

Low Pay Commission

6th Floor
Victoria House
Southampton Row
LONDON
WC1B 4AD

Tel: 020 7271 0451

Fax: 020 7271 0499

website: www.lowpay.gov.uk

e-mail: rosalind.hands@lowpay.gov.uk

10 September 2013

Ref: LPC/FOI/2013/07
By Email only

Dear Mr Roberts,

I am responding to your letter dated 15 July 2013, but emailed on 15 August 2013 under the Freedom of Information Act (FoI), in which you requested information concerning;

1. the number of employees on an annual salary of more than £100,000 or £150,000;
2. details about the expenses for each of the senior management executives (LPC Commissioners) and eight Civil Servants for the last five years;
3. details of the cost of hospitality (expenses incurred entertaining people who are not Commission staff) for the last five years;
4. the costs of public relations support (media handling, image management, damage limitation) for the last five years;
5. the difference in salary between the highest and lowest paid member of LPC staff;
6. the number of corporate procurement cards the LPC possesses and the amount spent and details of transactions where possible from January 2012-July 2013.

I am answering your queries in the order above.

1. No employees at the LPC earn more than £100,000 per annum.
2. Details of Commissioners' expenses for the last three years are available on the LPC's [website](http://www.lowpay.gov.uk). The total amount claimed for travel and subsistence, and reimbursement of expenses, by Civil Servants working at the LPC over the last five years, is £8,473.29.

I am afraid we are unable to give details of Commissioners' expenses for 2008 and 2009 or to give a detailed breakdown of Civil Servants' expenses. We are applying Section 12 of the Freedom of Information Act regarding this aspect of the question.

Section 12 of the Freedom of Information Act (FOIA) makes provision for public authorities to refuse requests for information where the cost of dealing with them would exceed the appropriate limit, which for central government is set at £600. This represents the estimated cost of one person spending 3.5 working days to determine appropriate material, locate and extract the information in reference to your request. Therefore this part of your request is unable to be processed further.

In order to provide Commissioners' expenses for 2008 and 2009, ie before LPC was placing them on the website, and a detailed breakdown of expenses accrued by Civil Servants working at the LPC over the last five years we would need to check every expense file and invoice and locate the relevant statistics within each file. We hold a large number of financial records for each year and the amount of records within each file varies considerably. Assembling these records is likely to take more than 3.5 person days.

3. Over the last five years, the LPC has spent £3,464.78 providing (buffet) lunches for two research workshops per annum attended on average by forty external stakeholders (for example researchers, academics). In addition, the LPC has spent an average of £150 per annum for the last five years on refreshments (ie tea, coffee and biscuits) for meetings with external stakeholders. We are unable to give exact details of refreshments over the last five years and are applying Section 12 of the Freedom of Information Act regarding this aspect of the question. You may wish to refine your request by narrowing the scope, for example the period of time relevant to the information requested.

4. Regarding the cost of public relations, the LPC has spent a total £368 over the last five years on media distribution and employs one part-time member of staff who has media responsibilities as part of their job role.

5. The difference in salary between the highest and lowest paid member of staff at the LPC is £38,134 per annum.

6. The LPC has one procurement card, and details of transactions from January 2012 - July 2013 are included in the attached spreadsheet.

If you have any queries about this reply, please contact me quoting the reference number above.

Appeals procedure

If you are unhappy with the result of your request for information, you may request an internal review within two calendar months of the date of this letter. If you wish to request an internal review please contact me.

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 Information Commissioner can be contacted at:

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

Yours sincerely

Rosalind Hands

Communications and Administration Manager