



FOI Ref: 2019/018

3rd October 2019

REQUEST UNDER FREEDOM OF INFORMATION (SCOTLAND) ACT 2002

We refer to your request for information, received by email on 7th September 2019. Your specific requests and the Park Authority's response are provided below.

"I read on the Information Responses EIR 2011-019 with interest but was unable to understand what is was saying. I would therefore ask why there is a separate column titled "Bank Account transactions" for members of the Senior Management Team - but not other managers - and what this covers? It appears from the information that has been provided in the response letter about the Chief Executive's First Class travel that it must include fares. In addition it is not clear if their is duplication between the expenses column, ie does it cover mileage or fares or subsistence or is it for something else? It seems therefore that the columns on mileage claims and fares are not an accurate reflection of claims and payments in these areas? I would therefore like to request under freedom of information laws the full amount that was claimed by all these managers staff in both fares and mileage. If the original requester has asked you to do this already I would be very happy to withdraw my request and await your response to them.

We refer to FOI response 2019/011, published on our website disclosure log at:

<https://www.lochlomond-trossachs.org/park-authority/freedom-of-information/information-responses/>

The appendix to this response, which lists expenses, includes a column with the heading 'Bank Account Transactions'. This column shows expenses paid for by members of the Park Authority Senior Management Team using company credit cards, which cover travel fares and subsistence for business meetings and trips.

Expense claims made by other managers are reclaimed and this information was extracted from our payroll processed expenditure.

The Senior Management Team may on occasion pay for their expenses directly, and reclaim using the same travel and subsistence process used by other managers.

We trust that this explanation clarifies the information provided in FOI response 2019/011 which is an accurate reflection of claims and payments made.

The Park Authority owns a fleet of vehicles that are used by staff for business trips they are unable to take by public transport. An organisation fuel account is used for non-electric vehicles.

LOCH LOMOND & THE TROSSACHS NATIONAL PARK AUTHORITY

National Park Headquarters, Carrochan, Carrochan Road, Balloch, G83 8EG Long: 4°34'24"W Lat: 56°00'12"N
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The full amount claimed by all managers including the Senior Management Team are as set out in the original response. One column in Appendix A for claims by the Access and Recreation Manager was not showing correctly, so this has now been amended and the updated appendix is attached. The information held regarding bank account transactions does not differentiate between fares and expenses, but we can confirm that the costs are a mixture of both fares and expenses.

In the same vein, I would request a breakdown of expenses claimed by or paid to Board Members for the financial year 2018-19 by mileage, fares, subsistence and accommodation. I realise that the total expenses is reported in the annual report but there is no breakdown by mileage, fares etc.

So you are clear of my intentions here, my main purpose in asking these questions is to ascertain how much Board Members are claiming for car travel/travelling by car as opposed to public transport.”

Details of expenses claimed or paid for Board Members in 2018/19 are provided in the table below. It should be noted that not all Members claim expenses (either by choice or as they are reimbursed from other sources). There may be a wide variety of reasons why some Board members may claim mileage expenses, such as living or visiting areas where there are no direct public transport links.

Travel & Subsistence 2018/19	£
Mileage	£9,030.32
Fares	£104.85
Subsistence	£31.70
Total	£9,166.87

Yours sincerely

**Governance & Legal Team
Loch Lomond & the Trossachs National Park Authority**

Review Procedure

If you are dissatisfied with this decision, or the way in which the Authority has dealt with your request, you are entitled to require the Authority to review its decision. Please note that in order for a review to take place you are required to:

- Send your request for review in writing, setting out in full the reasons why you are requesting a review.
- Submit your review request within 40 working days of either the date on which you received a response from the Authority or the date by which you should have received a response under the terms of the Freedom of Information (Scotland) Act 2002, whichever is the later.
- address your review request to:

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Governance & Legal Team
Loch Lomond & The Trossachs National Park Authority
National Park Headquarters
Carrochan
Carrochan Road
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The review will be handled by staff who were not involved in the original decision. You will receive notice of the result of your review within 20 working days.

If you are not satisfied with the response to your request for review, you can contact the Scottish Information Commissioner, the independent body which oversees the Freedom of Information (Scotland) Act 2002, at:

Scottish Information Commissioner
Kinburn Castle
Doubledykes Road
St Andrews
Fife
KY16 9DS
Tel: 01334 464610
Website: www.itspublicknowledge.info
E-mail: enquiries@itspublicknowledge.info

Online appeal portal: www.itspublicknowledge.info/Appeal

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