



Foreign &
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Office

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25 July 2014

FREEDOM OF INFORMATION ACT 2000 REQUEST REF: 0607-14

Thank you for your email of 17 June asking for information under the Freedom of Information Act (FOIA) 2000. You asked:

I should like to request the following information under the Freedom of Information Act:

- 1. How much have the Department's Non-Executive Directors claimed in allowances and expenses since April 2013?*
- 2. How many meetings did the Non-Executive Directors attend in their Department in 2013?
How many meetings did they attend in other Governmental Departments in 2013?*
- 3. Have your Department's Non-Executive Directors been assigned any other responsibilities beyond those in their job description? For example, have they been assigned to undertake policy reviews in the past 12 months?*
- 4. How many times did the Non-Executive Directors meet with:*
 - a. the Secretary of State in 2013*
 - b. the Department's Permanent Secretary in 2013?*
 - c. the Departmental Board in 2013*
 - d. Lord Browne, the Government's Lead Non-Executive Director in 2013*
 - e. Other Non-Executive Directors in 2013*
 - f. a Select Committee in their role as a Non Executive Director in 2013*
- 5. How many times has Lord Browne, the Lead Non-Executive Director, met with the Department's Permanent Secretary in the past 12 months?*
- 6. What role did the Non-Executive Directors play in the appraisal of the Department's Permanent Secretary in 2013?*

7. *Have the Department's Non-Executive Directors made a submission for inclusion in the latest Departmental Annual Report? Are their submissions available online?*
8. *Did any of the Department's Non-Executive Directors work beyond their contracted hours in the past year?*
9. *Who has attended Departmental Board meetings in the past year?*
10. *What actions have the Non-Executive Directors taken to progress the key action areas identified in Lord Browne's 2012/2013 Annual Report (better procurement practices, better project management and improving management information)*

It would be helpful if you were to provide any notes that might be necessary to understand the context of the information provided, although I recognise that you are not obliged to do this.

I am writing to confirm that we have now completed the search for the information which you requested.

I can confirm that the Foreign and Commonwealth Office (FCO) does hold information relevant to your request.

Our answers make the following assumptions about your questions. We have taken this to be a request about the Non-Executive Board Members (NEBMS), namely Richard Lambert, Julia Bond, Heather Rabbatts and Rudy Markham. We have also interpreted the question to be requesting information regarding the financial year of 2013 – 14.

The Foreign and Commonwealth Office provides only light secretariat support to the NEBMs, and we do not have full access to their diaries. Therefore we cannot provide all the information requested, however we have tried to answer as fully as we can where we do hold the information. Where you have asked about numbers of meetings with NEBMs we have taken this to be formal bilateral meetings and not the number of times they may have seen people at other events/meetings.

Question 1: How much have the Department's Non-Executive Directors claimed in allowances and expenses since April 2013?

Expenses paid to NEBMs for travel and hospitality are published quarterly on the gov.uk website: <https://www.gov.uk/government/collections/pus-data>

Question 2: How many meetings did the Non-Executive Directors attend in their Department in 2013? How many meetings did they attend in other Governmental Departments in 2013?

Information on attendance at board meetings by NEBMs can be found in the FCO Annual Report and Accounts 2013-14. Pages 75 and 76 show the number of Supervisory Board meetings and FCO Management Board meetings they attended.

<https://www.gov.uk/government/publications/foreign-and-commonwealth-office-annual-report-and-accounts-2013-14--2>

Aside from meetings detailed in question 4 the Department does not hold the specific information requested. We do not keep full records of any other meetings NEBMs may have attended in the FCO or in other Government Departments.

Question 3: Have your Department's Non-Executive Directors been assigned any other responsibilities beyond those in their job description? For example, have they been assigned to undertake policy reviews in the past 12 months?

The Departments NEBMs have not been assigned responsibilities beyond their job description. Their job descriptions are significantly broad to cover a whole range of activities and include the following extracts;

- The role of the Non-Executive Board Member is to provide an effective and objective challenge to the rest of the Board and officials as applicable. It is an advisory rather than decision-making role, although how the advice is implemented or otherwise will be monitored by the Board.
- The key responsibilities for Non-Executive Board Members include inter alia:
 - o to provide advice, challenge and an independent perspective on FCO capability and performance;
 - o to provide independent support, guidance and challenge on the progress and implementation of the business plan;
 - o to participate in senior appointments; departmental succession planning strategy; and senior remuneration / bonus structure for the FCO;

Question 4: How many times did the Non-Executive Directors meet with:

a. the Secretary of State in 2013

The Foreign Secretary saw the NEBMs three times in 2013 - 14 at the meeting of the Supervisory Board with a pre-meeting or telephone call with Richard Lambert, the Lead NEBM, preceding the Board meetings.

b. the Department's Permanent Secretary in 2013?

In 2013-14 he met all NEBMs together twice. He also met Richard Lambert bilaterally three times, and had two meetings with Julia Bond and Rudy Markham together.

c. the Departmental Board in 2013

Information on attendance at board meetings by NEBMs can be found in the FCO Annual Report and Accounts 2013-14. Pages 75 and 76 show the number of Supervisory Board meetings and FCO Management Board meetings they attended.

<https://www.gov.uk/government/publications/foreign-and-commonwealth-office-annual-report-and-accounts-2013-14--2>

d. Lord Browne, the Government's Lead Non-Executive Director in 2013

We do not hold this information.

e. Other Non-Executive Directors in 2013

We do not hold this information.

f. Select Committee in their role as a Non Executive Director in 2013

We do not hold this information.

Question 5: How many times has Lord Browne, the Lead Non-Executive Director, met with the Department's Permanent Secretary in the past 12 months?

We have no record of the Permanent Secretary meeting with Lord Browne on a formal bilateral basis in 2013-14. This does not preclude the possibility that they may have met at public events.

Question 6: What role did the Non-Executive Directors play in the appraisal of the Department's Permanent Secretary in 2013?

The lead NEBM, Richard Lambert provided feedback on the Permanent Secretary on behalf of all the NEBMs.

Question 7: Have the Department's Non-Executive Directors made a submission for inclusion in the latest Departmental Annual Report? Are their submissions available online?

The lead NEBM, Richard Lambert, wrote a foreword for the Departmental Annual Report on which he consulted other NEBMs on. This can be found on page 7 of FCO Annual Report and Accounts 2013-14.

<https://www.gov.uk/government/publications/foreign-and-commonwealth-office-annual-report-and-accounts-2013-14--2>

Question 8: Did any of the Department's Non-Executive Directors work beyond their contracted hours in the past year?

Hours are not stipulated in the Non-Executive Directors Contracts and we do not collate information on hours worked by NEBMs.

Question 9: Who has attended Departmental Board meetings in the past year?

Information on attendance at board meetings can be found on pages 75 and 76 of the FCO Annual Report and Accounts 2013-14.

<https://www.gov.uk/government/publications/foreign-and-commonwealth-office-annual-report-and-accounts-2013-14--2>

Question 10: What actions have the Non-Executive Directors taken to progress the key action areas identified in Lord Browne's 2012/2013 Annual Report (better procurement practices, better project management and improving management information)

The NEBMs regularly use their professional experience to support the FCO's management of these issues. While we do not hold the specific information requested, information regarding their activities on project management and procurement can be found in Sir Richard Lambert's contribution to the Government's Lead Non-Executive's Annual Report 2013/4, on page 13.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/321013/Lord_Browne_annual_report_2013-2014.pdf

In keeping with the spirit and effect of the Freedom of Information Act, all information is assumed to be releasable to the public unless it is exempt. The information we have supplied to you may now be published on our website together with any related information that will provide a key to its wider context.

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Yours sincerely,

Assistant Board Secretary
Board Secretariat



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