



RESPONSE TO F0193129

Requested Information

I am writing to you to request details of the remuneration of your non-executive board members. I am looking for figures on:

a) The number of days of paid work claimed by each individual member of your board members from Jan to Dec 2020, including the chair. (Please break this figure down so it show the totals for each member.)

b) The total paid to each board member from Jan to Dec 2020.

Response

We can confirm that we have handled your request under the terms of the Freedom of Information (Scotland) Act 2002 (FOISA).

Please accept the apologies of SEPA for the delay in response to your request. Due to the sophisticated criminal cyber-attack on Christmas Eve 2020 the Access to Information team were unable to respond by the statutory deadline. The continued disruption due to the cyber-attack and continued office restrictions due to COVID-19, have significantly affected SEPA's ability to respond to Access to Information enquiries. More information about SEPA's response and service status can be found here: <https://www.sepa.org.uk/about-us/cyber-attack>

SEPA has a duty under Section 15 of FOISA to advise and assist. We therefore advise that we have conducted searches of information currently published in the public domain.

- a. We advise that information relating to January -March 2020 is available in the public domain. Please refer to SEPA's annual report and accounts 2019-2020 which includes information relating to board attendance (pages 62-63)
https://www.sepa.org.uk/media/536332/506894_sct0720958852-001_sepa-report_p7-nosign.pdf

We advise that the information for the remainder for 2020 will be collated and published in December 2021 as part of the annual report and accounts.

We advise that Members of the Board are expected to commit to between a minimum of 24 days and a maximum of 30 days per year to include preparation time and attendance at meetings and events. There are six Board meetings per year as well as four Board Strategy meetings and, if appointed to the Audit Committee, four Audit Committee meetings.

- b. We advise that information relating to January -March 2020 is available in the public domain. Please refer to SEPA's annual report and accounts 2019-2020 which includes information relating to remuneration (pages 66-67) for the period April 2019 to March 2020. https://www.sepa.org.uk/media/536332/506894_sct0720958852-001_sepa-report_p7-nosign.pdf

We advise that the information for the remainder for 2020 will be collated and published in December 2021 as part of the annual report and accounts.

Further information regarding the regulations/ exceptions applied to this information can be found below.

Application of Exemptions

Section 25 – Information otherwise accessible

Where we have advised that information is publicly available & easily accessible Section 25 applies.

Section 15

Advice and assistance Where we have issued additional information or advice this is provided in line with SEPA's duty to advise and assist under Section 15 of the Freedom of Information (Scotland) Act 2002.

What to expect when making a Request for Information

Each request for information, under The Environmental Information (Scotland) Regulations 2004 or the Freedom of Information (Scotland) Act 2002, is formally logged by the authority. The request falls within a process that has two internal stages carried out by the authority; a right of appeal to the Scottish Information Commissioner followed by an appeal to the Court of Session on a point of law only.

- Stage 1 – Request for information
- Stage 2 – Formal Review
- Stage 3 – Appeal for decision by Scottish Information Commissioner (OSIC)
- Stage 4 – Appeal to the Court of Session on a point of law only.

Each enquiry will have a unique Reference Number which should be quoted when you contact us.

How you will be kept informed

You will receive an acknowledgement for your request and Formal Review. We aim to reply to all enquiries promptly, within 20 working days. You will receive a response along with the requested information and/or an explanation regarding any withheld information. We may also contact you if we require clarification or if we are issuing a fees notice.

What happens once your enquiry has been responded to?

If you are not happy with the response or have failed to receive a response, you have the right to request a Formal Review from SEPA.

Guidance on your rights and how to ask for a review is on the Scottish Information Commissioner's website; <http://itspublicknowledge.info/YourRights/Askingforareview.aspx>

We will ensure that all personal data is processed, recorded and retained in accordance with the requirements of the Data Protection Act 2018 throughout the handling of each request. You have a right to see information about yourself via submitting a Subject Access Request under the Data Protection Act 2018.

What to do if you are not happy with how your enquiry and review were handled

If you are unsatisfied with our Formal Review response or have failed to receive a response, you can then appeal to the Scottish Information Commissioner via the links below.

www.itspublicknowledge.info/appeal
<http://www.itspublicknowledge.info/home/ContactUs/ContactUs.aspx>

Should you wish to appeal against the Scottish Information Commissioner's decision, you have the right to appeal to the Court of Session on a point of law only. Any such appeal must be made within 42 days after the date of intimation of the decision.