

References: 567668 & 567671

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### **Freedom of Information: Right to know request**

Thank you for your requests for information where you asked about Ofcom's expenses policy and expense claims made by Ofcom's management and Board members.

These were received by Ofcom on 2 August and have been considered under the Freedom of Information Act 2000.

You asked:

- 1. Please provide a copy of the OFCOM expenses policy outlining which expenses staff and board members can claim.*
- 2. Please provide an electronic breakdown of any expenses claims made by Ofcom staff (management layers only) and board members over the past 2 years, broken down by your standard reporting periods.*

Ofcom keeps a strict control on its costs, including the expenses staff and non-executives can claim. We regularly review the policy to ensure it remains appropriate in light of our objective to provide value for money.

All expenses claims must comply with our strict expenses policy, which sets out controls around the approval and payment of staff expenses. Expenses claims are reviewed and approved by the claimant's line manager and by Ofcom's finance team before processing.

Before claiming, people must first ensure that their costs are appropriate and reasonable, and in line with the policy. Staff and non-executives are required to claim only for standard or economy travel for the majority of train and air travel. Only long-haul flights over six hours are eligible for business class travel. Use of public transport is always recommended, with taxis only used by exception where essential.

Our current expenses policy is available on our website under 'Other financial reporting': [https://www.ofcom.org.uk/\\_data/assets/pdf\\_file/0013/120352/expenses-rates-allowances.pdf](https://www.ofcom.org.uk/_data/assets/pdf_file/0013/120352/expenses-rates-allowances.pdf).

The most recent breakdown of expenses is available on our website under 'Other financial reporting': [https://www.ofcom.org.uk/\\_data/assets/pdf\\_file/0013/120352/expenses-rates-allowances.pdf](https://www.ofcom.org.uk/_data/assets/pdf_file/0013/120352/expenses-rates-allowances.pdf).

As you will see from the link provided, we provide a breakdown of expenses claims made by the Chief Executive, Senior Management Specialist, Policy and Management Board, and the Executive Committee.

If you have any queries, then please contact [information.requests@ofcom.org.uk](mailto:information.requests@ofcom.org.uk). Please remember to quote the reference number above in any future communications.

Yours sincerely,

**Jerin John**

If you are unhappy with the response or level of service you have received in relation to your request from Ofcom, you may ask for an internal review. If you ask us for an internal review of our decision, it will be treated as a formal complaint and will be subject to an independent review within Ofcom. We will acknowledge the complaint and inform you of the date by which you might expect to be told the outcome.

The following outcomes are possible:

- the original decision is upheld; or
- the original decision is reversed or modified.

**Timing**

If you wish to exercise your right to an internal review **you should contact us within two months of the date of this letter**. There is no statutory deadline for undertaking internal reviews and it will depend upon the complexity of the case. However, we aim to conclude all such reviews within 20 working days, and up to 40 working days in exceptional cases. We will keep you informed of the progress of any such review. If you wish to request an internal review, you should contact:

Jacqui Gregory  
The Secretary to the Corporation  
Ofcom  
Riverside House  
2a Southwark Bridge Road  
London SE1 9HA

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