

Response: First class travel

1. Did your organisation permit any spending on first class rail fares for staff as of November 3, 2010?

All employees are expected to travel standard class on rail journeys unless they can demonstrate a good business reason for not doing so.

2. If so, how many staff were permitted to travel first class? What restrictions, if any, were there on the circumstances in which those staff could travel first class? Please also provide all information contained within any policies or guidance your organisation had as of November 3, 2010 on this topic.

Please see the above answer and the following guidance which sets out the rules and restriction on traveling first class in DCLG:

- A note issued to staff on our intranet in relation to this issue on 2 November 2010 (Annex A)
- The relevant guidance in our Staff Handbook (Annex B). Please be aware that the section on first class travel in this guidance is superseded by the note to staff issued in Annex A.

3. If not, when was the most recent date any of your staff were allowed to travel first class on trains? As of that date, how many staff were permitted to travel first class? What restrictions, if any, were there on the circumstances in which those staff could travel first class? Please also provide all information contained within any policies or guidance your organisation had as of that date on this topic.

N/A

4. How much has your organisation spent on first class rail fares in the current financial year (2010-11)? How much has your organisation spent on first class rail fares in each of the last three full financial years? (2007-08, 2008-09 and 2009-10)? This information is specifically required to relate to financial not calendar years. If your accounting system does not work on that basis, please contact me as soon as possible to discuss a mutually acceptable form in which the relevant information can be disclosed.

This financial year to date £27,490.35 has been spent on first class travel. Prior to July 2009 first class travel was not specifically recorded on our systems. However I can provide you with the information that from July 2009 to March 2010 £199,516.35 was spent on first class travel.