



Wales Office | Swyddfa Cymru

Gwydyr House
Whitehall
London
SW1A 2ER

Tŷ Gwydyr
Whitehall
Llundain
SW1A 2ER

Tel/Ffôn: 020 7270 0534
Fax/Ffacs: 020 7270 6146

E-mail/E-bost: Wales.Office@walesoffice.gsi.gov.uk

Ref:09FOI254

09 June 2009

Ms Margery White

[Request-11290-be9c08cc@whatdotheyknow.com](#)

Dear Ms White,

Thank you for your request of 5th May 2009 under the Freedom of Information Act.

You asked for details of second home/duty away from home allowances paid to our staff.

To clarify your request, we have staff based in offices in London and Cardiff. The office has to work in both capitals. The Wales Office has benefitted from engaging a mix of Ministry of Justice staff and staff on loan from the Welsh Assembly Government. This is a longstanding arrangement, deriving from practice in the old Welsh Office, before devolution. Several need occasionally to work away from their permanent office, at our other office or elsewhere. Meal or incidental expenses incurred in being away, including the costs of staying overnight in a hotel if necessary, are then payable within various limits against certificates of actual expenditure, and receipts are normally required.

We also have a number of staff on loan to us from the Welsh Assembly Government, who would normally be based in Cardiff but whom we need to work in London on a regular basis, typically four days a week through most weeks of the year. In these cases we may offer detached duty terms, which do provide for a 'second home'. Our detached duty policy entitles eligible staff to re-claim (within limits) what they have paid in rent, utility bills, and council tax for accommodation here, and costs of travel home at weekends. These arrangements cover rented accommodation only, not costs of ownership. We do not pay any other costs. All claims must be accompanied by receipts before they are approved for payment. The costs of these detached duty arrangements are shown as requested in the attached table.

If you are unhappy with the decision made on your request, you may ask for an internal review. You should contact Alan Cogbill, Director of the Wales Office at the above address if you wish to complain.

Cardiff Office / Swyddfa Caerdydd

Wales Office, Discovery House, Scott Harbour, Cardiff Bay, Cardiff, CF10 4HA.
Swyddfa Cymru, Tŷ Discovery, Harbwr Scott, Bae Caerdydd, Caerdydd, CF10 4HA.

Website: www.walesoffice.gov.uk / Gwefan: www.swyddfa.cymru.gov.uk

If you are not content with the outcome of any 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

If you have any queries about this letter, please contact the Wales Office at the above address. Please remember to quote the reference number above in any future communications.

Wales Office



Wales Office | Swyddfa Cymru

Gwydyr House
Whitehall
London
SW1A 2ER

Tŷ Gwydyr
Whitehall
Llundain
SW1A 2ER

Tel/Ffôn: 020 7270 0534
Fax/Ffacs: 020 7270 6146

E-mail/E-bost: Wales.Office@walesoffice.gsi.gov.uk

DATE	No. of staff on DD	AMOUNT CLAIMED	TRAIN TRAVEL	TOTAL	% OF BUDGET
2004-05	17	£ 182,964.90	£ 16,487.45	£ 199,452.35	5.29
2005-06	20	£ 202,827.54	£ 17,409.70	£ 220,237.24	5.38
2006-07	17	£ 133,129.48	£ 11,241.00	£ 144,370.48	3.32
2007-08	14	£ 130,470.44	£ 4,751.00	£ 135,221.44	2.55
2008-09	10	£ 129,661.71	£ 4,848.00	£ 134,509.71	2.66

Cardiff Office / Swyddfa Caerdydd

Wales Office, Discovery House, Scott Harbour, Cardiff Bay, Cardiff, CF10 4HA.
Swyddfa Cymru, Tŷ Discovery, Harbwr Scott, Bae Caerdydd, Caerdydd, CF10 4HA.

Website: www.walesoffice.gov.uk / Gwefan: www.swyddfa.cymru.gov.uk

