

20 March 2024

Your request for information under the Freedom of Information (Scotland) Act 2002 (“the Act”)

Thank you for your request for information which was received by VisitScotland on 26 February 2024 at 11:35am, requesting information about:

- 1. Details of the salary and rewards package paid to the Chief Executive and Directors of your organisation?*
- 2. Details of the amount paid to each in expenses over each of the last 5 years – please what these were paid for.*
- 3. Details of the amount collectively paid in by your organisation to the pension pots of these senior officers in each of the last five years.*
- 4. The pay ratio of the highest paid employee to the lowest paid employee of your organisation*

Exempt Information

Please note, firstly, that in terms of Section 25 of the act, some of the information you have requested is exempt from disclosure as you as the requester can reasonably obtain the information without making a request for it. Where this is the case, I have directed you to where the information is available.

Secondly, in terms of Section 15 of the Act, part of the information you have requested is exempt as it would cost more than £600 to respond to your request. This relates to financial information requested under point 2 below in financial year 18-19, and for the “Chief Executive” and “Director of Events” roles. We have only been able to provide expenses information from December 2018 onwards and have been unable to provide the requested breakdown for those two roles. The reason for this is that prior to that time, all expenses claims were submitted in hard copy, and it would require a disproportionate amount of work (in excess of £600 of staff time) to review all archived paperwork in relation to expenses claims. In addition, expenses for the post-holders in the two named roles continue to be submitted manually and therefore it would require a great deal of staff time (in excess of £600 cost) to obtain and collate this information. We trust that the information we have provided is useful to you.

VisitScotland Response

For ease of reference, I have presented the information using the above numbering in response to each point:-

1. The details of the salary and rewards package paid to senior staff members is available in our Annual Report and Accounts for each year since 2013 under the “Leadership Group Remuneration” section. The reports are available on our website at the following link: [Our Annual Performance Report | VisitScotland.org](#)
2. I have attached an Excel spreadsheet containing information on expenses for the Chief Executive and each Director. Please note that a different individual was in the “Director of Industry and Destination Development” post prior to December 2022 and therefore we have provided you with information covering both post-holders during the last five years.
3. The details of the pension benefits received by senior post-holders are covered within our Annual Report and Accounts, dating back to 2013 at the link provided.
4. VisitScotland does not hold information specifically relating to the pay ratio of the highest paid employee to the lowest paid employee, however the Annual Report and Accounts gives a staff salary range and also gives the Fair Pay Disclosure, which is the ratio of the highest paid member of staff to the median earnings of VisitScotland employees.

Your right to request a review

If you wish to request a review of your application under either the Freedom of Information (Scotland) Act 2002 or the Environmental Information (Scotland) Regulations 2004, your request should be submitted to us in writing, or another permanent format (for example e-mail or voice recording) to:

Mr Malcolm Roughead
Chief Executive
VisitScotland
Waverley Court
4 East Market Street
Edinburgh
EH8 8BG

Telephone: 0131 472 2201

E-mail: malcolm.roughead@visitscotland.com

The request for a review should be received by us within 40 days of the date of this letter. Any request for a review should also set out, in as much detail as possible, the reasons why you are not satisfied with our response or the manner in which we have dealt with your application.

If you are not satisfied with the result of the review, then you have the right to appeal to the Scottish Information Commissioner.

You can contact the Scottish Information Commissioner at:

Scottish Information Commissioner
Kinburn Castle
Doubledykes Road
St Andrews
Fife
KY16 9DS

Telephone: 01334 464610

Fax: 01334 464611

Email: enquiries@itspublicknowledge.info

You also have the right to appeal to the Court of Session in Scotland on a point of law concerning our response.

Data covers the period from December 2018 to February 2024

<u>Officer</u>	<u>Category</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>	<u>FY24</u>
Chief Executive Officer <i>Dec 2018 - Feb 2024</i>	Expenses reimbursed	697.38	1,148.80			553.81	653.26
	Total	697.38	1,148.80	-	-	553.81	653.26
Director of Events <i>Dec 2018 - Feb 2024</i>	Expenses reimbursed	588.22	2,245.03	51.51	1,451.33	1,801.32	2,231.55
	Total	588.22	2,245.03	51.51	1,451.33	1,801.32	2,231.55
Director of Corporate Services <i>Dec 2018 - Feb 2024</i>	Hospitality (including staff/ team meetings)	24.58	254.03				
	Miscellaneous	10.00	70.55				
	Professional Subscriptions	485.00	495.00		495.00	520.00	
	Subsistence	21.94					
	Travel	477.89	952.22				
	Total	1,019.41	1,771.80	-	495.00	520.00	-
Director of Industry and Destination Development (post holder 1) <i>Dec 2018 - Mar 2022</i>	Accommodation		414.09				
	Miscellaneous	24.05	96.60	42.79	26.00		
	Subsistence	56.71	127.21		19.09		
	Travel	275.84	805.19	12.04	152.56		
	WFH Equipment			33.47	37.40		
	Total	356.60	1,443.09	88.30	235.05	-	-
Director of Industry and Destination Development (post holder 2) <i>Dec 2022 - Feb 2024</i>	Hospitality					117.15	
	Miscellaneous					345.00	
	Subsistence					213.54	
	Travel					1,841.57	
	Total	-	-	-	-	2,517.26	-
Director of Marketing and Digital <i>Dec 2018 - Feb 2024</i>	Hospitality					67.39	
	Miscellaneous	25.00	150.00				
	Travel	432.40	1,283.16	84.28	168.20	2,004.82	
	Total	457.40	1,433.16	84.28	168.20	2,072.21	-
Grand Total		3,119.01	8,041.88	224.09	2,349.58	7,464.60	2,884.81
						24,083.97	