principles of the National Museum of Wales's Code of Practice on Complaints, which is available on our website at www.museumwales.ac.uk/en/45/ or by post from:

Mr John Williams-Davies
Director of Collections and Research
Amgueddfa Cymru – National Museum Wales
Cathays Park
Cardiff
CF10 3NP

You also have the right to complain to the Information Commissioner. Normally, however, you should pursue the matter through our internal procedure before you complain to the Information Commissioner. The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Yours sincerely,

Head of Knowledge & Information Management

Director's Expenses 2010 to 2012 - Freedom of Information request

| Name | Grouping | Nominal Code | 2011 | 2012 | Grand Total |
|--|---------------------------------------|--------------------------|-----------------|-----------------|------------------|
| David Anderson | General | Incidentals | 16.29 | | 16.29 |
| | | Mobile Phones | | 20.00 | 20.00 |
| | | Mobile Telephones | 40.00 | | 40.00 |
| | | Printing & Stationery | | 24.42 | 24.42 |
| | | Reference Books | 74.93 | | 74.93 |
| | Travel Non UK | T & S Overseas | 90.00 | 8.26 | 98.26 |
| | Travel UK | Air Travel Non Europe | | 30.00 | 30.00 |
| | | Bus and Coach Travel | 1.00 | 4.00 | 5.00 |
| | | T & S Taxi | 1,353.21 | 1,060.42 | 2,413.63 |
| | | T&S UK Allowance | 210.00 | 240.00 | 450.00 |
| | | Train and Tube Travel | 469.90 | 349.65 | 819.55 |
| | Travel & Subsistence | 1,277.97 | | 1,277.97 | |
| | Accommodation, meals and entertaining | Accommodation & Meals | 1,004.80 | 949.17 | 1,953.97 |
| | | Entertaining | 77.30 | 80.33 | 157.63 |
| Personal Use Adjustment | Accommodation & Meals | - 19.60 | - 65.00 | - 84.60 | |
| | Mobile Telephones | - | - 60.90 | - 60.90 | |
| | Train and Tube Travel | - 70.80 | - 82.60 | - 153.40 | |
| VAT | | 82.23 | 51.53 | 133.76 | |
| David Anderson Total | | | 4,607.23 | 2,609.28 | 7,216.51 |
| Janice Lane | Travel UK | Air Travel Europe | | 127.93 | 127.93 |
| | | Hire Car Fuel | | 57.22 | 57.22 |
| | VAT | | 11.45 | 11.45 | |
| Janice Lane Total | | | | 196.60 | 196.60 |
| Mark Richards | Travel UK | Bus and Coach Travel | | 6.00 | 6.00 |
| | | T & S Taxi | 122.12 | 20.00 | 142.12 |
| | | T&S Car Park/Tolls/Other | 13.83 | 14.67 | 28.50 |
| | | T&S UK Allowance | | 33.70 | 33.70 |
| | | Train and Tube Travel | 3.10 | 2.40 | 5.50 |
| | Travel & Subsistence | 65.40 | | 65.40 | |
| | Accommodation, meals and entertaining | Accommodation & Meals | 26.90 | | 26.90 |
| | | Entertaining | | 15.20 | 15.20 |
| | | Staff Refreshments | | 20.52 | 20.52 |
| | | T&S Mileage Rates | 363.30 | 443.20 | 806.50 |
| VAT | | 2.52 | 358.88 | 361.40 | |
| Mark Richards Total | | | 597.17 | 914.57 | 1,511.74 |
| Neil Wicks | Travel UK | Hire Car Fuel | 55.73 | | 55.73 |
| | | T&S Car Park/Tolls/Other | 20.25 | 26.62 | 46.87 |
| | | T&S Mileage Rates | 145.60 | 310.40 | 456.00 |
| | | T&S UK Allowance | 15.00 | 15.00 | 30.00 |
| | Accommodation, meals and entertaining | Accommodation & Meals | | 2.15 | 2.15 |
| | VAT | | 13.99 | 1.58 | 15.57 |
| Neil Wicks Total | | | 250.57 | 355.75 | 606.32 |
| John Williams-Davies | General | Subscriptions | | 91.20 | 91.20 |
| | Travel UK | T & S Conferences | | 38.00 | 38.00 |
| | | T & S Taxi | 42.80 | 37.50 | 80.30 |
| | | T&S Car Park/Tolls/Other | 28.26 | 27.70 | 55.96 |
| | | T&S Mileage Rates | 249.00 | 225.90 | 474.90 |
| | Accommodation, meals and entertaining | Accommodation & Meals | 5.87 | 4.20 | 10.07 |
| VAT | | 3.81 | 1.00 | 4.81 | |
| John Williams-Davies Total | | | 329.74 | 425.50 | 755.24 |
| Prev Director of Learning | General | Artist And Demo Fees | 120.00 | | 120.00 |
| | Travel UK | Bus and Coach Travel | 33.87 | | 33.87 |
| | | T & S Taxi | 100.20 | | 100.20 |
| | | T&S Car Park/Tolls/Other | 10.00 | | 10.00 |
| | | T&S Mileage Rates | 311.40 | | 311.40 |
| | | Train and Tube Travel | 542.10 | | 542.10 |
| | Travel & Subsistence | 442.95 | | 442.95 | |
| | Accommodation, meals and entertaining | Accommodation & Meals | 444.03 | | 444.03 |
| | | Entertaining | 117.41 | | 117.41 |
| | | Staff Refreshments | 5.40 | | 5.40 |
| VAT | | 5.67 | | 5.67 | |
| Prev Director of Learning Total | | | 2,133.03 | | 2,133.03 |
| Prev. Director of Finance | General | Printing & Stationery | 66.04 | | 66.04 |
| | | Reference Books | | 30.00 | 30.00 |
| | | Subscriptions | 37.50 | | 37.50 |
| | Travel UK | T&S Car Park/Tolls/Other | 6.42 | | 6.42 |
| | | T&S Mileage Rates | 30.90 | | 30.90 |
| VAT | | 1.08 | - | 1.08 | |
| Prev. Director of Finance Total | | | 141.94 | 30.00 | 171.94 |
| Grand Total | | | 8,059.68 | 4,531.70 | 12,591.38 |