

## FREEDOM OF INFORMATION REQUEST

Thank you for your e-mail to the Scotland Office date 25 August 2009, in which you request under the Freedom of Information Act 2000 access to information regarding expenses of the following:- .

- The Head of Office/Director of Scotland Office;
- The Deputy Head of Office/Deputy Director;
- The Principal Private Secretary/Senior Private Secretary;
- Other members of Private Office; and
- Any members of the Finance Office

in the form of a detailed breakdown of each expenses claim made by the above in each of the last five years, including numbers and total expense claims.

I am writing to confirm that the Scotland Office has now completed its search for information. Civil servants are reimbursed for their expenses actually and necessarily incurred in the course of official business in accordance with the Civil Service Management Code. The Code may be found at <http://www.civilservice.gov.uk/about/resources/csmc/index.aspx>. The expenses of Scotland Office officials are for the cost of their travel and subsistence while on official business. The Code requires that staff use the most efficient and economic means of travel in the circumstances.

The information is shown in the table below:

	2004-05		2005-06		2006-07		2007-08		2008-09	
	Cost	No.	Cost	No.	Cost	No.	Cost	No.	Cost	No.
The Head of Office/Director of Scotland	894.82	6	472.00	6	571.36	4	4,766.36	9	7,680.50	14

Office										
The Deputy Head of Office/Deputy Director #	639.27	8	1,006.94	7	1,181.90	7	2,511.05	16	3,631.14	13
The Principal Private Secretary	332.64	4	1,023.04	8	1,653.06	8	1,285.51	6	5,817.79	11
Other members of Private Office	8,706.40	10	10,311.18	11	10,162.93	19	9,719.13	29	976.85	9
Members of the Finance Office	512.89	18	1,239.07	21	1,028.45	20	795.39	15	865.75	15

# Since March 2009 the Scotland Office has employed two deputy directors, one based in Edinburgh, the other based in London.

I hope you find this helpful.

If you are dissatisfied with the decision made in relation to your request you may ask for an internal review. A request for an internal review should be addressed to:

FOI Officer  
1 Melville Crescent  
EDINBURGH  
EH3 7HW

If you are not content with the outcome of the internal review you have the right to apply directly to the Information Commissioner for a decision. The contact details are:

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

If you have any queries about this letter please contact me.