Freedom of Information

Liverpool School of Tropical Medicine

Pembroke Place

Liverpool

L3 5QA

UK

0151 705 3191

Reference LSTM/FOI/14-018

11th December 2014

Dear Requestor,

Many thanks for your request received on 24th November 2014 regarding *emoluments and travel etc*. Please find below the response to your enquiry:

LSTM does not have a Vice-Chancellor position, all responses below refer to the LSTM Director. Further information on LSTM’s governance can be found at: <http://www.lstmliverpool.ac.uk/about-lstm/governance/governance-structure/>

**Question 1**: What were the emoluments of the vice-chancellor (including benefits in kind and pension contribution) in the year ending 31 July 2014?

**Response to question 1**: We would refer you to our published Financial Statements at: <http://www.lstmliverpool.ac.uk/about-lstm/publications/financial-statements/> (2013/14 just published)

**Question 2**: What were the emoluments for the vice-chancellor in the year ending 31 July 2014 within the following categories?

* 1. Remuneration

**Response to question 2 a**: See Financial Statements as question 1.

* 1. Benefits in kind

**Response to question 2b**: 0 (see Financial Statements as question 1)

* 1. Pension contributions

**Response to question 2c**: See Financial Statements as question 1.

**Question 3:** How much (in pound sterling) did the vice-chancellor receive in personal expenses in the year ending 31 July 2014?

**Response to question 3:** We consider this information to be personal information under the Data Protection Act and as such is exempt from disclosure under Section 40 (Personal information).

**Question 4**: How much (in pound sterling) was spent on travel costs for the vice-chancellor in the year ending 31 July 2014?

**Response to question 4:** As a research led organisation with projects and partnerships in over 70 countries, staff communicate in many ways including travel which is necessary for these activities to be successful. We do not hold travel costs on a per individual basis as they are charged across several grants depending on that individual's commitments. It is, therefore, not possible for us to collate this information as this would exceed the acceptable time limit. 50% of the Director's salary and emoluments and the vast majority of travel commitments are covered by external grants.

**Question 5:** Of the total amount of the travel costs identified in Q4, how much was spent on air fares?

**Response to question 5:** None as Director.

**Question 6**: How much of the total air fare spend identified in Q5 was on the following travel classes:

1. Economy
2. Premium Economy
3. Business
4. First

**Answer to question 6 a-d:** Not applicable

**Question 7:** How many pre-booked flights did the higher education institution cancel in the year between 1 August 2013 and 31 July 2014 and what was the total value of those flights (in pound sterling)?

**Response to question 7:** Response as for question 4.

**Question 8:** How much (in pound sterling) was spent on hotel accommodation for the vice-chancellor in the year ending 31 July 2014?

**Response to question 8:** Response as for question 4.

**Question 9:** How many members of staff (excluding the vice-chancellor) at the university had emoluments (excluding pension costs but including benefits in kind) within the following remuneration bands in the year ending 31 July 2014:

|  |  |
| --- | --- |
| £100,000-£149,999 | Answer as Question 1 |
| £150,000-£199,999 | Answer as Question 1 |
| £200,000-£249,999 | Answer as Question 1 |
| £250,000-£299,999 | None in this band |
| £300,000-£349,999 | None in this band |
| £350,000-£399,999 | None in this band |

**Question 10:** How many members does the university’s Remuneration Committee have?

**Response to question 10:** 4.

**Question 11:** How many members of the university’s Remuneration Committee are paid employees of the university?

**Response to question 11:** None.

**Question 12:** How many independent members (defined as external and independent of the institution) of the university’s governing body are members of the Remuneration Committee?

**Response to question 12:** 4.

**Question 13:** Is the vice-chancellor of the university a member of the Remuneration Committee?

**Response to question 13:** No.

**Question 14:** We would like to request a copy of the most recently ratified minutes for the Remuneration Committee. Please could a copy be emailed to: [vwilks@ucu.org.uk](mailto:vwilks@ucu.org.uk).

**Response to question 14:** We would not release the above minutes as these are exempt under the Freedom of Information Act (Section 41 – Confidential information).

**Question 15:** Does this higher education institution belong to any membership organisations?  
This refers to membership of external organisations at institution level so for the institution as a whole rather than for individual departments or staff.  
Specifically, we would like to know if the institution is a member of any of the university mission groups – groups of HEIs that organise together along a shared mission and through that group collectively campaign to influence public policy. For example, University Alliance, million+, GuildHE, and the Russell Group. We would also like to know if the university is a member of Universities UK.

We would like to know the annual membership fees paid by the institution to belong to any such groups.

**Response to question 15:** No.

**Question 15a**. Please state the name of the organisations below:

**Question 15b**. Please state the annual membership fee for each organisation below

**Response to questions 15a and 15b:** Not applicable (see answer to question 15 above).

Should you be dissatisfied with our response, please contact us within a reasonable time (within 2 months of this response) to library@lstmed.ac.uk.

If you remain dissatisfied, you may appeal this decision to the Information Commissioner. The contact details for the Information Commissioner are Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF, or via the website www.ico.gov.uk.

Should you require any further information or assistance in this matter, please don’t hesitate to contact me at the above address.

Yours sincerely,

Julia Martin

Head of Information Services