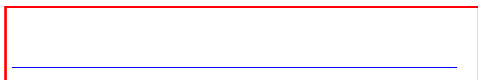




Information Policy & Compliance  
[bbc.co.uk/foi](http://bbc.co.uk/foi)



25 June 2009

Dear 

### **RFI20090644 - Freedom of Information request**

Thank you for your email of 29 April 2009 requesting the following information under the Freedom of Information Act ('the Act'):

- 1. Will the BBC please disclose a full list of all expenses claimed over the last 12 months (the financial year 2008/09) by the Corporation's 50 highest earning staff members?*
- 2. Will the BBC please provide a list of any expenses claims made by its 10 highest earning staff members which were not reimbursed over the same time period? Please give the reasons each claimed was denied.*

I apologise for the delay in responding to you. I respond to each of your questions in turn.

### **Question 1 - Expenses of top 50 staff members**

Please find attached details of the expenses of the fifty highest earning employees, as at 31 March 2009. The list comprises those employed on permanent or fixed-term contracts, whose role relates to the management of the BBC as a public authority (as defined in Schedule 1 of the FOI Act). All figures are for items that have been paid in the period 01 April 2008 - 31 March 2009 and do not include any items that are pending payment.



## ***Selection of the top 50***

In identifying the top 50, the BBC has followed recent decisions of the Information Commissioner (including some relating to BBC personnel). The top 50 staff are those who meet the two-part test applied by the ICO in the BBC decisions: namely whether the individuals have significant responsibility for the expenditure of public funds and/or the creation of public policy. This includes such persons as those on the Executive Board of the BBC, with the remainder at the level of Controller, Head of Department or Director.

Individuals engaged by the BBC as talent have not been included in this list. This is in line with recent decisions of the Information Commissioner where the Commissioner decided that, unlike senior BBC employees, such as those listed in the appendix, the roles undertaken by “talent” did not relate to the performance of a public function involving the spending of public money and/or the taking of influential policy decisions. Consequently, individuals in those cases had a reasonable expectation that their personal data would not be disclosed and it would be unfair and a breach of section 40(2) of the Act to do so (see, for example: FS50067416). We have therefore excluded any talent information from this list.

## ***Information about Expenses***

For the purposes of this FOI request please note that “expenses” are those costs incurred personally by BBC staff and subsequently re-claimed through the BBC’s expenses system in accordance with the staff expenses policy. It is important to note that the BBC also operates a central booking system for arranging travel and transport for staff, including accommodation, flights, and taxis. This system involves using a small number of preferred suppliers in order to help maximize value for money to the BBC. Where bookings are made using this system, all costs are settled directly by the BBC, without staff being required to incur any expenses individually. These costs are not therefore re-claimed by way of expenses.

You should be aware the BBC does not give any employee an “expense account.” Only costs that fall within the BBC’s expenses policy can be reclaimed and all are checked and authorised by a more senior figure, or a member of the BBC Finance community.

From time to time senior managers are asked to personally meet the costs of items that the BBC does not regard as personal expenses. These could include, for example, the payment of a facility fee for a location, or paying a venue at the end of a departmental meeting or away-day off BBC premises. This is usually necessary where immediate payment is required and the BBC accounts system cannot be used. In many of these circumstances, BBC policy is for the most senior member of staff to settle the account, and the most convenient way of the BBC recompensing the manager for this expenditure is through the expenses system. For clarification the differentiation on this point is made as follows: if the member of staff was present at an event and signed off as the most senior person present then it is shown in the column entitled "Incurred by myself". When the member of staff did not attend an event, but was signing off the expenditure as

authorised by themselves, for example a departmental away-day at which they were not present, then these would be put into a second column entitled "Incurred by Department".

The BBC is a global organisation and senior leaders across all major organisations inevitably incur some expenses. Whilst expenses are common across all major organisations, the BBC has a rigorous expenses policy and we are careful to ensure value for money.

As well as the information contained in this release under the Freedom of Information Act, you may be interested to know that the BBC is committed to a programme of increasing transparency and accountability, particularly in relation to how it spends public money. We recently announced that the salaries and detailed expenses of the members of the BBC Direction Group would be regularly published from the autumn of this year, in line with the policy adopted by the BBC Trust. Further, from today, the 25<sup>th</sup> of June, the BBC will be publishing detailed expenses of the Executive Board for the past five financial years. The BBC is actively exploring how this might be significantly extended to give the public further detailed information, including greater disclosure of senior executives' pay and expenses, and more detailed information on how the BBC spends the licence fee, including areas such as total talent costs, taxis, flights etc. We will be announcing how we intend to do this in the near future.

## **Question 2 - any expense claims not reimbursed**

With regards to your second question, I can confirm that all recorded claims have been appropriately authorised before reimbursement. If a claim or part claim is not approved by the authoriser, then the claimant has the opportunity to revise the claim to be in line with policy and resubmit it for authorisation and subsequent reimbursement; this could entail the claimant deleting or modifying items on the electronic expenses system. The system does not enable us to report on rejected items and to identify these items, the history notes of each individual claim would need to be reviewed separately. I estimate that to undertake this exercise would take more than two and a half days and under section 12 of the Act, the BBC is allowed to refuse to handle the request if it would exceed the appropriate limit. The appropriate limit has been set by the Regulations (SI 2004/3244) as being £450 (equivalent to two and a half days work, at an hourly rate of £25).

## **Information published today on [bbc.co.uk](http://bbc.co.uk)**

The BBC has received a large number of requests from journalists and members of the public for expenses information and we recognise the significant public interest in this area. For this reason, we have decided to make an exception from our standard processes and immediately publish the information contained in this and other expenses related enquiries on the BBC FOI website, so that the information released is available to all.

## **Appeal Rights**

If you are not satisfied with this response you have the right to an internal review by a BBC senior manager or legal adviser. Please contact us at the address above, explaining what you would like us to review and including your reference number. If you are not satisfied with the internal review, you can appeal to the Information Commissioner. The contact details are: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, telephone 01625 545 700 or see <http://www.ico.gov.uk/>

Yours sincerely,

James Leaton Gray  
Head of Information Policy & Compliance

RFI20090644		Business Phone Calls		Hospitality		Mileage		Travel (Other Costs)		Travel (Public Transport)		Facility Fees	
Claimant	Title	Own	Depart - mental	Own	Depart - mental	Own	Depart - mental	Own	Depart - mental	Own	Depart - mental	Own	Depart - mental
Mark Thompson	Director General	253.48		8,040.73				3,954.49		2,784.20		694.17	
Mark Byford	Deputy Director General			1,429.24				12.00		477.57			
Timothy Davie	Director, Audio & Music			5,218.99				567.20		435.95			
Jana Bennett	Director BBC Vision			4,017.54		135.49		34.85		483.91			
Zarin Patel	Chief Financial Officer			4,223.76				15.50		533.11			
John Smith	Chief Executive, BBC Worldwide	3.54		3,080.05		172.02		556.20		857.00			
Caroline Thomson	Chief Operating Officer			3,072.38				32.00		1,675.90			
Adrian Van Klaveren	Controller, 5 Live, Audio & Music			1,233.41				585.59		241.36			
Alan Yentob	Creative Director, BBC Finance			2,016.25						516.26			
Andrew Parfitt	Controller, R1/1Xtra/Asian Network, Audio & Music			7,044.60						1,430.90			
Andy Griffie	Editorial Director, Project W1, Operations	21.35		926.69				321.00		476.70			
Anne Morrison	Controller, Network Production, Nations & Regions			1,248.26						398.20			
Balraj Samra	Director of Vision Operations, BBC Vision			3,560.49		13.60		64.00		737.10			
Chris Day	Group Financial Controller, BBC Finance			350.64		99.54		93.00		520.53			
Chris Kane	Head of Corporate Real Estate, Operations Group	2.44		2,857.01		61.20		43.80		364.98			
Daniel Cohen	Controller, BBC Three, BBC Vision	611.03		3,148.19	150.00	15.96		338.10		189.60			
Dominic Coles	Chief Operating Officer, Journalism, BBC Finance			942.63		111.25		155.30		504.13			
Dorothy Prior	Controller Production Resource, BBC Finance	58.22		271.87									
Edward Williams	Director of Communications, Marketing, Communications & Audiences			1,719.40						544.50			
Emma Swain	Head of In-House Commissioning, BBC Vision			787.98						181.59			
Erik Huggers	Director, Future Media & Technology	45.79		2,283.95				42.48		2,072.45			
Frances Allcock	OD and Change Director, BBC People			285.30						100.60			
Gary Marven	Programme Director DMI, Future Media & Technology	31.96		1,272.55				285.10		121.97			
George Entwistle	Controller, Knowledge Commissioning, BBC Vision			1,275.02						32.50			
Graham Ellis	Controller Production, Audio & Music			673.99				43.00		114.96			
Helen Boaden	Director BBC News			2,423.34						399.73			
Janice Hadlow	Controller BBC2, BBC Vision			1,907.39				114.00		79.40			
Jay Hunt	Controller BBC One, BBC Vision			3,852.54						1,114.90			
John Vickerman	Director HR Shared Services, BBC People			10.05						31.00			
John Yorke	Controller Drama Production, BBC Vision	26.30		4,631.76				64.50		1,084.60			
Jonathan Beazley	Controller, Entertainment Production, BBC Vision			1,915.10				72.00		226.64			
Julie Gardner	Head, Ind Drama Commissioning, Nations & Regions			7,764.51		171.00		26.50		3,063.32			
Liam Keelan	Controller, BBC Daytime, BBC Vision			5,065.44						937.60			
Mark Damazer	Controller, Radio 4 & Radio 7, Audio & Music	0.66		7,266.02				968.64		1,176.05			
Mike Goodie	Director Employee Relations & People, BBC People	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Nicholas Eldred	Group General Counsel & Secretary, Operations Group			309.99						350.67			
Nicholas Kroll	Director BBC Trust			2,486.28						478.14		70.50	
Nicolas Brown	Director, Drama Production, BBC Vision			520.06				102.71		357.00			
Pat Loughrey	Director, Nations & Regions			5,571.17				1,138.36		910.35			
Peter Salmon	Director BBC North			3,759.73	707.23			33.50		122.80			
Peter White	Chief Executive Officer, DSHS Ltd			1,825.36		6.24		617.48		327.00			
Richard Deverell	Controller, BBC Children's, BBC Vision			2,062.64		78.56		95.00		1,143.40			
Richard Klein	Controller, BBC Four, BBC Vision			6,154.68				4.00		722.05			
Richard Sambrook	Director, BBC Global News			2,754.86				276.40		1,713.13			
Robert Shennan	Controller Radio 2 & 6Music, Audio & Music			100.59									
Roger Mosey	Director, BBC 2012			1,914.66						302.90			
Roger Wright	Controller, R3, Audio & Music			6,539.84				7.50		3,553.50			
Roland Keating	Director of Archive Content, BBC Vision			2,874.37						201.00			
Stephen Mitchell	Head of Multimedia Programmes, BBC News			2,846.25						116.26			
Tom Archer	Controller, Factual Production, BBC Vision			910.62		136.39		86.00		1,686.10			

Operational Equipment		Theatre And Other Culturarte Activities		Charges On Cash Withdrawals		Other Expenditure		Meals		Overnight Accommodation		Group Meals		Claimant
Own	Depart - mental	Own	Depart - mental	Own	Depart - mental	Own	Depart - mental	Own	Depart - mental	Own	Depart - mental	Own	Depart - mental	
						170.94				3,169.89				Mark Thompson
						553.05		65.03		763.18				Mark Byford
						352.60		46.14		69.00				Timothy Davie
						1,195.92	709.62	122.07		1,778.79				Jana Bennett
								46.82		1,334.69				Zarin Patel
				20.75		23.52		157.44		1,159.29				John Smith
		12.50				45.98		36.04						Caroline Thomson
						7.60		102.03		113.85				Adrian Van Klaveren
22.23		90.00				1,859.15	7.99	19.89				21.34		Alan Yentob
						15.00								Andrew Parfitt
19.99						158.00		340.34				491.06		Andy Griffie
						264.00								Anne Morrison
						634.13								Balraj Samra
				27.95		9.66		73.20		1,012.07		34.00		Chris Day
								16.94		921.52				Chris Kane
						936.12		178.47						Daniel Cohen
						1,458.02		51.40		310.78				Dominic Coles
						15.19								Dorothy Prior
		12.50				80.51								Edward Williams
		0.00				36.96								Emma Swain
						44.99		184.28		2,619.68				Erik Huggers
								65.38		236.90				Frances Allcock
						25.80		46.87				414.02		Gary Marven
								9.89						George Entwistle
						33.49		120.16		488.51				Graham Ellis
								49.49		642.62				Helen Boaden
						235.98								Janice Hadlow
						404.50		44.63						Jay Hunt
						288.20	892.43	55.05		144.00				John Vickerman
						40.43		130.80		307.53				John Yorke
						886.67								Jonathan Beazley
						2,392.97		47.25						Julie Gardner
						984.81		135.59		1,505.51		115.51		Liam Keelan
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Mark Damazer
				5.00		180.69		80.35		769.88				Mike Goodie
						15.61						55.33		Nicholas Eldred
						85.96		110.86						Nicholas Kroll
						103.65		41.20		69.70				Nicholas Brown
							176.41							Pat Loughrey
								6.00		80.00				Peter Salmon
						49.50				84.00				Peter White
						38.00		170.18		918.88				Richard Deverell
		250.00				1,427.60		282.91		2,543.32				Richard Klein
								0.00						Richard Sambrook
						400.00		87.63		620.10				Robert Shennan
		85.00				151.30				6,152.24				Roger Mosey
						184.00								Roger Wright
39.99								36.75		269.35				Roland Keating
								13.49						Stephen Mitchell
														Tom Archer

Travel Other Includes such items as	Other Includes items such as
Parking - car park	Specialist Clothing
Parking - meter	Other (Proc)
Road/Bridge Tolls	Facility Fees
Bus	Programme Props
Coach	Operational Equipment
Ferry	Charges On Cash Withdrawal