

HOUSE OF LORDS

Committee for Privileges and Conduct

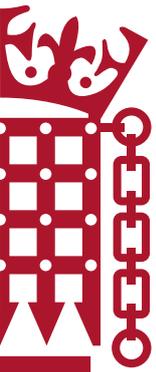
1st Report of Session 2017–19

The conduct of Lord Bassam of Brighton

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The Committee for Privileges and Conduct

The Committee for Privileges and Conduct is appointed each session by the House of Lords to consider questions regarding its privileges and claims of peerage and precedence and to oversee the operation of the Code of Conduct.

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The conduct of Lord Bassam of Brighton

REPORT FROM THE COMMITTEE FOR PRIVILEGES AND CONDUCT

1. The Committee for Privileges and Conduct has considered a report by the House of Lords Commissioner for Standards on the conduct of Lord Bassam of Brighton (Annex 2), together with a report by the Sub-Committee on Lords' Conduct (Annex 1). The Sub-Committee's report summarises the case. The Commissioner found that Lord Bassam had breached paragraph 10(c) of the Code of Conduct by claiming from the House of Lords £15,737 more from the Lords travel expenses scheme than he was entitled to claim. The Commissioner also found that Lord Bassam did not fail to act on his personal honour in relation to his claims for travel expenses for reasons set out in her report.
2. The Sub-Committee on Lords' Conduct recommended that Lord Bassam should be required to pay back the total sum overclaimed, and that he should write a suitable letter of apology to (and in terms to be agreed by) the Chairman of the Sub-Committee for publication in this report.
3. The procedure in cases such as this is set out in the Guide to the Code of Conduct. Under this procedure, the Commissioner investigates allegations against members. She reports her findings to the Sub-Committee which, if the Commissioner has found the member to have breached the Code, recommends any action that the member should take and any sanction that the House should apply. The Sub-Committee does not reopen the Commissioner's findings, which are reported without amendment to the Committee for Privileges and Conduct. The member may then appeal to that Committee against the Commissioner's findings or the Sub-Committee's recommended sanction, or both.
4. Lord Bassam did not appeal against the findings of the Commissioner or the sanction recommended by the Sub-Committee on Lords' Conduct. He has written a formal apology to the Sub-Committee Chairman (Annex 3).
5. **We endorse the findings of the Sub-Committee and recommend that Lord Bassam of Brighton should be required to repay to the House the £15,737 of Lords travel expenses which he was not entitled to claim.**
6. In the light of the Commissioner's finding that there was a lack of clarity surrounding the relationship between the Lords Office-Holders Allowance (paid by the Cabinet Office) and Lords travel expenses (paid by the House) we have sought reassurance from the House Administration that guidance will be clarified and procedures altered to ensure no similar confusion can arise in the future. The Leader of the House has undertaken to seek similar reassurances from the Cabinet Office about the guidance relating to the Lords Office-Holders Allowance.

ANNEX 1: REPORT FROM THE SUB-COMMITTEE ON LORDS' CONDUCT

1. The Commissioner for Standards has submitted the attached report on the conduct of Lord Bassam of Brighton.
2. On 3 December 2017, an article published in the *Mail on Sunday* alleged that Lord Bassam, the then Opposition Chief Whip, had acted wrongly in claiming both the Lords Office-Holders Allowance (LOHA) and separate travel expenses for commuting between Westminster and his main home in Brighton.
3. The following day, Monday 4 December, Lord Bassam referred himself to the Commissioner for Standards for investigation. While a complaint made by a third party is the usual basis for an investigation by the Commissioner, paragraph 109 of the Guide to the Code of Conduct allows the Commissioner, with our agreement, to initiate an investigation at the request of the member concerned. The Commissioner duly sought our agreement which we granted on 5 December 2017. After completing the investigation, the Commissioner has made a number of findings.
4. The Commissioner found (paragraph 45) that Lord Bassam was in breach of paragraph 10(c) of the Code of Conduct by claiming from the House of Lords more in travel expenses than he was entitled to claim, the cost of those expenses having been met through his receipt of the Lords Office-Holders Allowance (LOHA).
5. The Commissioner found (paragraph 49) that since Lord Bassam's appointment as Opposition Chief Whip in May 2010 to October 2017, he claimed £15,737 from the Lords travel expenses scheme that he was not entitled to claim.
6. The Commissioner found (paragraph 51) that Lord Bassam's understanding that he was entitled to claim both LOHA and daily commuting costs through the Lords system of financial support was wrong but "was also an understandable response to the lack of clarity in the relationship between LOHA and Lords travel expenses and to the lack of guidance that he received. This is particularly the case before 28 June 2017."
7. The Commissioner further found (paragraph 51) that: "The guidance that Lord Bassam was provided with on that date [28 June 2017] should at least have prompted him to ask questions about his entitlement to travel expenses. The fact that he implicitly delegated the task of reading that guidance to his office staff does not absolve him of responsibility." The Commissioner later observed (paragraph 54) that, after 28 June 2017, Lord Bassam's "mistake was compounded by a degree of negligence in not reading the guidance provided to him, and not asking further questions about what he was entitled to. However, given that he was personally unaware of the guidance, I do not consider his actions to have been dishonest, even after receipt of the guidance."
8. The Commissioner's final conclusion (paragraph 54) was: "Accordingly I find that Lord Bassam did not fail to act on his personal honour in relation to his claims for travel expenses from the Lords system of financial support."

9. In accordance with paragraphs 139 and 140 of the Guide to the Code of Conduct, our role has been to decide the appropriate sanction to recommend.
10. Our recommendation is that, in the light of the above findings, Lord Bassam should be required to pay back the total sum overclaimed, namely £15,737, (within three months or such longer period as the chairman of the sub-committee may agree), and that he write a suitable letter of apology to (and in terms to be agreed by) the chairman of the sub-committee for publication in the final report by the Committee for Privileges and Conduct on this complaint.
11. Finally, by way of comment on the Commissioner's report pursuant to paragraph 139 of the Guide to the Code, we wish to record our concern and regret that the relationship between LOHA (paid by HM Treasury out of the Consolidated Fund) and Lords travel expenses (paid by the Lords Finance Department in accordance with the Lords scheme of financial support) was sufficiently confused that during the seven and a half years whilst the travel expenses were being overclaimed no one in the Finance Department ever noticed this irregularity despite Lord Bassam claiming the expenses as a salaried office holder who plainly lived outside London.

ANNEX 2: REPORT FROM THE COMMISSIONER FOR STANDARDS

Summary of the complaint and investigation.

1. On 3 December 2017 the *Mail on Sunday* published an article¹ alleging that Lord Bassam of Brighton, the then Opposition Chief Whip, was wrong to claim both the Lords Office-Holders Allowance (LOHA) and separate travel expenses for commuting between Westminster and his main home in Brighton. The paper alleged that since taking the position following the 2010 General Election, Lord Bassam had received £260,000 in LOHA and claimed £40,900 in travel expenses. The paper stated that LOHA “is to cover peers’ expenses in staying overnight away from their own or main residence.”
2. The *Mail on Sunday* stated that “the peer last night admitted he was wrong to claim travel expenses – and vowed to have urgent talks with parliamentary officials about paying it back”. The article then quoted Lord Bassam as saying:

“I will not be submitting any further claims in this way. I will also discuss the steps necessary to repay previous travel claims including those made since the [2017] election.”
3. The following day, Monday 4 December, Lord Bassam wrote to me to refer himself for investigation in the following terms:

“I would like to draw your attention to the allegations contained in a front page article of the Mail on Sunday for 3rd December. In view of these I think it only right and proper that I refer myself to your jurisdiction as the Lord Commissioner to determine if I have breached the Code of Conduct covering members of the House of Lords.”²
4. Paragraph 109 of the Guide to the Code of Conduct specifies that:

“A complaint made by a third party is the usual basis for the Commissioner to start an investigation. In exceptional circumstances however, and with the agreement of the Sub-Committee on Lords’ Conduct, she may start an investigation in the absence of a complaint, either at the request of the member concerned, or if by other means she becomes aware of evidence sufficient to establish a *prima facie* case that the Code of Conduct has been breached.”
5. Paragraph 10(c) of the Code of Conduct for Members of the House of Lords states that members shall “act in accordance with any rules agreed by the House in respect of financial support for members or the facilities of the House.” The Guide to Financial Support for Members³ states that “Salaried Office Holders ... who live outside Greater London may recover travel expenses for travel between their registered residential address and Westminster.” (para 16.4.1) This is subject to the general limitations on claims for travel expenses which must not be “claimed from any other

1 Set out in full at Appendix A.

2 Appendix B.

3 September 2016. Earlier versions used the same wording on those points referred to in this report, except where noted below. <https://www.parliament.uk/documents/lords-finance-office/2016-17/Guide-2016-17.pdf>

source.” (para 5.1.4). I determined that the article published by the *Mail on Sunday* amounted to an allegation that Lord Bassam had effectively claimed his daily commuting costs from both the House of Lords and through receipt of the Lords Office-Holders Allowance. There was an arguable case that Lord Bassam was in breach of the Code of Conduct.

6. Given Lord Bassam’s self-referral, and that there was an allegation of a serious breach of the rules relating to financial support for members, I considered that this was an appropriate case for investigation. Accordingly I sought the permission of the Sub-Committee to undertake an investigation into the conduct of Lord Bassam. Permission was granted on 5 December 2017.
7. The evidence considered as part of this investigation has consisted of five main strands:
 - Published material relating to both LOHA and the Lords scheme of financial support for members.
 - Guidance and information provided to office-holders by the Lords Finance Department relating to claims for travel expenses.
 - Guidance and information provided by the Cabinet Office to office-holders relating to LOHA.
 - A written statement from Lord Bassam which he submitted on 18 December, and the transcript of a meeting with him on 19 December.
 - Analysis of the travel claims made by Lord Bassam.
8. I would like to thank all those involved in providing the information for this investigation. I should make it clear at this point that Lord Bassam co-operated fully with the investigation and answered all questions put to him openly and without delay.
9. In accordance with paragraph 119 of the Guide to the Code of Conduct, I would normally only investigate conduct which occurred within the last four years of the complaint having been made, but may, in exceptional circumstances investigate matters before that time. Lord Bassam’s claims for both LOHA and Lords travel expenses dated since 11 May 2010 when he took office as Opposition Chief Whip. Any breach occurring during the last four years would have been ongoing since that time, and Lord Bassam’s understanding of the scheme relates to information and guidance he received since 2010. I have therefore reviewed all the evidence available since 2010.
10. Two particular conditions for claiming travel expenses for the Lords are that the expenses are incurred solely in respect of parliamentary work and that the travel was in fact undertaken. Given Lord Bassam’s position as Opposition Chief Whip, which necessarily requires him to be heavily involved in the work of the House, I saw no reason to investigate whether he had in fact been undertaking parliamentary work following his travel to Westminster. His claims during the relevant period have all been receipted and there was no suggestion in the articles in the *Mail on Sunday* that he did not in fact travel

as claimed. I therefore did not investigate whether he undertook the relevant travel and I fully accept that he did so.⁴

11. LOHA, as a Government-managed statutory allowance scheme does not fall under the Code of Conduct. Whether or not Lord Bassam was entitled to receive LOHA does not therefore fall within my remit. However, it may be helpful to note that I have seen no evidence to suggest that Lord Bassam was not entitled to claim LOHA.

Lords Office-Holders Allowance and Lords travel expenses

12. Before establishing what Lord Bassam was entitled to claim, it is necessary to determine what could be claimed under both LOHA and the Lords scheme of financial support and, in particular, how those two schemes interrelate. This has not been straightforward.

Lords Office-Holders Allowance (LOHA)

13. LOHA was introduced by section 5 of the Ministerial and other Pensions and Salaries Act 1991 which provides for an allowance to be payable to ministers and other paid office-holders, including the Opposition Chief Whip, in the House of Lords. The allowance is payable in addition to a salary paid under section 2 of the Ministerial and other Salaries Act 1975, and is taxed. The relevant legislation is set out in Appendix G.
14. The allowance was originally set at a rate tied to the night subsistence allowance payable to backbench peers which ministers and other office-holders would lose upon their appointment. The figure was 220 times that allowance, representing the number of working days in a year since ministers work when the House is not sitting. During the second reading debate on the Bill the then Leader of the House, Lord Waddington, stated with reference to the amount payable:

“There will be no obligation on a Minister to be actually resident in London for 220 nights. It was really a question of obtaining a formula which, on the one hand, was related to the allowance paid to Back-Benchers in this House and which, on the other hand, would yield a result not entirely dissimilar to the allowance which is granted to Back-Benchers and Ministers in another place⁵ – that is the so-called ‘additional cost allowance’ which is payable to Members in the other place.”⁶
15. The Lords night subsistence allowance was introduced in 1979 to provide expenses incurred by members in staying overnight away from their main or only residence in order to attend sittings of the House. Eligibility was limited to those members who lived outside London and who actually incurred such expenses.⁷
16. Throughout the debates on clause 5 of the Bill, it was clear that LOHA was intended to cover the additional costs of working in London. There was no indication that it should be spent in any particular way, for example to purchase or rent a second home. Nor was the allowance intended to relate

4 See Appendix D—Transcript of the Commissioner for Standards’ interview with Lord Bassam of Brighton on 19 December 2017, in which Lord Bassam confirmed that he did travel as claimed and was claiming in respect of parliamentary work.

5 This is a reference to the House of Commons.

6 HL Deb, 26 February 1991, [col 875](#)

7 HL Deb, 16 July 1979, [cols 1134–43](#)

to specific expenses. The name of the allowance gives no indication of its purpose.

17. In 2009 the Senior Salaries Review Body (SSRB) conducted an in-depth review of financial support for members of the House of Lords. This review did not make any recommendations for LOHA but did note that:

“There is a great deal of confusion surrounding the allowances payable to Ministers in the House of Lords, both inside and outside the House. Since its inception, there has been inconsistency in the way that Section 5 of the Ministerial and Other Pensions and Salaries Act 1991 has been described, implemented and discussed. ...

“The exact wording of the Act and the comment [during the second reading debates] that ‘In all cases it will replace the current London supplement’ imply that the Section 5 allowance is available to all Ministers and paid office holders, regardless of where they live. The fact that the Section 5 allowance is taxed and payable with salary also gives it the appearance of salary rather than an allowance for expenses. However, the justification presented to the House for Section 5 was based on providing assistance for running a second home. ...

“We understand that practice has diverged over time, such that now some departments pay the Section 5 allowance automatically to all Lords Ministers, some do not pay it to Lords Ministers who are known to have their main home in London, and some expect Lords Ministers who have their principal residence in London to ask their Permanent Secretary to reduce the level of their Section 5 allowance. ...

“This situation is clearly unsatisfactory. It has been the cause of confusion for the Cabinet Office and departments, and has left Ministers uncertain as to their true entitlements and open to accusations of abuse.”⁸

18. The Cabinet Office have not been able to confirm when exactly the reduced rate was introduced, though a letter from the Cabinet Office to the Permanent Secretary to the Treasury in 2009 setting out the pay arrangements for all ministers, including Lord Bassam as the then Chief Whip, shows that it was clearly in place during the period before 2010 when Lord Bassam was a minister. That letter also demonstrates the lack of guidance on the relationship between LOHA and travel expenses to which no reference is made.⁹
19. The SSRB made a number of recommendations as part of its 2009 review about the scheme of financial support for Lords members, but did not consider specifically the relationship between travel expenses and LOHA.
20. Following the SSRB review, changes were agreed to the scheme of financial support for members by the House in 2010 which replaced the day subsistence, night subsistence and office costs with a single flat rate of £300 to which members are entitled on the basis of attendance.¹⁰ Accordingly, an Order in

8 Review Board on Senior Salaries, Review of Financial Support for Members of the House of Lords, Cm 7746, November 2009, paras 6.1 and 6.6–6.7: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/238509/7746.pdf

9 Appendix M.

10 House of Lords House Committee, *Financial Support for Members of the House of Lords* (1st Report, Session 2010–2012, HL Paper 18); HL Deb 20 July 2010, cols 915–945.

Council was laid in 2010 establishing LOHA as an annual flat rate from 1 August 2011 of £36,366.¹¹ This was based on the previous allowance and has remained at the same level since.

21. The earliest detailed guidance relating to LOHA that the Cabinet Office have provided us with dates from 2011.¹² This template ministerial reshuffle letter from the Cabinet Office to Government departments states:

“Lords Ministers whose main home is outside of Greater London are eligible to claim the Lords Office Holder Allowance (LOHA). Eligible Lords Ministers should receive the LOHA at the legislatively entitled rate of £36,366 per year. The LOHA should be paid with immediate effect on a monthly basis. The allowance is provided to cover the cost of accommodation and subsistence when staying in London on Ministerial or Parliamentary business;

“Lords Ministers whose main home is within Greater London should claim the LOHA at a reduced rate of £3,760 per year (this is the same amount as the London Area Living Payment payable to MPs). Again, this should be paid with immediate effect on a monthly basis. This reduced allowance contributes towards the additional expenses of living in the London Area;

“Lords Ministers in Grace and Favour accommodation should not receive the LOHA.”

22. Under the heading of travel expenses for Lords ministers living outside Greater London, the 2011 guidance states:

“Ministers in receipt of the LOHA will be entitled to have a return journey between their main home and London met by the department. In line with the Government policy, this should be economy and would normally be for one journey a week. With the exception of those using Government cars, Ministers are expected to meet any daily commuting costs between their London home and Westminster.”

23. The Cabinet Office have not been able to provide any evidence that the 2011 template guidance letter was issued to the Opposition Whips’ Offices in either the House of Lords or House of Commons.
24. In May 2015, following the General Election, substantially similar guidance was provided to the Opposition Whips’ Office in the House of Commons indicating that Government policy on the payment of LOHA was intended to apply to Lords Opposition office-holders also. The guidance required that ministers and other office-holders confirm that their main home was outside Greater London.¹³
25. The 2015 guidance was not passed onto the Opposition Whips’ Office in the House of Lords, although a request was passed to that office for confirmation that the main homes of Lord Bassam and the Leader of the Opposition in the Lords were outside Greater London.¹⁴

11 Appendix G.

12 Appendix N.

13 Appendix O

14 Appendix P

26. On 28 June 2017 the Cabinet Office issued further guidance¹⁵ specifically for the Lords Opposition Chief Whip and Leader of the Opposition. This repeated the guidance above in respect of LOHA, but amended the guidance on travel expenses as follows:
- “Office Holders in receipt of the LOHA at the ‘outside London rate’ will be entitled to have a return journey between their main home and London met by HM Treasury. This should be economy and would normally be for one journey a week. Office Holders are expected to meet any daily commuting costs between their London home and Westminster.”
27. The Cabinet Office have confirmed that they have no record of any such expenses being paid by HM Treasury¹⁶ and this aspect of the guidance is almost certainly an error caused by the fact that the Opposition Leader and Chief Whip in the House of Lords are paid from the Consolidated Fund and not by any specific department. The relevant travel expenses can be claimed from the House of Lords. This was confirmed in an email from the Clerk of the Parliaments to Lord Bassam on 11 December.¹⁷
28. The House of Lords issues its own paid office-holders¹⁸ with a request for confirmation as to whether they wish to claim the higher rate or reduced rate of LOHA, or to waive their entitlement to the claim.¹⁹ This document requires certification that the office-holder’s main home is outside London. It does not make any reference to travel expenses.
29. Since at least 2011, Government policy has been that travel expenses for Lords Ministers and other paid office-holders should consist normally of one return journey a week. The 2009 SSRB report indicates that before 2009 Government policy on this point was either non-existent or not well communicated nor consistently applied. Although it is not known when Government policy became standardised, the most likely date would be the May 2010 General Election when a change of Government meant that almost all ministers and office-holders were newly appointed, or shortly thereafter.

Lords travel expenses

30. Paragraph 16.4.1 of the Guide to Financial Support for Members states clearly that Lords salaried office-holders (which includes the Opposition Chief Whip) “who live outside Greater London may recover travel expenses for travel between their registered residential address and Westminster. Travel claims are subject to the limitations set out in section 5 but are not linked to recorded attendances. The contribution towards the costs of parking or taxis is limited to £20 for each day of travel.”
31. Section 5 of the Guide sets out a number of rules regarding travel claims, such as the type of journeys that can be claimed for, the need for receipts, and in what circumstances a member may register an address as their residential address. Subject to the one point which goes to the heart of this investigation, Lord Bassam’s claims between Brighton and Westminster were all in accordance with these rules.

15 Appendix Q

16 Appendix L.

17 Appendix I.

18 The Lord Speaker, the Senior Deputy Speaker and the Deputy Chairman of Committees.

19 Appendix J.

32. Paragraph 5.1.4 of the Guide states: “Members are required to sign a declaration that expenses are not claimed from any other source.” This declaration was first required in 2011. My predecessor considered whether the new requirement changed the scheme in his report on the conduct of Lord Bhatia and concluded that the requirement to sign a declaration:

“was simply an administrative change which made wholly explicit what was already a requirement of the scheme. To interpret this development otherwise would mean that before 2011 the House’s rules permitted double-claiming of travel expenses. I cannot conceive that that was so.”²⁰

That conclusion was endorsed by the Committee for Privileges and Conduct.²¹

33. It is clear that the rule against double claiming applies just as much to paid office-holders as to other members. The question is whether LOHA constitutes “another source” for the purposes of this rule.
34. In an email to Lord Bassam dated 11 December 2017, Ed Ollard, the Clerk of the Parliaments stated: “In terms of the amount of journeys, as I suggested last week, if the LOHA is claimed we would apply the same limit as the Cabinet Office suggest, ie normally for one return journey a week.” He noted in a later email on the same day that the number of journeys was not set out in paragraph 16.4.1.²²

Lord Bassam’s understanding of LOHA and Lords travel expenses

35. Lord Bassam provided a written statement to me on 18 December in which he set out his understanding of LOHA and its relationship to claims for travel expenses as follows:

“My understanding of LOHA is that it is paid to reflect the fact that my main residence is outside of London, to compensate me for the additional costs and inconvenience that this gives rise to. However, it has never been my understanding that a condition of the allowance is that it should be spent in any particular way, including for example the purchase of a second property in London. Instead, I have believed that I have discretion as to how to apply the allowance.

“... I have never considered that I was obliged by LOHA to remain overnight in London as opposed to restricting me from returning home to my family. To facilitate this, I have purchased and claimed for a weekly season ticket ...”²³

36. During our meeting on 19 December I asked whether it had occurred to him that one way of spending LOHA was to spend it on travel costs. He replied:

“Not particularly, because the travel scheme was pointed in my direction and I had previously, when we were in government, had travel covered by the Cabinet Office and the Home Office. Travel is quite expensive, so I thought that it was perfectly legitimate to make a claim. In hindsight, perhaps I should have thought a bit more about that, but I would probably

20 Committee for Privileges and Conduct, *The Conduct of Lord Bhatia* (6th Report, Session 2015–16, HL Paper 133), Annex 2, para 23.

21 Committee for Privileges and Conduct, *The Conduct of Lord Bhatia* (6th Report, Session 2015–16, HL Paper 133), para 32.

22 Appendix I.

23 Appendix C.

have been one of the few members of the House of Lords travelling into London from outside London who was not claiming their travel costs, so it did not seem an extraordinary thing to do.”²⁴

37. Lord Bassam also confirmed that he had not sought any advice on his claims from the Director of Finance but “simply operated on the basis of what I understood I could claim.” He noted during that meeting that he had not “had any advice from the Lords officials about this. I have been making those claims for seven years and nobody has ever questioned them or come to me and said, ‘You’re not entitled to do that’.” The Finance Department has confirmed that they have no record of any advice having been given by the Director of Finance to Lord Bassam.²⁵
38. As noted above, an email exchange from 2015 between the Commons Opposition Whips’ Office and the Lords Opposition Whips’ Office appears to confirm that the guidance issued by the Cabinet Office in 2015 regarding claims for travel expenses was not passed on to either Lord Bassam or his office, though staff based in the Commons did seek confirmation that his main home was outside London.²⁶
39. The guidance issued in June 2017²⁷ was emailed directly to Lord Bassam’s office. During his meeting with me, Lord Bassam acknowledged that he had not personally looked at the guidance:

“Actually [the letter] went to my email account. The staff in my office ran off a copy of the letter to be signed and sent back [regarding confirmation of main home being outside London and a separate salary waiver] and I did not see the annexe [containing the guidance] then and I have never seen that advice before. It was only when I asked my staff to do a full office search and an email search that it was recovered. I asked them also to search back for the equivalent period in 2010 and 2015, when I might have assumed that I would have received that advice and guidance, but I have not.”²⁸

40. In effect, Lord Bassam interpreted his entitlement to claim a weekly season ticket for travel expenses based on an understanding that LOHA was intended to compensate him for the additional costs and inconvenience of his main home being outside London, alongside the published information in the guide to financial support for members which states that members in receipt of LOHA can claim travel expenses.

Findings

Breach of the scheme of financial support

41. LOHA was introduced to support ministers and other paid office-holders in the Lords who lost their entitlement to night subsistence allowance upon appointment. Night subsistence allowance was intended to cover actual expenses incurred by those members whose main home was outside London. LOHA was also intended to cover the costs incurred by those living outside London, albeit in a less restrictive manner since it was set at an overall amount

24 Appendix D.

25 Appendix H.

26 Appendix P.

27 Appendix Q.

28 Appendix D.

rather relating to actual expenses. Despite some evidence of inconsistency in the way it has been paid over the years, I conclude that LOHA is not just an extension of salary designed to compensate for inconvenience, but is supposed to be used to cover the costs of working in London for those whose main home is elsewhere.

42. The next question is whether those costs can consist of daily commuting costs instead of London overnight accommodation. The fact that LOHA is set at an overall amount rather than claimable in respect of specific nights spent in London indicates that it does not have to be spent in any particular way, nor does it need to be fully spent. I see no reason why an office-holder should not choose to spend LOHA primarily on commuting costs instead of overnight accommodation.
43. If LOHA may be used to pay for commuting costs then the logical conclusion is that receipt of LOHA means that those costs have been recovered. Lord Bassam's receipt of LOHA would have more than covered his travel expenses between his home in Brighton and Westminster. He should not, therefore, have claimed those full costs from the House of Lords.
44. Lord Bassam was entitled to claim travel expenses amounting to one return journey each week between Brighton and Westminster, as well as associated expenses for car parking or taxis between his home and Brighton station. He was therefore entitled to claim a proportion of the travel expenses which he did claim.
45. **I find that Lord Bassam was in breach of paragraph 10(c) of the Code of Conduct by claiming from the House of Lords more in travel expenses than he was entitled to claim, the cost of those expenses having been met through his receipt of the Lords Office-Holders Allowance.**
46. Appendix F sets out in detail Lord Bassam's weekly claims for travel expenses from April 2010 to October 2017. This covers the entire period for which Lord Bassam was Opposition Chief Whip and made claims for travel expenses in the Lords. The appendix also sets out, so far as possible, detailed calculations as to what Lord Bassam was entitled to claim. Since the Finance Department only retains claim forms for the last four financial years, the table in the appendix relates to two different periods: April 2010 to March 2013 when the amounts claimed are taken from published quarterly or monthly claims; and April 2013 to October 2017 when the amounts claimed are taken from Lord Bassam's individual monthly claim forms.
47. In relation to the earlier period, it is not possible to establish with certainty how much Lord Bassam was entitled to claim. Based on the more detailed figures for April 2013 onwards, and assuming similar patterns of travel as in later years, it is estimated that 35% of those claims should not have been made. I stress that this is only a broad approximation of the amount overclaimed by Lord Bassam during this earlier period.
48. For the claims since April 2013, a detailed calculation has been made as to what Lord Bassam was entitled to claim for each week, and for each mode of travel. Since it cannot be known how often, or when, Lord Bassam would have travelled had he fully complied with the rules, these calculations are imprecise. The criteria used are set out in the appendix. In some respects

these criteria are overly generous to Lord Bassam, in other respects there may be insufficient allowance for what he might have spent. Overall, I consider that the amounts calculated as being overclaimed by Lord Bassam during this period are less than the amounts he claimed in breach of the Code, and that there would be no undue penalty imposed if Lord Bassam were to repay these amounts. Since investigations into breaches of the Code would not normally go back more than four years, I have broken the claims down into two periods from April 2013 to November 2013 and from December 2013 onwards.

	Amount claimed	Amount overclaimed
April 2010–March 2013	£16,502	£5,776
April 2013–November 2013	£3,971	£1,427
December 2013–October 2017	£24,101	£8,534
Total	£44,574	£15,737

49. **I find that, since his appointment as Opposition Chief Whip in May 2010 to October 2017, Lord Bassam claimed £15,737 from the Lords travel expenses scheme that he was not entitled to claim.**

Breach of the obligation to act always on personal honour

50. In most cases, a member who repeatedly claimed expenses to which they were not entitled over a number of years would also be considered to have failed to act on their personal honour. In the case of Lord Bassam, however, a number of factors mitigate against such a conclusion:
- The name of LOHA itself gives no indication of its purpose: a purpose which it has taken fairly extensive research to establish clearly and which appears may not have been understood by many paying departments until the Cabinet Office sought to clarify the position some time around 2010 or 2011.
 - Neither Lord Bassam nor his office were informed of the Cabinet Office guidance regarding travel expenses and LOHA until 28 June 2017. I do not regard information passed to the Commons Opposition Whips' Office as the equivalent of providing it to Lord Bassam.
 - The June 2017 guidance itself contained a potentially misleading error about travel expenses being claimable from HM Treasury.
 - The Lords guide to financial support for members makes no reference to how much can be claimed in travel expenses by members in receipt of LOHA.
 - His position as Opposition Chief Whip in the House of Lords was well known to the Lords Finance Department, as was his entitlement to LOHA, yet he was not asked whether he was in receipt of LOHA. Nor were his travel claims questioned at any point.
51. Lord Bassam's understanding that he was entitled to claim both LOHA and daily commuting costs through the Lords system of financial support was, I have concluded, wrong. But it was also an understandable response

to the lack of clarity in the relationship between LOHA and Lords travel expenses and to the lack of guidance that he received. This is particularly the case before 28 June 2017. The guidance that Lord Bassam was provided with on that date should at least have prompted him to ask questions about his entitlement to travel expenses. The fact that he implicitly delegated the task of reading that guidance to his office staff does not absolve him of responsibility.

52. In considering whether Lord Bassam acted on his personal honour, I have, in accordance with paragraph 9 of the Code, taken into account the seven general principles of public life set out by the Committee on Standards in Public Life. Two of those principles are particularly relevant to claims for financial support: “Openness: holders of public office should act and take decisions in an open and transparent manner”; and “Honesty: holders of public office should be truthful.”
53. Lord Bassam claimed his travel expenses from the House of Lords openly, knowing that they would be published. He did not specifically state that he was also in receipt of LOHA, but there is no evidence that he ever tried to hide this fact, and it was an obvious conclusion that someone in the position of Opposition Chief Whip might be in receipt of that allowance. When challenged about the dual expense claims, he admitted straight away what he had been claiming and made no further claims. He immediately referred himself for investigation and has fully cooperated with the investigation.
54. Before 28 June 2017 Lord Bassam acted mistakenly, but not dishonestly, in relation to his claims for travel expenses. After that date, his mistake was compounded by a degree of negligence in not reading the guidance provided to him, and not asking further questions about what he was entitled to. However, given that he was personally unaware of the guidance, I do not consider his actions to have been dishonest, even after receipt of the guidance. Accordingly **I find that Lord Bassam did not fail to act on his personal honour in relation to his claims for travel expenses from the Lords system of financial support.**

Appendix A: Article in *Mail on Sunday*, 3 December 2017

CORBYN PEER IN EXPENSES SCANDAL²⁹

By: Brendan Carlin

Labour lord pockets £41k in travel fares AND £260k for ‘home’ that doesn’t exist
The shaming of ‘Lord Swampy’ Squatter turned Labour peer claims £260k for ‘second home’ - even though he commutes to the Lords from Brighton AND he’s charged taxpayer £41k for rail and cab fares Now he says he’ll pay back the £41k -but is facing calls to return £260k instead

A SENIOR aide to Jeremy Corbyn was plunged into a major expenses scandal last night.

Lord Bassam, Labour’s Chief Whip in the Lords, admitted that he had been wrong to claim tens of thousands of pounds in taxpayers’ money after *The Mail on Sunday* investigated his travel expenses.

29 *The Mail on Sunday* (3 December 2017): <http://www.dailymail.co.uk/news/article-5140039/Jeremy-Corbyn-aid-embroiled-major-expenses-scandal.html>

He faces further questions over another £260,000 'second home' allowance that he has pocketed since 2010 - despite not having one.

Lord Bassam last night promised to pay back up to £41,000 in expenses he claimed for commuting between Westminster and his Brighton home.

If he was forced to pay back the housing allowance instead, the total would greatly exceed anything refunded by an MP in the 2009 Commons expenses scandal.

The 64-year-old peer has been nicknamed 'Lord Swampy' - a reference to the New Age eco-warrior of the 1990s - because of his background as a squatters' leader when he was plain Steve Bassam in the 1970s. He now lives with wife Jill in a £1million townhouse in Brighton's fashionable Kemptown district.

Because of his position as Chief Whip, and because his main home is not in London, he is one of a handful of Lords' frontbenchers entitled to a Lords Office Holders Allowance (LOHA), currently £36,366 a year.

The top-up - paid as part of his salary - is to cover peers' 'expenses in staying overnight away from their main or only residence'.

But instead of spending the extra cash on a second home in London or hotel bills, Lord Bassam pockets it and joins commuters on the hourlong, 55-mile train trip between Brighton and the capital.

Astonishingly, he also claims about £6,400 a year in expenses to pay for those train tickets and cab fares, despite the LOHA payments that assume he stays in London.

The expenses scandal is particularly embarrassing for Mr Corbyn because, as Chief Whip, Bassam is in charge of maintaining discipline among Labour peers.

Since taking that position following the 2010 General Election, he has received £260,000 in LOHA and claimed £40,900 in travel expenses - a total of more than £300,000.

Following this newspaper's investigations, the peer last night admitted he was wrong to claim travel expenses - and vowed to have urgent talks with parliamentary officials about paying it back.

He told The Mail on Sunday: 'I will not be submitting any further claims in this way. I will also discuss the steps necessary to repay previous travel claims including those made since the [2017] Election.'

Asked to justify claiming the £36,366 'second home' allowance, he would only say: 'Regarding the Office Holders Allowance, I have not been advised that any breach of the rules has taken place.'

However, Sir Alistair Graham, former chairman of the Commons Committee on Standards in Public Life, said Bassam should pay back the larger amount instead. He said: 'It is clearly indefensible that he should take the extra allowance designed to cover accommodation in London. He should pay that back in full rather than the travel expenses.'

'It is extraordinary that such a situation has arisen after the great MPs' expenses furore. He should have learned a lesson from that.'

Lord Bassam made his reputation as a Left-winger in the 1970s when he set up the Squatters' Union, which campaigned for the rights of squatters to occupy empty properties. He was once thrown out of a court for wearing a red nose.

He became leader of Brighton council in 1987 and was appointed a life peer in 1997 by Tony Blair, who made him a Minister in 1999. Gordon Brown promoted him to Chief Whip in 2008 and the following year he joined the Privy Council, giving him the formal title of The Rt Hon The Lord Bassam of Brighton PC.

He is now a key member of Mr Corbyn's inner circle. As Labour Chief Whip in the Lords, Bassam gets a basic £63,537 salary. His LOHA of £36,366 - approximately based on the Lords previous £165 a day 'overnight subsistence' allowance multiplied by a nominal 220 number of sittings per year - brings the total salary up to £99,903.

No receipts are required as the allowance is paid as part of his overall salary. Last night Lord Bassam's spokesman admitted the peer 'rarely' stays in London.

In addition to his Lords salary, Lord Bassam declares income from a rental property he owns in Eastbourne, not far from Brighton.

Last night, there were signs Mr Corbyn was distancing himself from the embattled peer. An ally pointed out that the Lords Chief Whip is 'chosen by Labour peers not the party leader'.

A Labour spokesman said 'Although Lord Bassam hasn't been advised he's broken any rules, it is right that he will repay previous travel claims.'

Appendix B: Email from Lord Bassam of Brighton to the Commissioner for Standards, 4 December 2017

I would like to draw your attention to the allegations contained in a front page article of the Mail on Sunday for 3rd December. In view of these I think it only right and proper that I refer myself to your jurisdiction as the Lord Commissioner to determine if I have breached the Code of Conduct covering members of the House of Lords.

Appendix C: Written statement by Lord Bassam of Brighton to the Commissioner for Standards, 18 December 2017

In 1999 I was appointed as a Home Office minister following a lengthy career in local government as Leader of Brighton and Brighton and Hove City Council.

I was moved to the Lords Government Whips Office in 2001 and covered numerous departments with ministerial responsibilities. In October 2008 Gordon Brown appointed me as Chief Whip, a post I held until Labour lost the election in 2010. I then became Opposition Chief Whip following an election. I have been returned unopposed since then.

When I was appointed in 1999 I don't recall much or indeed any discussion about my pay. I remember being asked for NI details and my address early on and then feeling swallowed up by the work. I am not aware of any guidance being issued to me on pay related matters. The Home Office provided me with a driver and also a first class annual season ticket because I had to travel with my Red Box. If I was working late on a bill I would sometimes stay in London with friends or at a hotel depending on my diary the following day. Sometimes I would be driven home. If I

finished earlier I would use the train because it was quicker. I was keen to see my children who were then quite young.

When I was moved to the Whips Office similar arrangements were made for travel through the Cabinet Office and they remained in place when I became Chief Whip in 2008.

On 3rd December 2017 The Mail on Sunday made allegations about the use of my pay including the Lords Office Holders Allowance (LOHA) and the claiming of travel fares. It is for this reason I have decided to self-refer to the Lords Commissioner. The allegation made is that the LOHA is only payable to those whose main residence is outside of London, and who remain overnight in London. As such travel claims for journeys to and from the main residence outside of London should not be made. The assumption being that the Office Holder remains in London during the week.

My understanding of LOHA is that it is paid to reflect the fact my main residence is outside of London, to compensate me for the additional costs and inconvenience that this gives rise to. However, it has never been my understanding that a condition of the allowance is that it should be spent in any particular way, including for example the purchase of a second property in London. Instead, I have believed that I have discretion as to how to apply the allowance.

Living some distance from the House of Lords and regularly working a 12 hour day inevitably does result in inconvenience and additional expenses for me. I cannot take meals at home with my family, or pop home when I need a break away from the office.

There have been periods involving a number of late sittings (for example in 2010 and 2011 after Labour lost the general election and the coalition government introduced a heavy legislative program) but equally there have been periods when business is light, and I am able to get away from the House before 10pm. On such occasions, I have never considered that I was obliged by LOHA to remain overnight in London as opposed to restricting me from returning home to my family. To facilitate this, I have purchased and claimed for a weekly season ticket, which gives me flexibility and the option of returning to Brighton unless I need to remain in London. I buy a weekly season ticket because it is cheaper than relying on daily fares which are very expensive. This complies with the guidance of being wherever possible cost efficient.

When business dictates, or when I get too tired to make the journey to and from my family in Brighton, I make arrangements to stay in London. These arrangements have varied over the years. It would be fair to say that when work was heavy I stayed between 1-2 nights per week and on rare occasions 3 nights.

From 2007 I arranged to have the use of a flat in Pimlico, which was in walking distance of the House of Lords. On other occasions I have booked myself into a hotel or hotel apartment. Over the years I have often stayed overnight in London with friends, and have reimbursed them as appropriate.

The current process for claiming LOHA accords with my understanding of its purpose. I am required to sign a declaration simply confirming that my main residence is outside of London, which I have duly done. I believe that Sue Gray from the Cabinet Office [Director General, Propriety and Ethics Team and Head of Private Offices Group] has already provided you with a copy of my most recent declaration.

Based on the above, it was my honest belief that I was entitled to claim for my travel fares from my main residence to the House of Lords, notwithstanding the payment of the LOHA allowance. This was based on the guidance given to office holders by the House of Lords, and in particular paragraph 16.4.1. of the Lords 'Guide to Financial Support to Members'. In fact on rereading this paragraph the final sentence reads "the contribution towards the cost of parking or taxis is limited to £20 for each day of travel". This could be interpreted that an officeholder could indeed travel up each day and supports my understanding of the operation of LOHA.

Following the allegations made by the Mail on Sunday, I have been shown a copy of a Cabinet Office guidance note, which was received by my office following the June 2017 election. I first saw this particular guidance note at the end of November 2017. I then arranged for a full and thorough search of my office in case there were other notes that had been missed. None were found. This, note, suggests that as an office holder, I should 'usually only claim' one return journey a week from my main residence to the House of Lords. This guidance suggests that this claim should be made to the Treasury. This runs counter to the House of Lords understanding of financial support and I have never received forms or a means of making such claims. The same guidance note also says for the avoidance of doubt that LOHA 'allows' the office holder to remain in London overnight. It has never been my understanding that it is a requirement of receiving the allowance that he or she must do so.

Had I been previously aware of the guidance in relation to making only a single travel claim for a return journey to my main residence, I would not have submitted claims for other journeys. I know that I would have queried this because of the reference to claims being made to the Treasury, rather than the House of Lords. I can only apologise if I have missed this guidance, but I can say for sure that if it had been brought to my attention, I would not have made the claims for this travel from June 2017. This apparent confusion does need clarification for the future.

I have asked Sue Gray's office to confirm whether and when the advice concerning the Cabinet Office covering a single return journey was first drawn to my attention. To date, I have not been provided with this information.

I have now been able to look in close detail at the legislation, in particular the 2010 Order in Council (SI 2010 2471). This was made under The Ministerial and Other Pensions and Salaries Act 1991. The 2010 Order established a fixed sum for LOHA. It also removed the connection between LOHA and the Lords members allowance scheme (from which the formula for calculating the amount of LOHA had previously been derived). The 2010 Order makes no reference to the need to use the allowance for living expenses and simply fixes the amount payable at £36,336. This is consistent with the daily allowance scheme for backbench peers introduced at the same time as the 2010 Order, which introduced a simplified daily rate of £300. My understanding is that the intention was to simplify both LOHA and the backbench peers allowances.

Based on my understanding of LOHA, and my reading of the House of Lords guidance, I have claimed travel expenses for travel to and from my home during the week, by means of a weekly season ticket. If that is incorrect, or if I have misunderstood the guidance in any way, I have offered and I am willing to repay any travel expenses that I should not have claimed for.

Do let me know if you require any further information or clarification.

Appendix D: Transcript of the Commissioner for Standards' interview with Lord Bassam of Brighton, 19 December 2017

The Commissioner for Standards (Lucy Scott-Moncrieff): This is an interview being conducted by the Commissioner for Standards, Lucy Scott-Moncrieff, on 19 December 2017 with Lord Bassam of Brighton. We will just go round the room now saying our names. I am Lucy Scott-Moncrieff.

Gerald Shamash: I am Gerald Shamash, from Steel & Shamash, and I have been advising Lord Bassam on this matter.

Lord Bassam of Brighton: Steve Bassam.

Emily Baldock: Emily Baldock. I am assisting the Commissioner.

The Commissioner for Standards: Just to explain the process, we will record the interview and send it to you when it has been transcribed so that you can check it and correct it if it is wrong. If any other thoughts occur to you, you can put them in then, so that we have an account of what you really want to say to us, rather than just what you say today, because you might forget something.

I will investigate the allegations that have been made in the newspapers. No one has made a formal complaint and you have reported yourself, so I will do it in that way. My report plus your statement and your transcript go to the sub-committee. I do not make any recommendation for any sanction if I find that there has been a breach. If I find that there has not been a breach, that is the end of it. If I find that there has been a breach, the sub-committee makes a recommendation to the Lords committee and then on and on it goes.

The allegation is that you have acted in breach of the Code of Conduct by claiming the Lords Office-holders Allowance and also claiming for a weekly season ticket. That is it.

Lord Bassam of Brighton: In a nutshell.

The Commissioner for Standards: In a nutshell. One thing that has been said in the newspaper is that you should have used the Lords allowance to purchase a property in London. I can tell you that that is not the case. The allowance is there to cover the costs of someone who lives out of London staying in London, but it does not say that you have to spend it in this way or that way. To the extent that you were worried about that, do not worry about that.

Lord Bassam of Brighton: That was my understanding, which is why I set it out in the statement in the way in which I did. Clearly, it was a major worry for me and it has been a major worry for me since the *Mail on Sunday* started making calls to my office and asking questions. I can understand why they were asking the questions, but it was a bit of a shock to me.

The Commissioner for Standards: Yes, there were references in all the debates, correspondence and so on and so forth as to where this idea for the Lords allowance has come from and what its purpose is, but there is nothing specific about how the money should be spent.

Lord Bassam of Brighton: That is my understanding as well.

The Commissioner for Standards: Well, your understanding is correct. What we need to look at is whether and, if so, to what extent you should or should not

have been claiming your season ticket, because it seems that you were perfectly entitled to claim the Lords allowance. You have set it all out in your statement. What I would like to do, if that is all right, is to simply go through, asking a series of questions, some of which you have already given us the answer to, but it is good to double-check, and some of which are a bit more nuanced.

Lord Bassam of Brighton: Okay.

The Commissioner for Standards: It seems to be clear that your principal residence—perhaps your only residence—is in Brighton.

Lord Bassam of Brighton: That is right, yes.

The Commissioner for Standards: Okay. Do you own or rent any property in London?

Lord Bassam of Brighton: No, I do not.

The Commissioner for Standards: When you have made travel claims on your season ticket, were they all for trips to London as part of your work?

Lord Bassam of Brighton: They were, yes.

The Commissioner for Standards: So they were made in respect of your parliamentary duties.

Lord Bassam of Brighton: Yes.

The Commissioner for Standards: Have you been making these claims since being appointed Opposition Chief Whip?

Lord Bassam of Brighton: Yes.

The Commissioner for Standards: Have you made any other claim for travel to London?

Lord Bassam of Brighton: No.

The Commissioner for Standards: I am sure that you have been looking at the Lords allowance provisions and so on. One of the provisions there is that someone who is claiming the Lords allowance can also claim for one return journey per week—the idea being up on Monday and back on Friday. But you, as far as we can see, have not claimed for that.

Lord Bassam of Brighton: No. And I can explain why that is.

The Commissioner for Standards: Yes. Did you seek any advice from the Director of Finance in relation to your travel claims?

Lord Bassam of Brighton: No. I simply operated on the basis of what I understood I could claim, with reference to the Lords guidance on financial support for members, in particular paragraph 16.4.1, which says that I am entitled to make a travel claim to the House of Lords. I quote one small section of it in my statement, which refers to the part that relates to claiming for taxis or parking tolls, which seems to suggest that you can claim for those on a daily basis. I have not had any advice from the Lords officials about this. I have been making those claims for seven years and nobody has ever questioned them or come to me and said, “You’re not entitled to do that”.

Let me just add that the material that was sent in the summer, which included me writing back to the Cabinet Office to secure the Lords Office-holders Allowance, suggests that I should be making only one claim a week and that I should be making that claim from the Treasury. I never saw that advice before the end of November, when it was drawn to my attention by my office.

The Commissioner for Standards: So that letter went to your office.

Lord Bassam of Brighton: Actually, it went to my email account. The staff in my office ran off a copy of the letter to be signed and sent back and I did not see the annexe then and I have never seen that advice before. It was only when I asked my staff to do a full office file search and an email search that it was recovered. I asked them also to search back for the equivalent period in 2010 and 2015, when I might have assumed that I would have received that advice and guidance, but I have not.

Also, I have spoken to Ed Ollard, the Clerk of the Parliaments. He drew my attention to 16.4.1. He also said in an email to me that the limit on the number of journeys is not set out in that. He is quite clear that it is not in there. My reading of that paragraph is, as I have described to you, that it allows for the ability to claim for a weekly season ticket. Moreover, the House encourages us to do that because it is the most efficient way of claiming your travel back.

So I was surprised when I saw that piece of paper and Ed Ollard himself was when I showed it to him. He said, “Well, you don’t claim from the Treasury, as it says. You claim from us.” He subsequently confirmed that that’s the case. So I thought that I was doing the right thing. I had always thought that I was doing the right thing and it was a claim made in that knowledge. If that is not the right thing to do, clearly I have been in error, but it was not something that I did as a matter of deliberate import on my own part.

The Commissioner for Standards: Sure. That is very helpful and we can talk to Ed Ollard. Is it the case—there is no right or wrong answer to this; I am just trying to get the facts right—that you have not made any further claims since the *Mail on Sunday* on 3 December?

Lord Bassam of Brighton: I have not made any claims at all, because while this thing is under investigation I think it would be inappropriate for me to do that and the wrong thing to do. Once we have got some clarity, then obviously I will have to review what I have done in the past, but that seems to me to be the sensible thing to do.

The Commissioner for Standards: Sure. In your statement, you said that normally you would stay one or two nights a week in London and sometimes three nights a week. Have there been other times when you have stayed less than one or two nights, so you have been commuting up every day?

Lord Bassam of Brighton: Yes. It would be rare for me to stay three nights a week in London. More commonly, I would have stayed one night—maybe two. I have to concede that I have not been doing that of late, because the business has been very light. I have been a commuter into London since 1979. My family home is in Brighton and I wanted to see my kids. This is eighteen and a half years of my life and during that time they have been growing up. My youngest was only three and half at the time when I was appointed. That is the pattern of my life and I wanted to play a full part in my family.

The Commissioner for Standards: Sure. Just to clarify it, really—this is not suggesting that you have done anything wrong or that you should have done this rather than that; we are just trying to find out what happened—your statement also said that the legislative programme was particularly heavy in 2010 and 2011. Would that have been when you were staying up for three nights?

Lord Bassam of Brighton: More often, yes. It has been like that for the last eighteen and a half years. Had I been continuing on in my job into the New Year, I have a feeling that I was going to be spending a lot more time in London quite late doing the EU (Withdrawal) Bill. I remember when I was a Minister in the Home Office spending a lot of time being very late home or spending time in London overnight because it was more convenient. In those days, of course, I had to go on ministerial visits as well, so I was away quite a lot.

The Commissioner for Standards: Once again, I am not suggesting that the only right answer is yes, but do you or does somebody keep your diaries? Would you know from looking back roughly at any particular time how long you were staying up?

Lord Bassam of Brighton: Probably not, to be honest.

The Commissioner for Standards: You do not have a diary secretary.

Lord Bassam of Brighton: I do, but they have changed over the years and I doubt I could go back more than a year, if lucky.

The Commissioner for Standards: Okay. That is fine. You did not know that it might be helpful, so that is okay. Do you know roughly what a ticket up from Brighton on Monday morning and a ticket back on Friday night would be?

Lord Bassam of Brighton: I think so, because I got one today—actually, I got a day travel card, pre-9 o'clock. That was £57, I think.

The Commissioner for Standards: So that is sort of top whack.

Lord Bassam of Brighton: I suppose that it might be more for one that goes over a period, but it is going to be at least that. A weekly season ticket is £133. Those are the comparators.

The Commissioner for Standards: Okay. The research that Emily and I have done appears to show that there is absolutely no linkage between the Office-holders Allowance on the one hand and travel claims by members of the House on the other, in the sense that neither refers to the other. That is right, Emily, isn't it?

Emily Baldock: Yes.

The Commissioner for Standards: So there they are: two completely different systems and quite a lot of fairly obscure comment. We are now getting into the realms of what you might have thought or what you did not think or what you should have thought or what you should have done and so on. Of course, 20:20 hindsight is all very well, but let us just try to work our way through it. In your statement, you said that the allowance is paid to reflect the fact that your main residence is outside of London and to compensate you for the additional costs and inconvenience that this gives rise to. "However, it has never been my understanding that a condition of the allowance is that it should be paid in a particular way." We have already dealt with the fact that it certainly was not paid simply to pay a

mortgage or rent on a property. Did it occur to you that one way of spending it was to spend it on travel costs?

Lord Bassam of Brighton: Not particularly, because the travel scheme was pointed in my direction and I had previously, when we were in government, had travel covered by the Cabinet Office and the Home Office. Travel is quite expensive, so I thought that it was entirely legitimate to make a claim. In hindsight, perhaps I should have thought a bit more about that, but I would probably have been one of the few members of the House of Lords travelling into London from outside London who was not claiming their travel costs, so it did not seem an extraordinary thing to do.

The Commissioner for Standards: So when you were in government, you were getting the allowance and you were also having your travel costs covered.

Lord Bassam of Brighton: Yes. They were being reimbursed. The one I remember most clearly was when I was in the Home Office, because there they provided us with the luxury of a driver if I wanted to go home late at night. He was my own driver. Most Ministers did that, I suppose. They also provided me with a first-class rail ticket because I had a red box and had to travel up and down with boxes and so on. I do not know, but I think the guidance is that Ministers' travel concerns are dealt with by their departments and so, as I think I described in my statement, when I moved to being covered by the Cabinet Office, they covered travel as well. It is part of a pattern, which is why I put some context into the statement.

The Commissioner for Standards: Sure. You have covered the point that you did not know about the guidance until—

Lord Bassam of Brighton: Very recently. And it would appear that the Clerk of the Parliaments was unaware of it as well, from what he said. I have had one piece of correspondence copied to me today from Duncan Sagar [Principal Private Secretary to the Leader of the House of Lords], which included an email exchange that he had with Kathryn Fairhurst [Senior Policy Advisor, Cabinet Office]. That clearly points to the fact that, as part of this investigation, there may well need to be some further discussions about the interrelation between the Cabinet Office and the Treasury, paying LOHA and also travel costs. From my reading of all the papers, the Cabinet Office needs to give a clear instruction one way or the other to the Lords officials to clarify what they think LOHA receivers should be entitled to in terms of travel. That would seem a sensible way of clarifying things.

The Commissioner for Standards: They do to the extent that they say you can have a ticket there and back once a week. What they do not do is say anything about the other travel expenses that you were claiming. They do not say, "And you should not do this. You should not claim on the Peers"—

Lord Bassam of Brighton: Yes. To be clear, the system for office-holders that the Lords operates seems to suggest and certainly does not preclude in its description being able to claim for a weekly season ticket. The Cabinet Office guidance note, which I have recently seen, makes reference to the point that it should normally only be one return journey a week. I suppose that my point here is that you have one piece of advice from the Cabinet Office and a guide on financial support from the Lords, from which, as Ed Ollard confirmed, I should be claiming my travel.

The Commissioner for Standards: Yes, okay. You mentioned the £20 a day for taxis and car parking, which is part of the general scheme for all members of the

House. Did it ever occur to you that it was not relevant because you were getting the Office-holders Allowance?

Lord Bassam of Brighton: No, because I read at 16.4.1 that that was the relevant paragraph for office-holders. I think that I am right about that. It does seem to be the relevant paragraph. There are other references through the financial support guide to members and their entitlement to claim that as well. So I read it across, but it is also in 16.4.1.

The Commissioner for Standards: It may well be the case that it will turn out that there is no specific rule or part of the Code of Conduct that says that you must not claim both the expenses and the allowance, or that may be what we determine.

We then get on to the question of personal honour, which obviously sets a very high standard for members of the House. I am just going to read a couple of bits. Paragraph 9 of the code states: “a written Code can never cover every eventuality. Paragraphs 8(a) and 8(b) of the Code, taken together, mean that members are required not only to obey the letter of the rules, but to act in accordance with the spirit of those rules and the sense of the House. This includes the rules agreed by the House in respect of financial support for members”. That is bit one. As for bit two, when you made your travel claim as a Lords office-holder you signed a declaration that you certified that your travel expenses were not reclaimed from any other source: “In so certifying I confirm that I have had regard to the obligation in paragraph 8(b) of the Code of Conduct to act on my personal honour.” How did you interpret “personal honour” in respect of those travel claims?

Lord Bassam of Brighton: To make sure that the claims were as accurate as I could make them and in compliance with the financial guidance to members. It is about trying to be truthful and honest in what one claims for. That is how I read it. I accept that one should always act on one’s personal honour and I have tried to do that, which is why I have found this whole thing very upsetting and very shocking.

The Commissioner for Standards: Sure. Can I just ask you: Brighton to Victoria, yes?

Lord Bassam of Brighton: Yes.

The Commissioner for Standards: How did you get from Victoria to here?

Lord Bassam of Brighton: Tube. You get a travel card; it is the cheapest and most efficient way of doing it.

The Commissioner for Standards: Yes. On the basis that it costs £57 to get a return—it might be possible to get it for a bit less—if you were commuting on more than three days, it would definitely be cheaper to get a weekly season ticket.

Lord Bassam of Brighton: Yes, without question. That is why I claimed for a season ticket. It is the most efficient way of doing it. There are ways of making it slightly cheaper. I am over 60, so I get a senior railcard. On occasion, if I am coming up later, I have just claimed using a senior railcard and put that in as part of my claim—I am mindful of cost.

The Commissioner for Standards: Sure. The allowance is taxed along with your salary.

Lord Bassam of Brighton: Yes.

The Commissioner for Standards: Expenses are generally not taxed. Is that right?

Emily Baldock: That is correct.

The Commissioner for Standards: So that has not been put through to your accountant. You have just been dealing with that in the same way as everyone else.

Lord Bassam of Brighton: Yes.

The Commissioner for Standards: I think that that is all I want to ask, but there may be other things that you want to say and you may want to have a word with Gerald before you come back and say anything else, if you think that anything has not been covered or needs to be covered or if you want to bring anything out. Would you like 10 minutes?

Lord Bassam of Brighton: Gerald?

Gerald Shamash: Let us be safe and have a minute.

Lord Bassam of Brighton: Okay.

[On resuming—]

Lord Bassam of Brighton: I do not think that there is anything else, except that I might just want to add that, when this first came up, I asked Sue Gray [Director General, Propriety and Ethics Team and Head of Private Offices Group, Cabinet Office] to confirm whether I had been advised on the single journey a week thing in 2010 and 2015, when I became the Opposition Chief Whip and office-holder, and I have not had any response to that. I checked with my office today. We do not have a copy of any correspondence the same as the 2017 correspondence for either of those two years. I have gone through my own emails and they have gone through the office emails. We think that the Opposition Whips' Office in the Commons were simply asked to confirm my address for the purposes of LOHA but that I did not sign or receive any guidance other than that that you have seen for 2017.

The Commissioner for Standards: Okay. I am glad that your office is digging. If they can keep digging and if you find anything that is relevant, please forward it on to Emily, so that it will be part of the papers. Obviously, we can contact the Cabinet Office and indeed the Whips' Office and see what they have.

Lord Bassam of Brighton: I do not think they will have. I think in my mind that the guidance note that was attached to this year's draft letter is a new thing from the Cabinet Office.

The Commissioner for Standards: We can find out if there was one before.

Lord Bassam of Brighton: If I had seen it before, clearly I would have raised it with the Lords finance department and said, "They're saying this and you're saying that. What do I do?"

The Commissioner for Standards: Do you want to say anything?

Gerald Shamash: No, thank you. I think that we have covered everything.

Lord Bassam of Brighton: Yes, I think so.

The Commissioner for Standards: Okay. Let us turn the machine off.

Appendix E: Lord Bassam of Brighton's claims for travel between Brighton and Westminster in October 2017

Form SOHT March 2016



**Salaried Office Holder's Travelling Expenses
Claim for Reimbursement**

173687

This form must be submitted within one month from the end of the calendar month to which it relates.

Notes:

Salaried Office Holders may claim travel expenses between their registered residential address outside Greater London and Westminster.

A separate form should be used for each month claimed.

Section 16 of the Guide to Financial Support for Members provides further details.

Title (please print) **LORD STEVE BASSAM**

Registered residential address
[REDACTED] **BRIGHTON**

Claim for the month of **OCTOBER 2017**

Particulars of Journey			Travel Expenses			
From	To	Date of travel	Car/bike (miles)	Tolls/parking/taxi - £	Rail/Coach £	Air £
WEEKLY SEASON TICKET	BRIGHTON to WESTMINSTER + tube	1/10/17			133.50	/
		15/10/17				
WEEKLY SEASON TICKET	BRIGHTON to WESTMINSTER + tube	16/10/17			133.50	/
		22/10/17				
WEEKLY SEASON TICKET	BRIGHTON to WESTMINSTER + tube	23/10/17			133.50	/
		29/10/17				
				Only enter amount if travel	credit card not used	reimbursement required
Travelling Expenses amounting to			miles	£	400.50	£

I certify that I have incurred the above travel expenses in performance of my parliamentary duties as a House of Lords Office Holder and that the travel expenses are not reclaimed from any other source. In so certifying I confirm that I have had regard to the obligation in paragraph 8(b) of the Code of Conduct to act on my personal honour.

Signature **Lord Steve Bassam** **CTOT** Date **2/11/2017**
When completed this form should be forwarded together with any relevant tickets/receipts to the Members' Finance Section, House of Lords.

FOR MEMBERS' FINANCE SECTION USE

Checked Lo	Counter checked 40	EO spot check	Copy to payroll	Total £ 400.50
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HOUSE OF LORDS

RECEIVED 03 NOV 2017

Form SOHT March 2016

Salaried Office Holder's Travelling Expenses
Claim for Reimbursement

173588

This form must be submitted within one month from the end of the calendar month to which it relates.

Notes:

Salaried Office Holders may claim travel expenses between their registered residential address outside Greater London and Westminster.

A separate form should be used for each month claimed.

Section 16 of the Guide to Financial Support for Members provides further details.

Title (please print) **LORD STEVE BASSAM**

Registered residential address
[REDACTED] **BRIGHTON**

Claim for the month of **OCTOBER 2017**

Particulars of Journey			Travel Expenses			
From	To	Date of travel	Car/bike (miles)	Tolls/parking/taxi £	Rail/Coach £	Air £
PARKING	PEES	1/10/17		13.10	/	
"	"	10/10/17		13.10	/	
"	"	11/10/17		13.10	/	
"	"	12/10/17		13.10	/	
"	"	16/10/17		13.10	/	
"	"	17/10/17		13.10	/	
"	"	18/10/17		13.10	/	
"	"	19/10/17		13.10	/	
"	"	20/10/17		13.10	/	
"	"	23/10/17		13.10	/	
"	"	24/10/17		13.10	/	
"	"	25/10/17		13.10	/	
"	"	26/10/17		13.10	/	
			miles	157.20		

I certify that I have incurred the above travel expenses in performance of my parliamentary duties as a House of Lords Office Holder and that the travel expenses are not reclaimed from any other source. In so certifying I confirm that I have had regard to the obligation in paragraph 8(b) of the Code of Conduct to act on my personal honour.

Signature **Lord Steve Bassam** Date **2/11/2017**
 When completed this form should be forwarded together with any relevant tickets/receipts to the Members' Finance Section, House of Lords.

Checked [Signature]	Counter checked	EO spot check [Signature]	Copy to payroll	Total £ 157.20
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Appendix F: Lord Bassam of Brighton's weekly claims for travel between Brighton and Westminster, December 2013 to October 2017, and equivalent cost of weekly return tickets

The two tables below set out the amounts claimed for travel expenses by Lord Bassam of Brighton since taking office as Opposition Chief Whip on 11 May 2010. In accordance with the Guide to the Code of Conduct and the House of Lords records disposal policy, individual monthly claim forms are only kept for the four financial years prior to the current financial year. The first table shows quarterly or monthly totals as published on the House of Lords website for the period up to, and including March 2013. The second table shows claims made from April 2013, broken down by week, as well as calculations of what Lord Bassam was entitled to claim as a recipient of the Lords Office-Holders Allowance. In calculating Lord Bassam's entitlement to expenses, the following criteria have been adopted:

- Since Lord Bassam was entitled to travel between Brighton and Westminster on a weekly basis, train/tube fares and parking/taxis are calculated weekly.
- Where weekly season tickets do not start at the beginning of a week, they have been set against the most relevant week.
- The price of a return ticket to Westminster (incorporating the tube fare) that Lord Bassam was entitled to claim is based on the standard anytime tickets for single morning and evening fares. This most expensive option is adopted even where Lord Bassam's expense claims show that he travelled off-peak, since it is not possible to know what time he would have travelled, had he in fact travelled to and from London once each week.
- Given the lack of publicly available information about train fares in earlier years, the cost of travel between Brighton and Westminster has been based on 2018 prices. The fluctuations in the cost of a weekly season ticket over the years means that the use of 2018 prices is likely to result in a favourable outcome for Lord Bassam, but not excessively so.
- Lord Bassam's use of a senior person's railcard has not been used to calculate his entitlement to train fares since that railcard cannot be used when travelling between two stations inside London and the South East area during morning peak times.
- In cases in which Lord Bassam only travelled to Westminster on one day in a week, the calculation of his entitlement to claim is the same as his actual claim.
- With four exceptions, for those weeks in which Lord Bassam claimed less for train and tube fares than he was entitled to claim, the 'overclaim' is £0, based on the principle that only those expense incurred can be claimed for.
- There are four instances in which Lord Bassam travelled to Westminster on one day only during a week, with his fare being covered by a weekly season ticket purchased midway through the previous week. Had Lord Bassam purchased two single tickets in the previous week, he would have been required to purchase a day travelcard in the later week. Allowance has been made in the calculations for this assumed cost.
- In respect of taxis and parking costs, where Lord Bassam only claimed for taxi fares in a week, his entitlement is based on his being able to claim two single taxi journeys in that week.

- The price of taxi journeys which Lord Bassam could have claimed is based on the most expensive taxi fares regularly claimed in each period – £9 rising to £10.
- In respect of taxis and parking costs, where Lord Bassam only claimed for parking in a week, his entitlement is based on his being able to park from the first to the last day in the week when his expense claims indicate that he used the parking facilities. Generally, in weeks where he only used parking, there is no overclaim.
- Where Lord Bassam claimed for a mix of parking and taxis in a particular week, his entitlement has been calculated on the basis of the amount that he could have claimed for parking each day.
- For those weeks in which Lord Bassam claimed less for parking and taxis than he was entitled to claim, the ‘overclaim’ is £0, based on the principle that only those expense incurred can be claimed for.
- It should be noted that the amounts to which Lord Bassam was entitled, plus the amount assessed as being overclaimed, do not equal Lord Bassam’s claims in some months. This is the result of calculating each overclaim on a weekly basis so that, with the one exception noted above, weeks in which he was entitled to claim more than he did are not offset against those weeks in which he claimed more than he was entitled to.

April 2010 to March 2013

Quarter/month	Rail/ferry/ coach	Taxis/ parking/tolls	Total claimed
April – June 2010 ³⁰	£536	£0	£536
July – September 2010	£625	£0	£625
October – December 2010	£1,380	£242	£1,622
April – Dec 2010 totals	£2,541	£242	£2,783
January – March 2011	£577	£135	£712
April 2011	£775	£181	£956
May 2011	£395	£140	£535
June 2011	£466	£160	£626
July 2011	£377	£144	£521
August 2011	£41	£9	£50
September 2011	£257	£92	£349
October 2011	£457	£166	£623
November 2011	£466	£170	£636
December 2011	£466	£156	£622
2011 totals	£4,277	£1,353	£5,630
January 2012	£378	£160	£538
February 2012	£562	£161	£723
March 2012	£480	£162	£642
April 2012	£296	£113	£409
May 2012	£445	£132	£577
June 2012	£348	£162	£510
July 2012	£504	£159	£663
September 2012	£262	£87	£349
October 2012	£504	£212	£716
November 2012	£504	£179	£683
December 2012	£317	£124	£441
2012 totals	£4,600	£1,651	£6,251
January 2013	£533	£202	£735
February 2013	£400	£110	£509 ³¹
March 2013	£533	£61	£594
Jan to March 2013 totals	£1,466	£373	£1,838
May 2010 to March 2013 totals	£12,884	£3,619	£16,502

30 Lord Bassam was appointed Opposition Chief Whip on 11 May 2010. Before this he was a paid minister and not entitled to claim travel expenses from the Lords. The published claims for this quarter therefore all relate to his time in office as Opposition Chief Whip.

31 The reduced total is the result of the figures having been rounded to the nearest pound before publication.

April 2013 to October 2017

Week commencing Monday	(First) date of travel and ticket type	Amount	Permitted travel	Permitted claims	Difference overclaimed
8 April 2013	10 April – day travelcard	£21.50	Return journey (inc tube), to Westminster	£21.50	£0
	10 April – parking	£12.00	1 day parking	£12.00	£0
15 April 2013	15 April – weekly season ticket (inc tube)	£133.20	Return journey (inc tube), to Westminster	£67.00	£66.20
	15-17 April – parking and taxis	£39.50	3 days parking	£36.00	£3.50
22 April 2013	22 April – weekly season ticket (inc tube)	£133.20	Return journey (inc tube), to Westminster	£67.00	£66.20
	22-25 April – parking and taxis	£45.50	4 days parking	£48.00	£0
29 April 2013	29-30 April – day travelcards	£60.80	Return journey (inc tube), to Westminster	£67.00	£0
	29-30 April – parking and taxis	£20.00	2 days parking	£24.00	£0
April 2013 totals		£465.70		£342.50	£135.90
6 May 2013	7 May – weekly season ticket (inc tube)	£133.20	Return journey (inc tube), to Westminster	£67.00	£66.20
	7-8 May – taxis	£16.00	2 taxi journeys	£18.00	£0
13 May 2013	14 May – weekly season ticket (inc tube)	£133.20	Return journey (inc tube), to Westminster	£67.00	£66.20
	13-16 May – parking and taxis	£46.00	4 days parking	£48.00	£0
20 May 2013	21-22 May – day travelcards	£82.70	Return journey (inc tube), to Westminster	£67.00	£15.70
	20-22 May – taxis	£40	2 taxi journeys	£18.00	£22.00
May 2013 totals		£451.10		£285.00	£170.10
3 June 2013	3 June – weekly season ticket (inc tube)	£133.20	Return journey (inc tube), to Westminster	£67.00	£66.20
	3-5 June – taxis	£22.50	2 taxi journeys	£18.00	£4.50
10 June 2013	12-13 June – day travelcards	£60.80	Return journey (inc tube), to Westminster	£67.00	£0
	12-13 June – parking and taxis	£25.60	2 days parking	£24.00	£1.60
17 June 2013	17 June – weekly season ticket (inc tube)	£123.20	Return journey (inc tube), to Westminster	£67.00	£56.20
	17-20 June – parking	£48.00	4 days parking	£48.00	£0
24 June 2013	24 June – weekly season ticket (inc tube)	£123.20	Return journey (inc tube), to Westminster	£67.00	£56.20
	24-27 June – parking and taxis	£44.00	4 days parking	£48.00	£0
June 2013 totals		£580.50		£406.00	£184.70
1 July 2013	1 July – weekly season ticket (inc tube)	£123.20	Return journey (inc tube), to Westminster	£67.00	£56.20
	1-4 July – parking and taxis	£46.50	4 days parking	£48.00	£0

Week commencing Monday	(First) date of travel and ticket type	Amount	Permitted travel	Permitted claims	Difference overclaimed
8 July 2013	8 July – weekly season ticket (inc tube)	£123.20	Return journey (inc tube), to Westminster	£67.00	£56.20
	8-11 July – parking and taxis	£53.00	4 days parking	£48.00	£5.00
15 July 2013	15 July – weekly season ticket (inc tube)	£123.20	Return journey (inc tube), to Westminster	£67.00	£56.20
	15-19 July – parking and taxis	£64.50	5 days parking	£60.00	£4.50
22 July 2013	22 July – weekly season ticket (inc tube)	£123.20	Return journey (inc tube), to Westminster	£67.00	£56.20
	22-25 July – parking and taxis	£44.50	4 days parking	£48.00	£0
29 July 2013	29-30 July – day travelcards	£51.80	Return journey (inc tube), to Westminster	£67.00	£0
	29-30 July – parking and taxis	£20.50	2 days parking	£24.00	£0
July 2013 totals		£773.60		£563.00	£234.30
5 August 2013	2 Aug – day travelcard	£27.40	Return journey (inc tube), to Westminster	£27.40	£0
	2 Aug - parking	£6.00	1 day parking	£6.00	£0
26 August 2013	29 Aug – day travelcard	£52.30	Return journey (inc tube), to Westminster	£52.30	£0
	29 August – taxis	£16.00	2 single taxi journeys	£18.00	£0
August 2013 totals		£101.70		£101.70	£0
2 September 2013	2 Sept – weekly season ticket (inc tube)	£133.20	Return journey (inc tube), to Westminster	£67.00	£66.20
	3-4 Sept – parking and taxis	£20.00	2 days parking	£24.00	£0
9 September 2013	9-11 Sept – travelcards	£62.25	Return journey (inc tube), to Westminster	£67.00	£0
	10-11 Sept – taxis	£16.50	2 taxi journeys	£18.00	£0
Sept 2013 totals		£231.95		£176.00	£66.20
7 October 2013	7 Oct – weekly season ticket (inc tube)	£133.20	Return journey (inc tube), to Westminster	£67.00	£66.20
	8 Oct – taxis	£16.00	2 single taxi journeys	£18.00	£0
14 October 2013	14 Oct – weekly season ticket (inc tube)	£133.20	Return journey (inc tube), to Westminster	£67.00	£66.20
	15-17 Oct – taxis	£16.00	2 single taxi journeys	£18.00	£0
21 October 2013	21 Oct – weekly season ticket (inc tube)	£133.20	Return journey (inc tube), to Westminster	£67.00	£66.20
	21-24 Oct – taxis	£33.00	2 single taxi journeys	£18.00	£15.00
28 October 2013	28 Oct – weekly season ticket (inc tube)	£133.20	Return journey (inc tube), to Westminster	£67.00	£66.20
	28-31 Oct – taxis	£67.00	2 single taxi journeys	£18.00	£49.00
Oct 2013 totals		£664.80		£340.00	£328.80

Week commencing Monday	(First) date of travel and ticket type	Amount	Permitted travel	Permitted claims	Difference overclaimed
4 November 2013	4 Nov – weekly season ticket (inc tube)	£133.20	Return journey (inc tube), to Westminster	£67.00	£66.20
	4-8 Nov – parking and taxis	£43.00	5 days parking	£60.00	£0
11 November 2013	11 Nov – weekly season ticket (inc tube)	£133.20	Return journey (inc tube), to Westminster	£67.00	£66.20
	11-12 Nov – taxis	£32.50	2 taxi journeys	£18.00	£14.50
18 November 2013	18 Nov – weekly season ticket (inc tube)	£133.20	Return journey (inc tube), to Westminster	£67.00	£66.20
	18-21 Nov – parking and taxis	£52.00	4 days parking	£48.00	£4.00
25 November 2013	25 Nov – weekly season ticket (inc tube)	£133.20	Return journey (inc tube), to Westminster	£67.00	£66.20
	25-28 Nov – taxis	£41.50	2 taxi journeys	£18.00	£23.50
Nov 2013 totals		£701.80		£412.00	£306.80
2 December 2013	2 Dec – weekly season ticket (inc tube)	£133.20	Return journey (inc tube), to Westminster	£67.00	£66.20
	2-6 Dec – daily taxis	£49.50	2 taxi journeys	£18.00	£31.50
9 December 2013	9 Dec – weekly season ticket (inc tube)	£133.20	Return journey (inc tube), to Westminster	£67.00	£66.20
	9-12 Dec – taxis	£50.30	2 taxi journeys	£18.00	£32.30
16 December 2013	16 Dec – weekly season ticket (inc tube)	£133.20	Return journey (inc tube), to Westminster	£67.00	£66.20
	16-18 Dec – taxis	£33.00	2 taxi journeys	£18.00	£15.00
Dec 2013 totals		£532.40		£255.00	£277.40
May – Dec 2013 totals		£4,503.55		£2,881.20	£1,704.20
6 January 2014	7 Jan – weekly season ticket (inc tube)	£138.80	Return journey (inc tube), to Westminster	£67.00	£71.80
	7-9 Jan – taxis	£40.50	2 taxi journeys	£18.00	£22.50
13 January 2014	14 Jan – weekly season ticket (inc tube)	£138.80	Return journey (inc tube), to Westminster	£67.00	£71.80
	13-15 Jan – taxis	£42.00	2 taxi journeys	£18.00	£24.00
20 January 2014	21 Jan – weekly season ticket (inc tube)	£138.80	Return journey (inc tube), to Westminster	£67.00	£71.80
	20-23 Jan – taxis	£48.90	2 taxi journeys	£18.00	£30.90
27 January 2014	28 Jan – weekly season ticket (inc tube)	£138.80	Return journey (inc tube), to Westminster	£67.00	£71.80
	27-31 Jan – taxis	£41.00	2 taxi journeys	£18.00	£23.00
Jan 2014 totals		£727.60		£340.00	£387.60
3 February 2014	4 Feb – weekly season ticket (inc tube)	£138.80	Return journey (inc tube), to Westminster	£67.00	£71.80
	3-7 Feb – parking and taxis	£54.00	4 days parking	£50.00	£4.00

Week commencing Monday	(First) date of travel and ticket type	Amount	Permitted travel	Permitted claims	Difference overclaimed
10 February 2014	11-12 Feb – train tickets and travelcards	£68.00	Return journey (inc tube), to Westminster	£67.00	£1.00
	10 and 12 Feb – taxis	£17.00	2 taxi journeys	£18.00	£0
24 February 2014	24 Feb – weekly season ticket (inc tube)	£138.80	Return journey (inc tube), to Westminster	£67.00	£71.80
	24-26 Feb – taxis and parking	£37.00	3 days parking	£37.50	£0
Feb 2014 totals		£453.60		£306.50	£148.60
3 March 2014	3 March – weekly season ticket (inc tube)	£138.80	Return journey (inc tube), to Westminster	£67.00	£71.80
	3-6 March taxis	£60.90	2 taxi journeys	£18.00	£42.90
10 March 2014	10 March – weekly season ticket (inc tube)	£138.80	Return journey (inc tube), to Westminster	£67.00	£71.80
	10-13 March – taxis and parking	£46.50	4 days parking	£50.00	£0
17 March 2014	17 March – weekly season ticket (inc tube)	£138.80	Return journey (inc tube), to Westminster	£67.00	£71.80
	17-20 March - taxis	£53.50	2 taxi journeys	£18.00	£35.50
24 March 2014	24 March – weekly season ticket (inc tube)	£138.80	Return journey (inc tube), to Westminster	£67.00	£71.80
	25-27 March – taxis	£34.50	2 taxi journeys	£18.00	£16.50
March 2014 totals		£750.60		£372.00	£382.10
31 March 2014	31 March – weekly season ticket (inc tube)	£138.80	Return journey (inc tube), to Westminster	£67.00	£71.80
	31 March – 3 April – taxis	£33.00	2 taxi journeys	£18.00	£15.00
7 April 2014	7 April – weekly season ticket (inc tube)	£138.80	Return journey (inc tube), to Westminster	£67.00	£71.80
	7-8 April - taxis	£18.00	2 taxi journeys	£18.00	£0
April 2014 totals		£328.60		£170.00	£158.60
5 May 2018	6 May – weekly season ticket (inc tube)	£138.80	Return journey (inc tube), to Westminster	£67.00	£71.80
	6 and 12 May – parking	£25.00	2 days parking	£25.00	£0
12 May 2018	13 May – weekly season ticket (inc tube)	£138.80	Return journey (inc tube), to Westminster	£67.00	£71.80
	13-15 May – parking	£37.50	3 days parking	£37.50	£0
May 2014 totals		£340.10		£196.50	£143.60
2 June 2014	2 June – weekly season ticket (inc tube)	£138.80	Return journey (inc tube), to Westminster	£67.00	£71.80
	2-5 June – parking and taxis	£35.30	4 days parking	£50.00	£0
9 June 2014	9 June – weekly season ticket (inc tube)	£138.80	Return journey (inc tube), to Westminster	£67.00	£71.80
	9-13 June – parking and taxis	£63.00	5 days parking	£62.50	£0.50

Week commencing Monday	(First) date of travel and ticket type	Amount	Permitted travel	Permitted claims	Difference overclaimed
16 June 2014	16 June – weekly season ticket (inc tube)	£138.80	Return journey (inc tube), to Westminster	£67.00	£71.80
	16-20 June – taxis	£45.50	2 taxi journeys	£20.00	£25.50
23 June 2014	23 June – weekly season ticket (inc tube)	£138.80	Return journey (inc tube), to Westminster	£67.00	£71.80
	23-26 June – taxis	£37.00	2 taxi journeys	£20.00	£17.00
June 2014 totals		£736.00		£420.50	£330.20
29 June 2014	30 June – weekly season ticket (inc tube)	£138.80	Return journey (inc tube), to Westminster	£67.00	£71.80
	30 June to 3 July – taxis	£52.00	2 taxi journeys	£20.00	£32.00
6 July 2014	7 July – weekly season ticket (inc tube)	£138.80	Return journey (inc tube), to Westminster	£67.00	£71.80
	7-10 July – taxis	£42.00	2 taxi journeys	£20.00	£22.00
13 July 2014	14 July – weekly season ticket (inc tube)	£138.80	Return journey (inc tube), to Westminster	£67.00	£71.80
	14-18 July – parking and taxis	£57.50	5 days parking	£62.50	£0
20 July 2014	21 July – weekly season ticket (inc tube)	£138.80	Return journey (inc tube), to Westminster	£67.00	£71.80
	21-24 July – taxis and parking	£53.50	4 days parking	£50.00	£3.50
27 July 2014	28-30 July – day travelcards and single ticket	£98.30	Return journey (inc tube), to Westminster	£67.00	£31.30
	28-30 July – parking and taxis	£29.50	3 days parking	£37.50	£0
July 2014 totals		£888.00		£525.00	£376.00
8 September 2014	8-9 Sept – day travelcards	£41.70	Return journey (inc tube), to Westminster	£67.00	£0
	8-9 Sept – parking and taxis	£29.50	2 days parking	£25.00	£4.50
22 September 2014	26 Sept – day travelcard	£54.40	Return journey (inc tube), to Westminster	£54.40	£0
	26 Sept – parking	£12.50	1 day parking	£12.50	£0
Sept 2014 totals		£138.10		£158.90	£4.50
29 September 2014	1 Oct – train and tube	£49.35	Return journey (inc tube), to Westminster	£49.35	£0
6 October 2014	9 Oct – train and tube	£31.00	Return journey (inc tube), to Westminster	£49.35	£0
13 October 2014	13 Oct – weekly season ticket (inc tube)	£126.80	Return journey (inc tube), to Westminster	£67.00	£59.80
	13-16 Oct – parking	£50.00	4 days parking	£50.00	£0
20 October 2014	20 Oct – weekly season ticket (inc tube)	£126.80	Return journey (inc tube), to Westminster	£67.00	£59.80
	21-23 Oct – parking and taxis	£41.50	3 days parking	£37.50	£4.00
27 October 2014	27 Oct – weekly season ticket (inc tube)	£126.80	Return journey (inc tube), to Westminster	£67.00	£59.80
	27-30 Oct – parking and taxis	£50.00	4 days parking	£50.00	£0

Week commencing Monday	(First) date of travel and ticket type	Amount	Permitted travel	Permitted claims	Difference overclaimed
Oct 2014 totals		£602.25		£437.20	£183.40
3 November 2014	3 Nov – weekly season ticket (inc tube)	£126.80	Return journey (inc tube), to Westminster	£67.00	£59.80
	3-7 Nov – parking and taxis	£71.00	5 days parking	£62.50	£8.50
10 November 2014	10 Nov – weekly season ticket (inc tube)	£126.80	Return journey (inc tube), to Westminster	£67.00	£59.80
	10-13 Nov – parking	£50.00	4 days parking	£50.00	£0
17 November 2014	17 Nov – weekly season ticket (inc tube)	£126.80	Return journey (inc tube), to Westminster	£67.00	£59.80
	18-20 Nov – parking and taxis	£37.00	3 days parking	£37.50	£0
24 November 2014	24 Nov – weekly season ticket (inc tube)	£126.80	Return journey (inc tube), to Westminster	£67.00	£59.80
	24-27 Nov – parking	£50.00	4 days parking	£50.00	£0
Nov 2014 totals		£715.20		£468.00	£247.70
1 December 2014	1 Dec – weekly season ticket (inc tube)	£126.80	Return journey (inc tube), to Westminster	£67.00	£59.80
	1-5 Dec – parking	£62.50	5 days parking	£62.50	£0
8 December 2014	8 Dec – weekly season ticket (inc tube)	£126.80	Return journey (inc tube), to Westminster	£67.00	£59.80
	8-13 Dec – parking and taxis	£78.50	5 days parking	£62.50	£16.00
15 December 2014	15 Dec – weekly season ticket (inc tube)	£126.80	Return journey (inc tube), to Westminster	£67.00	£59.80
	15-18 Dec – parking and taxis	£61.00	4 days parking	£50.00	£11.00
Dec 2014 totals		£582.40		£376.00	£206.40
2014 totals		£6,262.45		£3,770.60	£2,568.70
5 January 2015	6 Jan – weekly season ticket (inc tube)	£129.90	Return journey (inc tube), to Westminster	£67.00	£62.90
	6-8 Jan – taxis	£35.00	2 taxi journeys	£20.00	£18.00
12 January 2015	13 Jan – weekly season ticket (inc tube)	£129.90	Return journey (inc tube), to Westminster	£67.00	£62.90
	12-15 Jan – parking and taxis	£47.50	4 days parking	£50.00	£0
19 January 2015	20 Jan – weekly season ticket (inc tube)	£129.90	Return journey (inc tube), to Westminster	£67.00	£62.90
	19-23 Jan – parking	£65.50	5 days parking	£65.50	£0
26 January 2015	27 Jan – weekly season ticket (inc tube)	£129.90	Return journey (inc tube), to Westminster	£67.00	£62.90
	26-29 Jan – taxis	£35.50	2 taxi journeys	£20.00	£15.50
Jan 2015 totals		£703.10		£423.50	£285.10

Week commencing Monday	(First) date of travel and ticket type	Amount	Permitted travel	Permitted claims	Difference overclaimed
2 February 2015	3 Feb – weekly season ticket (inc tube)	£129.90	Return journey (inc tube), to Westminster	£67.00	£62.90
	2-6 Feb – parking and taxis	£70.40	5 days parking	£65.50	£4.90
9 February 2015	10 Feb – weekly season ticket (inc tube)	£129.90	Return journey (inc tube), to Westminster	£67.00	£62.90
	9-11 Feb – parking	£52.40	4 days parking	£52.40	£0
16 February 2015	Fare included in above season ticket	£0	Return journey (inc tube), to Westminster	£55.70	-£55.70
	16 Feb – parking	£13.10	1 days parking	£13.10	£0
23 February 2015	17 Feb – weekly season ticket (inc tube)	£129.90	Return journey (inc tube), to Westminster	£67.00	£62.90
	23-27 Feb – parking	£65.50	5 days parking	£65.50	£0
Feb 2015 totals		£591.10		£453.20	£137.90
2 March 2015	2 March – weekly season ticket (inc tube)	£129.90	Return journey (inc tube), to Westminster	£67.00	£62.90
	2-6 March – parking and taxis	£59.20	5 days parking	£65.50	£0
9 March 2015	9 March – weekly season ticket (inc tube)	£129.90	Return journey (inc tube), to Westminster	£67.00	£62.90
	9-13 March – parking and taxis	£60.40	5 days parking	£65.50	£0
16 March 2015	16 March – weekly season ticket (inc tube)	£129.90	Return journey (inc tube), to Westminster	£67.00	£62.90
	17-20 March – parking and taxis	£63.10	5 days parking	£65.50	£0
23 March 2015	23 March – weekly season ticket (inc tube)	£129.90	Return journey (inc tube), to Westminster	£67.00	£62.90
	23-26 March – parking and taxis	£42.20	4 days parking	£52.40	£0
March 2015 totals		£744.50		£516.90	£251.60
11 May 2015	11-13 May – 3 day travelcards	£98.30	Return journey (inc tube), to Westminster	£67.00	£31.30
	11-13 May – parking	£39.30	3 days parking	£39.30	£0
18 May 2015	18 May – weekly season ticket (inc tube)	£129.90	Return journey (inc tube), to Westminster	£67.00	£62.90
	18-20 May – parking	£39.30	3 days parking	£39.30	£0
25 May 2015	25 May – weekly season ticket (inc tube)	£129.90	Return journey (inc tube), to Westminster	£67.00	£62.90
	26-28 May – parking	£39.30	3 days parking	£39.30	£0
May 2015 totals		£476.00		£318.90	£157.10
1 June 2015	2 June – weekly season ticket (inc tube)	£129.90	Return journey (inc tube), to Westminster	£67.00	£62.90
	1-5 June – parking	£65.50	5 days parking	£65.50	£0
8 June 2015	9 June – weekly season ticket (inc tube)	£129.90	Return journey (inc tube), to Westminster	£67.00	£62.90

Week commencing Monday	(First) date of travel and ticket type	Amount	Permitted travel	Permitted claims	Difference overclaimed
	9-11 June – parking and taxis	£55.30	4 days parking	£52.40	£2.90
15 June 2015	16 June – weekly season ticket (inc tube)	£129.90	Return journey (inc tube), to Westminster	£67.00	£62.90
	15 -19 June – parking and taxis	£62.20	5 days parking	£65.50	£0
22 June 2015	23 June – weekly season ticket (inc tube)	£129.90	Return journey (inc tube), to Westminster	£67.00	£62.90
	23-25 June – parking and taxis	£31.10	3 days parking	£39.30	£0
June 2015 totals		£733.70		£490.70	£254.50
29 June 2015	30 June – weekly season ticket (inc tube)	£129.90	Return journey (inc tube), to Westminster	£67.00	£62.90
	30 June-2 July – parking	£39.30	3 days parking	£39.30	£0
6 July 2015	7 July – weekly season ticket (inc tube)	£129.90	Return journey (inc tube), to Westminster	£67.00	£62.90
	6-9 July - parking	£52.40	4 days parking	£52.40	£0
13 July 2015	14 July – weekly season ticket (inc tube)	£129.90	Return journey (inc tube), to Westminster	£67.00	£62.90
	13-17 July – parking	£65.50	5 days parking	£65.50	£0
20 July 2015	21 July – weekly season ticket (inc tube)	£129.90	Return journey (inc tube), to Westminster	£67.00	£62.90
	20-22 July – parking	£39.30	3 days parking	£39.30	£39.30
27 July 2015	Fare included in above season ticket	£0	Return journey (inc tube), to Westminster	£55.70	-£55.70
	27 July – parking	£13.10	1 day parking	£13.10	£0
July 2015 totals		£729.20		£533.30	£195.90
7 September 2015	7 Sept – weekly season ticket (inc tube)	£129.90	Return journey (inc tube), to Westminster	£67.00	£62.90
	7-11 Sept – parking	£65.50	5 days parking	£65.50	£0
14 September 2015	14 Sept – weekly season ticket (inc tube)	£129.90	Return journey (inc tube), to Westminster	£67.00	£62.90
	14-17 Sept – parking	£52.40	4 days parking	£52.40	£0
21 September 2015	22 Sept – day travelcard	£55.70	Return journey (inc tube), to Westminster	£55.70	£0
	22 Sept – parking	£13.10	1 day parking	£13.10	£0
Sept 2015 totals		£446.50		£320.70	£125.80
12 October 2015	12 Oct – weekly season ticket (inc tube)	£129.90	Return journey (inc tube), to Westminster	£67.00	£62.90
	12-15 Oct – parking	£52.40	4 days parking	£52.40	£0
19 October 2015	19 Oct – weekly season ticket (inc tube)	£129.90	Return journey (inc tube), to Westminster	£67.00	£62.90
	19-23 Oct – parking	£65.50	5 days parking	£65.50	£0

Week commencing Monday	(First) date of travel and ticket type	Amount	Permitted travel	Permitted claims	Difference overclaimed
26 October 2015	26 Oct – weekly season ticket (inc tube)	£129.90	Return journey (inc tube), to Westminster	£67.00	£62.90
	26-29 Oct – parking	£52.40	4 days parking	£52.40	£0
Oct 2015 totals		£560.00		£371.30	£188.70
2 November 2015	2 Nov – weekly season ticket (inc tube)	£129.90	Return journey (inc tube), to Westminster	£67.00	£62.90
	2-5 Nov – parking	£52.40	4 days parking	£52.40	£0
9 November 2015	9 Nov – weekly season ticket (inc tube)	£129.90	Return journey (inc tube), to Westminster	£67.00	£62.90
	9-11 Nov – parking	£39.30	3 days parking	£39.30	£0
16 November 2015	16 Nov – weekly season ticket (inc tube)	£129.90	Return journey (inc tube), to Westminster	£67.00	£62.90
	16-20 Nov – parking	£65.50	5 days parking	£65.50	£0
23 November 2015	23 Nov – weekly season ticket (inc tube)	£129.90	Return journey (inc tube), to Westminster	£67.00	£62.90
	23-26 Nov – parking	£52.40	4 days parking	£52.40	£0
Nov 2015 totals		£729.20		£477.60	£251.60
30 November 2015	30 Nov – weekly season ticket (inc tube)	£129.90	Return journey (inc tube), to Westminster	£67.00	£62.90
	30 Nov-3 Dec – parking	£39.30	4 days parking	£52.40	£0
7 December 2015	7 Dec – weekly season ticket (inc tube)	£129.90	Return journey (inc tube), to Westminster	£67.00	£62.90
	7-11 Dec – parking	£65.50	5 days parking	£65.50	£0
14 December 2015	14 Dec – weekly season ticket (inc tube)	£129.90	Return journey (inc tube), to Westminster	£67.00	£62.90
	14-18 Dec – parking	£52.40	5 days parking	£65.50	£0
21 December 2015	21-22 Dec – day travelcards	£42.60	Return journey (inc tube), to Westminster	£67.00	£0
	21 Dec – parking	£13.10	1 day parking	£13.10	£0
Dec 2015 totals		£602.60		£464.50	£188.70
2015 totals		£6,315.90		£4,370.60	£2,036.90
4 January 2016	5 Jan – day travelcard	£21.50	Return journey (inc tube), to Westminster	£21.50	£0
	5 Jan – parking	£13.10	1 day parking	£13.10	£0
11 January 2016	11 Jan – weekly season ticket (inc tube)	£131.10	Return journey (inc tube), to Westminster	£67.00	£64.10
	11-14 Jan – parking	£52.40	4 days parking	£52.40	£0
18 January 2016	18 Jan – weekly season ticket (inc tube)	£131.10	Return journey (inc tube), to Westminster	£67.00	£64.10
	18-20 Jan – parking	£39.30	3 days parking	£39.30	£0

Week commencing Monday	(First) date of travel and ticket type	Amount	Permitted travel	Permitted claims	Difference overclaimed
25 January 2016	25 Jan – weekly season ticket (inc tube)	£131.10	Return journey (inc tube), to Westminster	£67.00	£64.10
	25-29 Jan – parking	£52.40	4 days parking	£52.40	£0
Jan 2016 totals		£572.00		£379.70	£192.30
1 Feb 2016	1 Feb – weekly season ticket (inc tube)	£131.10	Return journey (inc tube), to Westminster	£67.00	£64.10
	1-4 Feb – parking	£39.30	4 days parking	£52.40	£0
8 Feb 2016	8 Feb – weekly season ticket (inc tube)	£131.10	Return journey (inc tube), to Westminster	£67.00	£64.10
	8-11 Feb – parking	£52.40	4 days parking	£52.40	£0
15 Feb 2016	18 Feb – day travelcard	£21.50	Return journey (inc tube), to Westminster	£21.50	£0
	18 Feb – parking	£13.10	1 day parking	£13.10	£0
23 Feb 2016	22 Feb – weekly season ticket (inc tube)	£131.10	Return journey (inc tube), to Westminster	£67.00	£64.10
	22-26 Feb – parking	£65.50	5 days parking	£65.50	£0
Feb 2016 totals		£585.10		£405.90	£192.30
29 Feb 2016	29 Feb – weekly season ticket (inc tube)	£131.10	Return journey (inc tube), to Westminster	£67.00	£64.10
	29 Feb-3 March – parking	£39.30	4 days parking	£52.40	£0
7 March 2016	1 March – weekly season ticket (inc tube)	£131.10	Return journey (inc tube), to Westminster	£67.00	£64.10
	7-11 March – parking	£52.40	5 days parking	£65.50	£0
14 March 2016	14 March – weekly season ticket (inc tube)	£131.10	Return journey (inc tube), to Westminster	£67.00	£64.10
	14-17 March	£52.40	4 days parking	£52.40	£0
21 March 2016	21-23 March – day travelcards and single ticket	£130.20	Return journey (inc tube), to Westminster	£67.00	£63.20
	22-23 March – taxis	£18.00	2 taxi journeys	£20.00	£0
28 March 2016	31 March – day travelcard	£21.50	Return journey (inc tube), to Westminster	£21.50	£0
	31 March – parking	£13.10	1 day parking	£13.10	£0
March 2016 totals		£720.20		£492.90	£255.50
4 April 2016	4 April – day travelcard	£56.20	Return journey (inc tube), to Westminster	£56.20	£0
	4 April – parking	£13.10	1 day parking	£13.10	£0
11 April 2016	8 April – weekly season ticket (inc tube)	£131.10	Return journey (inc tube), to Westminster	£67.00	£64.10
	11-14 April – parking	£52.40	4 days parking	£52.40	£0
18 April 2016	15 April – weekly season ticket (inc tube)	£131.10	Return journey (inc tube), to Westminster	£67.00	£64.10

Week commencing Monday	(First) date of travel and ticket type	Amount	Permitted travel	Permitted claims	Difference overclaimed
	18-22 April – parking	£65.50	5 days parking	£65.50	£0
25 April 2016	22 April – weekly season ticket (inc tube) 29 April – single ticket	£131.10 £17.80	Return journey (inc tube), to Westminster	£67.00	£64.10
	25-28 April – parking	£39.30	4 days parking	£52.40	£0
April 2016 totals		£637.60		£440.60	£192.30
2 May 2016	3 May – weekly season ticket (inc tube)	£131.10	Return journey (inc tube), to Westminster	£67.00	£64.10
	3-5 May – parking	£39.30	3 days parking	£39.30	£0
9 May 2016	10 May – weekly season ticket (inc tube)	£131.10	Return journey (inc tube), to Westminster	£67.00	£64.10
	9-12 May – parking	£52.40	4 days parking	£52.40	£0
16 May 2016	17 May – weekly season ticket (inc tube)	£131.10	Return journey (inc tube), to Westminster	£67.00	£64.10
	17-20 May – parking	£52.40	4 days parking	£52.40	£0
23 May 2016	24 May – weekly season ticket (inc tube)	£131.10	Return journey (inc tube), to Westminster	£67.00	£64.10
	23-26 May – parking	£52.40	4 days parking	£52.40	£0
May 2016 totals		£720.90		£464.50	£256.40
6 June 2016	6 June – weekly season ticket (inc tube)	£131.10	Return journey (inc tube), to Westminster	£67.00	£64.10
	6-10 June – parking	£65.50	5 days parking	£65.50	£0
13 June 2016	13 June – weekly season ticket (inc tube)	£131.10	Return journey (inc tube), to Westminster	£67.00	£64.10
	13-15 June – parking	£39.30	3 days parking	£39.30	£0
20 June 2016	24 June – weekly season ticket (inc tube)	£131.10	Return journey (inc tube), to Westminster	£67.00	£64.10
	24 June – parking	£13.10	1 day parking	£13.10	£0
27 June 2016	Fare included in above season ticket	£0	Return journey (inc tube), to Westminster	£56.20	-£56.20
	27-30 June – parking	£52.40	4 days parking	£52.40	£0
June 2016 totals		£563.60		£427.50	£136.10
4 July 2016	4 July – weekly season ticket (inc tube)	£131.10	Return journey (inc tube), to Westminster	£67.00	£64.10
	4-8 July – parking	£65.50	5 days parking	£65.50	£0
11 July 2016	11 July – weekly season ticket (inc tube)	£131.10	Return journey (inc tube), to Westminster	£67.00	£64.10
	11-14 July – parking	£52.40	4 days parking	£52.40	£0
18 July 2016	18 July – weekly season ticket (inc tube)	£131.10	Return journey (inc tube), to Westminster	£67.00	£64.10
	18-21 July – parking	£52.40	4 days parking	£52.40	£0

Week commencing Monday	(First) date of travel and ticket type	Amount	Permitted travel	Permitted claims	Difference overclaimed
July 2016 totals		£563.60		£371.30	£192.30
5 September 2016	5 Sept – weekly season ticket (inc tube)	£131.10	Return journey (inc tube), to Westminster	£67.00	£64.10
	5-9 Sept – parking	£65.50	5 days parking	£65.50	£0
12 September 2016	12 Sept – weekly season ticket (inc tube)	£131.10	Return journey (inc tube), to Westminster	£67.00	£64.10
	12-15 Sept – parking	£52.40	4 days parking	£52.40	£0
Sept 2016 totals		£380.10		£251.90	£128.20
3 October 2016	6 Oct – weekly season ticket (inc tube)	£131.10	Return journey (inc tube), to Westminster	£67.00	£64.10
	6 Oct – parking	£13.10	1 day parking	£13.10	£0
10 October 2016	13 Oct – weekly season ticket (inc tube)	£131.10	Return journey (inc tube), to Westminster	£67.00	£64.10
	10-13 Oct – parking	£52.40	4 days parking	£52.40	£0
17 October 2016	20 Oct – weekly season ticket (inc tube)	£131.10	Return journey (inc tube), to Westminster	£67.00	£64.10
	17-20 Oct – parking	£52.40	4 days parking	£52.40	£0
24 October 2016	27 Oct – weekly season ticket (inc tube)	£131.10	Return journey (inc tube), to Westminster	£67.00	£64.10
	24-26 Oct – parking	£39.30	3 days parking	£39.30	£0
Oct 2016 totals		£681.60		£425.20	£256.40
31 October 2016	3 Nov – weekly season ticket (inc tube)	£131.10	Return journey (inc tube), to Westminster	£67.00	£64.10
	1 Nov – parking	£13.10	1 day parking	£13.10	£0
7 November 2016	Fare included in above season ticket	£0	Return journey (inc tube), to Westminster	£56.20	-£56.20
	7-9 Nov – parking	£39.30	3 days parking	£39.30	£0
14 November 2016	15 Nov – weekly season ticket (inc tube)	£131.10	Return journey (inc tube), to Westminster	£67.00	£64.10
	15-17 Nov – parking	£39.30	3 days parking	£39.30	£0
28 November 2016	28 Nov – weekly season ticket (inc tube)	£131.10	Return journey (inc tube), to Westminster	£67.00	£64.10
	28 Nov-2 Dec – parking	£65.50	5 days parking	£65.50	£0
Nov 2016 totals		£550.50		£414.40	£136.10
5 December 2016	5 Dec – weekly season ticket (inc tube)	£131.10	Return journey (inc tube), to Westminster	£67.00	£64.10
	5-9 Dec – parking	£65.50	5 days parking	£65.50	£0
12 December 2016	12 Dec – weekly season ticket (inc tube)	£131.10	Return journey (inc tube), to Westminster	£67.00	£64.10
	12-15 Dec – parking	£39.30	3 days parking	£39.30	£0

Week commencing Monday	(First) date of travel and ticket type	Amount	Permitted travel	Permitted claims	Difference overclaimed
19 December 2016	19 Dec – day travelcard	£32.60	Return journey (inc tube), to Westminster	£32.60	£0
	19 Dec – taxi	£9.00	2 taxi journeys	£20.00	£0
Dec 2016 totals		£408.60		£291.40	£128.20
2016 totals		£6,383.80		£4,365.30	£2,066.10
9 January 2017	9 Jan – weekly season ticket (inc tube)	£133.50	Return journey (inc tube), to Westminster	£67.00	£66.50
	9-12 Jan – parking	£39.30	4 days parking	£52.40	£0
16 January 2017	16 Jan – weekly season ticket (inc tube)	£133.50	Return journey (inc tube), to Westminster	£67.00	£66.50
	16-18 Jan – parking	£39.30	3 days parking	£39.30	£0
23 January 2017	23 Jan – weekly season ticket (inc tube)	£133.50	Return journey (inc tube), to Westminster	£67.00	£66.50
	23-27 Jan – parking	£65.50	5 days parking	£65.50	£0
Jan 2017 totals		£544.60		£358.20	£199.50
30 January 2017	30 Jan – weekly season ticket (inc tube)	£133.50	Return journey (inc tube), to Westminster	£67.00	£66.50
	30 Jan-3 Feb – parking	£65.50	5 days parking	£65.50	£0
6 February 2017	6 Feb – weekly season ticket (inc tube)	£133.50	Return journey (inc tube), to Westminster	£67.00	£66.50
	6-9 Feb – parking	£52.40	4 days parking	£52.40	£0
13 February 2017	16 Feb – day travelcard	£33.20	Return journey (inc tube), to Westminster	£33.20	£0
	16 Feb – parking	£13.10	1 day parking	£13.10	£0
20 February 2017	18 Feb – weekly season ticket (inc tube)	£133.50	Return journey (inc tube), to Westminster	£67.00	£66.50
	20-24 Feb – parking	£65.50	5 days parking	£65.50	£0
Feb 2017 totals		£630.20		£430.70	£199.50
27 February 2017	27 Feb – weekly season ticket (inc tube)	£133.50	Return journey (inc tube), to Westminster	£67.00	£66.50
	27 Feb-2 March – parking	£52.40	4 days parking	£52.40	£0
6 March 2017	6 Mar – weekly season ticket (inc tube)	£133.50	Return journey (inc tube), to Westminster	£67.00	£66.50
	6-10 March – parking	£65.50	5 days parking	£65.50	£0
13 March 2017	13 Mar – weekly season ticket (inc tube)	£133.50	Return journey (inc tube), to Westminster	£67.00	£66.50
	13-17 March – parking	£65.50	5 days parking	£65.50	£0
20 March 2017	20 Mar – weekly season ticket (inc tube)	£133.50	Return journey (inc tube), to Westminster	£67.00	£66.50
	20-23 March – parking	£52.40	4 days parking	£52.40	£0

Week commencing Monday	(First) date of travel and ticket type	Amount	Permitted travel	Permitted claims	Difference overclaimed
27 March 2017	27 Mar – weekly season ticket (inc tube)	£133.50	Return journey (inc tube), to Westminster	£67.00	£66.50
	27-30 March – parking	£52.40	4 days parking	£52.40	£0
March 2017 totals		£955.70		£623.20	£332.50
3 April 2017	3 April – weekly season ticket (inc tube)	£133.50	Return journey (inc tube), to Westminster	£67.00	£66.50
	4-7 April – parking	£52.40	4 days parking	£52.40	£0
10 April 2017	10 April – day travelcard	£21.90	Return journey (inc tube), to Westminster	£21.90	£0
	10 April – parking	£13.10	1 day parking	£13.10	£0
17 April 2017	19 April – day travelcard	£21.90	Return journey (inc tube), to Westminster	£21.90	£0
	19 April – parking	£13.10	1 day parking	£13.10	£0
24 April 2017	24 April – weekly season ticket (inc tube)	£133.50	Return journey (inc tube), to Westminster	£67.00	£66.50
	24-27 April – parking	£52.40	4 days parking	£52.40	£0
April 2017 totals		£441.80		£308.80	£133.00
12 June 2017	12-15 June – 4 day travelcards	£122.90	Return journey (inc tube), to Westminster	£67.00	£55.90
	13-15 June – parking	£39.30	3 days parking	£39.30	£0
19 June 2017	19 June – weekly season ticket (inc tube)	£133.50	Return journey (inc tube), to Westminster	£67.00	£66.50
	19-22 June – parking	£52.40	4 days parking	£52.40	£0
26 June 2017	26 June – weekly season ticket (inc tube)	£133.50	Return journey (inc tube), to Westminster	£67.00	£66.50
	26-29 June – parking	£52.40	4 days parking	£52.40	£0
June 2017 totals		£534.00		£345.10	£188.90
3 July 2017	3 July – weekly season ticket (inc tube)	£133.50	Return journey (inc tube), to Westminster	£67.00	£66.50
	3-6 July – parking	£52.40	4 days parking	£52.40	£0
10 July 2017	10 July – weekly season ticket (inc tube)	£133.50	Return journey (inc tube), to Westminster	£67.00	£66.50
	10-13 July – parking	£52.40	4 days parking	£52.40	£0
17 July 2017	17 July – weekly season ticket (inc tube)	£133.50	Return journey (inc tube), to Westminster	£67.00	£66.50
	17-20 July – parking	£52.40	4 days parking	£52.40	£0
July 2017 totals		£557.70		£358.20	£199.50
4 September 2017	4 Sept – weekly season ticket (inc tube)	£133.50	Return journey (inc tube), to Westminster	£67.00	£66.50
	4-8 Sept – parking	£65.50	5 days parking	£65.50	£0

Week commencing Monday	(First) date of travel and ticket type	Amount	Permitted travel	Permitted claims	Difference overclaimed
11 September 2017	11 Sept – weekly season ticket (inc tube)	£133.50	Return journey (inc tube), to Westminster	£67.00	£66.50
	11-14 Sept – parking	£52.40	4 days parking	£52.40	£0
Sept 2017 totals		£384.90		£251.90	£133.00
9 October 2017	9 Oct – weekly season ticket (inc tube)	£133.50	Return journey (inc tube), to Westminster	£67.00	£66.50
	9-12 Oct – parking	£52.40	4 days parking	£52.40	£0
16 October 2017	16 Oct – weekly season ticket (inc tube)	£133.50	Return journey (inc tube), to Westminster	£67.00	£66.50
	16-19 Oct – parking	£52.40	4 days parking	£52.40	£0
23 October 2017	23 Oct – weekly season ticket (inc tube)	£133.50	Return journey (inc tube), to Westminster	£67.00	£66.50
	23-26 Oct – parking	£52.40	4 days parking	£52.40	£0
Oct 2017 totals		£557.70		£358.20	£199.50
2017 totals		£4,606.60		£3,034.30	£1,585.40
2013-17 totals		£28,072.30		£18,422.00	£9,961.30

Appendix G: Extracts from legislation*Ministerial and Other Salaries Act 1975 (as amended)***Section 1 – Salaries**

(1) Subject to the provisions of this Act—

- (a) there shall be paid to the holder of any Ministerial office specified in Schedule 1 to this Act such salary as is provided for by that Schedule; and
- (b) there shall be paid to the Leaders and Whips of the Opposition such salaries as are provided for by Schedule 2 to this Act.

Schedule 2 – Opposition Leaders and Whips**Part I**

In the House of Lords—

Chief Opposition Whip	£63,537
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*Ministerial and other Pensions and Salaries Act 1991 (as amended)***Section 5 – Allowance for ministerial and other office-holders in House of Lords.**

(1) An allowance shall be payable under this section to—

- (a) any member of the House of Lords who holds an office in respect of which a salary is payable in accordance with Schedule 1 to the Ministerial and other Salaries Act 1975 (ministerial salaries);
- (b) any member of that House who holds a position in respect of which a salary is payable in accordance with Schedule 2 to that Act (Leader of Opposition and Chief Opposition Whip);
 - (ba) the Speaker of the House of Lords; and
- (c) the Chairman of Committees and Principal Deputy Chairman of Committees of that House.

(2) The allowance shall be payable from 6th April 1990 and—

- (a) for the period beginning with that date and ending on 31st July 1990, shall be £4,672;
- (b) for any year, or part of a year, beginning on or after 1st August 1990, shall be such amount as may be specified by or determined in accordance with an Order in Council.

(3) An Order in Council under subsection (2)(b) above may provide for the amount for any year, or part of a year, to be calculated by applying a specified multiplier to the maximum daily amount which, under any Resolution of the House of Lords, is recoverable in that year or part by a member of that House, other than one to whom this section applies, in respect of his expenses in staying overnight away from his main or only residence.

(4) The allowance payable under this section to the holder of an office shall not be regarded as part of his salary in respect of that office for pension purposes or for the purposes of section 4 above.

The Lords Office-holders Allowance Order 1991

SI 1991/772

Made 20 March 1991

Her Majesty, in pursuance of sections 5(2) (b) and (3) of the Ministerial and other Pensions and Salaries Act 1991(1), is pleased, by and with the advice of Her Privy Council, to order, and it is hereby ordered, as follows:–

Citation

1. This Order may be cited as the Lords Office-holders Allowance Order 1991.

Amount of allowance

2. The amount of the allowance payable under section 5 of the Ministerial and other Pensions and Salaries Act 1991 for the year beginning with 1st August 1990 and each subsequent year beginning with 1st August shall be equal to 220 times the maximum daily amount which, under any Resolution of the House of Lords, is recoverable in that year by a member of that House, other than one to whom that section applies, in respect of his expenses in staying overnight away from his main or only residence.

The Lords Office-holders Allowance Order 2010

SI 2010/2471

Made 13 October 2010

Her Majesty, in exercise of the powers conferred by section 5(2)(b) of the Ministerial and other Pensions and Salaries Act 1991, is pleased, by and with the advice of Her Privy Council, to make the following order:

Citation

1. This Order may be cited as the Lords Office-holders Allowance Order 2010.

Amount of allowance

2. The amount of the allowance payable under section 5 of the Ministerial and other Pensions and Salaries Act 1991 is—
 - (a) £30,305 for the period beginning with 14th October 2010 and ending on 31st July 2011;
 - (b) £36,366 for the year beginning with 1st August 2011 and each subsequent year beginning with 1st August.

Revocation

3. The Lords Office-holders Allowance Order 1991 is revoked.

Appendix H: Email correspondence between the Acting Clerk to the Commissioner for Standards and the Head of Finance

Email from the Acting Clerk to the Commissioner for Standards to the Head of Finance, 18 December 2017

Can you confirm for the purposes of the Commissioner's investigation into Lord Bassam's claims for travel expenses that he has not repaid any previously claimed

expenses, and that he has not contacted the Finance Department to arrange any such repayment?

Can you also confirm whether he has submitted any further travel expenses claims since the Mail on Sunday broke the story on 2 December?

Email from the Head of Finance to the Acting Clerk to the Commissioner for Standards, 18 December 2017

Nothing has been repaid yet nor has he contacted the Finance Dept to arrange such a repayment.

No claim for travel has been made since the story broke.

Appendix I: Email correspondence between Lord Bassam of Brighton and the Clerk of the Parliaments

Email from Lord Bassam of Brighton to the Clerk of the Parliaments, 11 December 2017

I wanted to just drop you a note to thank you for your advice and help at the beginning of last week. It was much appreciated. There is one thing I wondered if you could confirm for me by email.

When I was going through my understanding of where I thought Lords Office Holders claimed travel costs from I showed you a document from the Cabinet Office which our office had only recently discovered suggesting that the Treasury were the responsible body. The same note also advised it was for one return journey a week.

Could you confirm that you were surprised to see that advice because your understanding was that the Lords were the responsible body for administering the scheme and you had not previously seen any guidance from the Cabinet Office.

Email from the Clerk of the Parliaments to Lord Bassam of Brighton, 11 December 2017

On the first point, not at all.

On the question, yes, you are right that in the case of officeholders who are not ministers travel expenses should be claimed from us – see para 16.4.1 of the Guide to Financial Support. So if that Cabinet Office note was giving you guidance it was wrong. In terms of the amount of journeys, as I suggested last week if the LOHA is claimed we would apply the same limit as the Cabinet Office suggest, ie normally for one return journey a week.

Email from Lord Bassam of Brighton to the Clerk of the Parliaments, 11 December 2017

Thank you for that. Can you point to where that is made clear in the Lords Guidance. The Cabinet Office note which neither of us had seen previously also suggested claims should be made to the Treasury which as I recall surprised you. They certainly have never provided forms or guidance with them on claims whereas the Lords helpfully have.

Email from the Clerk of the Parliaments to Lord Bassam of Brighton, 11 December 2017

Do you have the Guide to Financial Support for Members? Para 16.4.1. The limit on the number of journeys is not set out.

Appendix J: House of Lords Lords Office Holders Allowance options form



HOUSE OF LORDS

LORDS OFFICE-HOLDERS ALLOWANCE (LOHA)

Please select one of the following options

1. Lords Office Holder living outside of Greater London

As a paid Lords Office Holder, if your main home is outside Greater London, you are eligible to claim the Lords Office Holders Allowance (LOHA) at the rate of £36,366 per year. This allows you to remain in London overnight when carrying out your duties as a Lords Office Holder. For the purposes of this allowance your main home cannot be in any London Borough. It should also be the case that your main home is where you spend most of your time when the House is not sitting e.g. weekends and recess.

If you are eligible for the LOHA at the full rate you will need to advise the House of Lords Finance Department formally, confirming that your main home is outside Greater London. If you wish to claim the LOHA at this rate please sign the certification below and return the form to the Head of Finance, Finance Department, House of Lords.

Certification

I confirm that as a Lords Office Holder whose main home is outside Greater London I am claiming the Lords Office Holder Allowance. My main home is where I spend the majority of my time when the House is not sitting. I agree that my Lords Office Holder Allowance is to be £36,366 as set out under section 5 of the Ministerial and other Pensions and Salaries Act 1991 and the Lords Office-holders Allowance Order 2010.

Name:

Signature:

Date:

2. Lords Office Holder living within Greater London

As a Lords Office Holder, if your main home is within Greater London, you are eligible to claim the Lords Office Holders Allowance (LOHA) at a reduced rate of £3,760 per year (equivalent to that payable to MPs as the “London Area Living Payment”). The allowance contributes toward additional expenses of living in the London area.

If you are eligible for the LOHA at the reduced rate you will need to advise the House of Lords Finance Department formally, confirming that your main home is within Greater London. If you wish to claim the LOHA at this rate please sign the certification below and return the form to the Head of Finance, Finance Department, House of Lords.

RESTRICTED ACCESS—PERSONAL DATA

Certification

I confirm that as a Lords Office Holder whose main home is within Greater London I am claiming the Lords Office Holder Allowance at a reduced rate. I agree that my Lords Office Holder Allowance is to be £3,760 and, accordingly, I waive any other amount of allowance that would otherwise be payable to me under section 5 of the Ministerial and other Pensions and Salaries Act 1991 and the Lords Office-holders Allowance Order 2010.

Name:

Signature:

Date:

3. Waiver of Lords Office Holder Allowance

Certification

I confirm that I don't wish to receive the Lords Office Holder Allowance at either the full or the reduced rate.

Name:

Signature:

Date:

Appendix K: Email from the Cabinet Office to the Acting Clerk to the Commissioner for Standards, 13 December 2017

Thank you for your email about the House of Lords' Commissioner for Standards' investigation into Lord Bassam's claims for travel expenses.

Your understanding of the regulations which govern the payment of the Lords Office-Holders' Allowance (LOHA) is correct.

[Section 1 and Schedule 2 to the Ministerial and other Salaries Act 1975, Section 5 of the Ministerial and other Pensions and Salaries Act 1991, and the Lords Office-holders allowance Order 2010]

On appointment to a role eligible for LOHA, we write to the post-holder to explain that they are eligible for LOHA and that they need to declare at which rate they wish to claim it, depending on their primary residence. We provide the post-holder with a template letter to return to us. For information, at the present time, this letter also covers a request for a 'waiver' of some of the salary, in line with current policy that full salaries are not claimed.

I am attaching an example of this letter as was sent to Lord Bassam on his re-appointment as Opposition Chief Whip in the Lords after the General Election this year—and would have been sent on each previous 'appointment' since 2010. I can also confirm that he returned to us a declaration of his primary residence being outside London and that he was claiming the higher rate of LOHA. This is also attached. These are shared with you with the agreement of Lord Bassam.

It might also be helpful to know that Lord Bassam's salary and LOHA payment are accounted for in the annual report of the Consolidated Fund available on HMT's website.

Given the narrow scope of your investigation, I would be very grateful for an early discussion if it is likely that there are to be any recommendations which suggest that Cabinet Office should look into the LOHA claim in further detail.

We should also consider further whether we are content with the way that LOHA and the Lords' expenses system interact on this point—perhaps we could discuss once you are further advanced with the investigation

Appendix L: Email from the Cabinet Office to the Acting Clerk to the Commissioner for Standards, 19 January 2018

Thank you for your email with some further questions about Lord Bassam and the Lords' Office-holders Allowance. I am sorry for the delay in responding. I am sending you our response to the questions this evening, but I am unable to forward the attachments from my phone so I will send you those on Monday. I thought it may be helpful if you were working on this over the weekend to see these now.

As you are aware, the Lords' Office-holders Allowance is paid under powers set out in section 5 the Ministerial and other Pensions and Salaries Act 1991 (and the Lords Office-holders Allowance Order 2010, in order to provide Ministers and office-holders with additional financial support as they are unable to claim through the House of Lords expenses system (effectively to meet the additional costs of staying overnight away from home in London although it isn't actually described as such in statute). Government policy is that it is paid at two rates: the higher rate (paid to those whose primary residence is outside of London) is set out in the LOHA Order 2010; the lower rate to those whose primary residence is in London

is not set out in legislation and Ministers effectively waive their entitlement to the higher rate when they claim the lower rate. If the Commissioner's report includes any description of the LOHA set-up we would be very happy to look through a draft. It is also worth mentioning that we do not think that other LOHA recipients are using it and the Lords' travel payment system in the same way as Lord Bassam.

When we spoke earlier this week, you mentioned that you may publish some relevant parts of the correspondence—as agreed, we would be grateful for sight of these sections beforehand.

Responses to your questions follow:

1. *Lord Bassam claims that he received no guidance equivalent to that in the letter from June 2017 in either 2010 or 2015 (or at any other time before June 2017). Do you have any record of equivalent guidance having been sent to him at any time before 2017?*

We have not located guidance similar to that sent to Lord Bassam in June 2017 in either 2015 or 2010. However, our records do show that officials in Cabinet Office discussed where Lord Bassam lived with ██████████ in the Opposition Whips' Office in the House of Lords in 2015 and that attached to this email was our guidance document on the Lords' Office-Holders Allowance.

I am attaching this correspondence, and the letter setting out the appointment of the Opposition office-holders in 2015 (to Harriet Harman, as the then Leader of the Opposition).

2. *The June 2017 guidance states that travel expenses (up to one return journey a week) can be claimed from the Treasury. Such expenses can be claimed from the Lords and it is unclear whether there is an additional source of funding from the Treasury for travel expenses. Could you clarify this? If may be that an error was made in that guidance.*

Yes, our guidance in 2017 did say this. Since I have been made aware of the position with Lord Bassam, we have checked whether expenses have ever been claimed this way, or if office-holders have sought advice on how they should do this. Neither of these have occurred so far as I can establish. I will work with HoL and HMT to clarify how this should happen in the future, and what the agreed route for travel expense claims should be in the future. I would be grateful if you could advise who would be the most appropriate point of contact in the House of Lords.

3. *Lord Bassam referred to an email exchange he was shown between yourself and Duncan Sagar [Principal Private Secretary to the Leader of the House of Lords] concerning the possible need to clarify the relationship between LOHA claims and Lords travel expenses. Would it be possible to see a copy of that exchange? I am assuming that it is a recent exchange and may therefore not be directly relevant to this inquiry, but some confirmation of that at least would be helpful.*

I think this may refer to the draft of the previous email we sent to you [on 13 December], which referred to the possible need for a further conversation about the interaction between the two schemes in the future (as explained in the response to question 2 above)—in the covering email I asked Duncan whether he was aware of whether any of the Opposition Office-holders in the Lords had ever claimed travel costs via HMT or the Whips' Office.

I would be happy to talk any of this through in more detail.

Appendix M: Letter from the Cabinet Office to HM Treasury, 12 June 2009

We have received formal confirmation from the Prime Minister's Office of the following Ministerial Appointments. This letter is to let you know the detailed pay arrangements you should make following the appointments.

[Information regarding ministers and their pay arrangements redacted.]

Lords Office Holders Allowance

12. Transfer does not affect a Lords Minister's eligibility to the Lords Office Holders Allowance (LOHA - previously referred to as the Lords Ministers' Night Subsistence Allowance). Therefore you should continue to pay the allowance at the current rate where applicable. The LOHA rate is currently £38,280.

13. Those Lords Ministers whose main home is in London should claim the LOHA at the London Supplement rate of £2,916. From 1 April this allowance was renamed the London Costs Allowance and is currently £7,500.

14. Ministers in Grace and Favours accommodation should not claim the LOHA at all.

Appendix N: Template ministerial reshuffle letter from the Cabinet Office, 2011

We have received formal confirmation from the Prime Minister's Office of the following Ministerial changes in your department. This letter is to let you know the detailed pay arrangements you should make following these changes.

A) New Ministers

New Minister and Date of Appointment	Post	Salary (£)	Previous Post and Salary (£)

B) Former Ministers

Former Minister and Last Date of Service	Post	New Post	Salary (£) in New Post

C) Former Ministers with Severance Pay

Former Minister and Last Date of Service	Post	Severance Pay Yes/No	Amount (£)

D) Continuing Ministers and Salaries from [date]

Minister	Post	Salary (£)

E) In making the necessary arrangements, the following rules apply:

i) Paying Former Ministers

You should pay former Ministers who have transferred to another Department at their current rate of pay up to the end of the month. Their new Department will commence paying them at the appropriate salary, along with any arrears, thereafter.

ii) Paying New Ministers

Ministers joining the Government for the first time should be paid from the date of their appointment. You should commence paying new Ministers who have transferred from another Department at the appropriate rate of pay with effect from the first day of the month following their date of appointment. The previous department will continue to pay their former Minister up to the end of the previous month at the existing rate. If the Minister's salary has increased on transfer, your department should pay the arrears due since the date of the appointment.

This **does not** apply to those Ministers who are unpaid or to Parliamentary Private Secretaries as they receive no Ministerial salary.

iii) Ministers who leave office and Severance Payments

Ministers who leave office should be paid up to and including their last day of service and should cease to be paid thereafter.

Ministers who have not attained the age of 65, and are not appointed to a relevant Ministerial or other paid office within three weeks, are eligible for a severance payment of one quarter of the annual ministerial salary being paid.

NB: In accordance with the Ministerial and Other Pensions and Salaries Act 1991 this payment should not be made until three weeks have elapsed since the last day of the Minister's appointment. The payment will be exempt from tax under the provision of section 291 of the Income Tax (Earnings and Pensions) Act 2003.

Written confirmation showing the amount and the date of payment should be sent to this division once the payment has been made.

iv) Minister representing more than one Department

Where two departments are involved, only one department is responsible for paying a Minister's salary and we reflect this in the information above.

Given the relatively small amounts of money and numbers of Ministers involved, and as there are no internal or external market issues, the administrative cost, effort and complexity of cost-sharing arrangements are likely to outweigh any benefit. However, if a specific case is likely to cause significant difficulties, we would be content to consider an alternative approach.

v) Deferring National Insurance Contributions

The following information should be communicated to Ministers who are joining Government for the first time or who were previously unsalaried but are now receiving a salary. Salaried Ministers who are MPs are paying the full National Insurance Contributions (NICs) on their MP's salary and therefore can seek to defer paying some of the NICs on their Ministerial salary.

If a Minister wishes to defer paying some of the NICs from their Ministerial Salary, they should complete an Application for Deferment to Paying Class 1 NI Contributions as quickly as possible in the current financial year. The application and guidance note (ref CA72A) can be downloaded from the HM Revenue and Customs Website and will advise a specific deadline.

If an Application is not completed, contributions made above the maximum level may be able to be refunded to the individual at a later date.

F) Lords Office-holders Allowance

Transfer does not affect a Lords Minister's eligibility to the Lords Office Holders Allowance (LOHA). Therefore, if applicable, you should continue to pay the allowance at the appropriate rate. Information about [name of relevant Lord/s] arrangements concerning the LOHA should be available from [his/her/their] former department, [name of department].

New paid Lords Ministers may be eligible to claim the Lords Office-holders Allowance (LOHA) as they cannot claim the Daily Allowance for their attendance at the House of Lords. You should be aware that:

- Lords Ministers whose main home is outside of Greater London are eligible to claim the Lords Office Holder Allowance (LOHA). Eligible Lords Ministers should receive the LOHA at the legislatively entitled rate of £36,366 per year. The LOHA should be paid with immediate effect on a monthly basis. The allowance is provided to cover the cost of accommodation and subsistence when staying in London on Ministerial or Parliamentary business;
- Lords Ministers whose main home is within Greater London should claim the LOHA at a reduced rate of £3,760 per year (this is the same amount as the London Area Living Payment payable to MPs). Again, this should be paid with immediate effect on a monthly basis. This reduced allowance contributes towards the additional expenses of living in the London Area;
- Lords Ministers in Grace and Favour accommodation should not receive the LOHA.

18. In order for Lords Ministers to receive the LOHA at the appropriate rate they will need to confirm with you and your Human Resources Division where they live. I enclose draft text at Annex A that you may wish to use when writing to your Lords Minister concerning this Allowance.

19. Please note that unpaid Lords Ministers are entitled to claim the House of Lords Daily Allowance for their attendance at the House. If they are claiming the Daily Allowance they cannot receive the LOHA. However, they may choose to claim the LOHA if eligible (see point 16 above) at the appropriate rate instead of the Lords Daily Allowance.

NB. For a list of London Boroughs, please access the following link:

<http://www.london.gov.uk/who-runs-london/london-boroughs/list-boroughs>

Annex A: Lords Office-Holders Allowance (LOHA)

Draft text from Permanent Secretaries to new Lords Ministers concerning the LOHA. It would be appropriate to present your Lords Minister with the three options

A) Lords Ministers living outside of Greater London:

As a Lords Minister, if your main home is outside Greater London, Government policy is that you are eligible to claim the Lords Office-holders Allowance (LOHA). This allows you to remain in London overnight when carrying out your duties as a Lords Minister and Peer. For the purposes of this policy, your principal residence cannot be in any London Borough*. It should also be the case that your main home is where you spend most of your time e.g. weekends and recess.

You should receive the LOHA at the rate of £36,366 per year with immediate effect.

If you are eligible for the LOHA you will need to advise [me / name of Department's Accounting Officer] formally and copy to [HR Contact] in Human Resources confirming that your main home is outside Greater London. I suggest that you arrange this as soon as possible using the following wording:

Certification

I confirm that as a Lords Minister whose main home is outside Greater London I am claiming the Lords Office-holders Allowance. My main home is [INSERT ADDRESS] and this is where I spend the majority of my time when not in London for parliamentary/ministerial duties. I agree that my Lords Office-holders Allowance as a Minister of State is to be £36,366 as set out under section 5 of the Ministerial and other Pensions and Salaries Act 1991 and the Lords Office-holders Allowance Order 2010.

It is important that Human Resources receive a copy of the above as they will then be able to set up relevant payments as necessary.

Travel costs

Ministers in receipt of the LOHA will be entitled to have a return journey between their main home and London met by the department. In line with the Government policy, this should be economy and would normally be for one journey a week. With the exception of those using Government cars, Ministers are expected to meet any daily commuting costs between their London home and Westminster.

B) Lords Ministers living within Greater London

As a Lords Minister, if your principal residence is within Greater London, you are eligible to claim the Lords Office-holders Allowance (LOHA) at a reduced rate of £3,760 per year (equivalent to that payable to MPs as the "London Area Living Payment"). The allowance contributes toward additional expenses of living in the London area.

If you are eligible for the LOHA at the reduced rate you will need to advise [me / name of Department's Accounting Officer] formally and copy to [HR Contact] in Human Resources confirming that your main home is within Greater London. I suggest that you arrange this as soon as possible using the following wording:

Waiver and Certification

I confirm that as a Lords Minister whose main home is within Greater London I am claiming the Lords Office-holders Allowance at a reduced rate. I agree that my Lords Office-holder Allowance as a Minister of State is to be £3,760 and, accordingly, I waive any other amount of allowance that would otherwise be

payable to me under section 5 of the Ministerial and other Pensions and Salaries Act 1991 and the Lords Office-holders Allowance Order 2010.

It is important that Human Resources receive a copy of the above as they will then be able to set up relevant payments as necessary.

Travel costs

With the exception of those using Government cars, Ministers are expected to meet any daily commuting costs between their London home and Westminster.

C) Lords Ministers in Grace and Favour Accommodation

If you are a Lords Minister living in Grace and Favour accommodation, Government policy is that you should not claim the Lords Office-holders Allowance (LOHA). Because eligibility to receive the LOHA is set in legislation, you will need to make a formal disclaimer to [me / name of Department's Accounting Officer] agreeing to forgo the LOHA at the current rate of £36,366. I suggest that you arrange to sign such a disclaimer as soon as possible using the following wording:

Waiver

I agree that as I am currently living in Grace and Favour accommodation I will not receive any Lords Office-holders Allowance as a Minister of State and, accordingly, I waive the full amount of allowance that would be payable to me under section 5 of the Ministerial and other Pensions and Salaries Act 1991 and the Lords Office-holders Allowance Order 2010.

This disclaimer does not need to be copied to Human Resources as there is no action for the payroll here.

*For a list of London Boroughs, please access the following link:

<http://www.london.gov.uk/who-runs-london/london-boroughs/list-boroughs>

Please note, in order to keep a central register of who is claiming the Lords Office Holders' Allowance and at what rate, a scanned copy of your signed disclaimer will also need to be sent to [REDACTED] in Cabinet Office, Reward Division.

Appendix O: Email correspondence between the Cabinet Office and the Commons Opposition Whips' Office

Email from the Cabinet Office to the Commons Opposition Whips' Office, 22 May 2015

[REDACTED] in the Government Chief Whip's Office has passed me your email contact as she thought you might be able to assist with my enquiry. This area is responsible for policy on Ministerial and other Officeholder pay and we communicate instructions to departments and payrolls concerning these salaries.

I need to communicate salary information to Baroness Royall as Opposition Chief Whip and Lord Bassam as Opposition Deputy Chief Whip. As they will be aware, they receive an officeholder salary for their roles as Opposition Chief and Deputy Chief Whip paid out by the Consolidated Fund, HM Treasury. This is paid only during each Parliament and was suspended when the last Parliament was dissolved at the end of March.

Now that the new Parliament has begun, we have instructed the Consolidated Fund payroll to begin paying Baroness Royal and Lord Bassam their salaries again from 18 May 2015, the first day of Parliament. Therefore they will receive their entitled officeholder pay at the end of May covering the period 18 May to 31 May 2015 and then onward. We managed to add these salaries just in time for the payroll closedown which coincided on the same day as the conclusion of the Shadow Cabinet reshuffle. Had we not managed this, they would [text omitted by Cabinet Office].

However, there is an issue. Both Baroness Royal and Lord Bassam are entitled to receive the Lords Office Holder Allowance (LOHA) from the Consolidated Fund payroll as they cannot receive the Daily Allowance from the House of Lords. However, I was not clear at the time about the rate they should be claiming the allowance and, given the tight payroll closedown, I could not instruct the payroll to include this allowance when reactivating their pay. The rate of allowance is based on whether or not an officeholder's main home is inside or outside of London. If your main home is outside of London, you are entitled to the Lords Office Holder Allowance at its full rate of £36,366. I now understand that this is the case for both Baroness Royall and Lord Bassam. Could you confirm this point for me however?

Once I have this confirmed, I will organise the addition of the Lords Office Holder Allowance to Baroness Royall and Lord Bassam's officeholder salary for the month of June and backdated to 18 May 2015.

If you would like to discuss this further, please do not hesitate to contact me.

Email from the Cabinet Office to the Commons Opposition Whips' Office, 28 May 2015

Were you able to confirm re my email below whether or not Baroness Royall and Lord Bassam indeed have their main home in London? The Payroll from which they are paid (HM Treasury's Consolidated Fund) closes for June pay amendments after around the 5th of that month.

Email from the Commons Opposition Whips' Office to the Cabinet Office, 28 May 2015

I do indeed have news— got confirmation last night...

Neither Jan Royall nor Steve Bassam's main residence is in London.

On another note, Jan Royall has now been replaced as Leader of the Opposition in the Lords as effective from today. I presume therefore she will be paid from 18th May–27th May. If you could confirm this please? She has been replaced by Baroness Angela Smith (as effective from today). I will find out about her residence. What other information do you require, presume bank account info etc

Email from the Cabinet Office to the Commons Opposition Whips' Office, 28 May 2015

Thank you [REDACTED],

This is useful. At this stage if you could just establish with Baroness Angela Smith where her main home is located that would be fine. For ease, I enclose the Cabinet Office policy on the Lords Office Holder Allowance that you can use as a guideline.

Attachment: Lords Office-holders Allowance

Paid Lords Ministers joining Government for the first-time are entitled to claim the Lords Office-holders Allowance (LOHA) at the appropriate rate because on becoming a paid Minister the House of Lords automatically bar them from claiming their usual Daily Allowance there.

Please note: Unpaid Lords Ministers joining Government for the first time are also entitled to claim the LOHA at the appropriate rate but, as they are not barred from claiming the Daily Allowance from the House of Lords when they become unpaid Ministers, our policy is that they must choose to either continue claiming the Daily Allowance for their attendance at the House of Lords or claim the LOHA instead—*they cannot claim both*. Your department will need to establish this with them in the first instance.

The LOHA covers the cost of accommodation for those Lords Ministers living outside of London who have to remain in London overnight because of their duties. You should be aware that:

Lords Ministers whose main home is outside of Greater London are eligible to claim the Lords Office-holders Allowance (LOHA). Eligible Lords Ministers should receive the LOHA at the legislatively entitled rate of £36,366 per year. The LOHA should be paid with immediate effect on a monthly basis. The allowance is provided to cover the cost of accommodation and subsistence when staying in London on Ministerial or Parliamentary business;

- Lords Ministers whose main home is within Greater London should claim the LOHA at a reduced rate of £3,760 per year (this is the same amount as the London Area Living Payment payable to MPs). Again, this should be paid with immediate effect on a monthly basis. This reduced allowance contributes towards the additional expenses of living in the London Area;
- Lords Ministers in Grace and Favour accommodation should not receive the LOHA.

In order for Lords Ministers to receive the LOHA at the correct rate they will need to confirm with you and your Human Resources Division where they live. I enclose draft text at Annex B that you may wish to use when writing to your Lords Minister concerning this Allowance.

ANNEX B: LORDS OFFICE-HOLDERS ALLOWANCE (LOHA)

Draft text from Permanent Secretaries to new Lords Ministers concerning the LOHA. It would be appropriate to present your Lords Minister with the three options.

A) Lords Ministers living outside of Greater London:

As a paid Lords Minister, if your main home is outside Greater London, Government policy is that you are eligible to claim the Lords Office-holders Allowance (LOHA). This allows you to remain in London overnight when carrying out your duties as a Lords Minister and Peer. For the purposes of this policy, your principal residence cannot be in any London Borough*. It should also be the case that your main home is where you spend most of your time e.g. weekends and recess. You should receive the LOHA at the rate of £36,366 per year with immediate effect.

Please note, if you are an unpaid Lords Minister, you are also entitled to claim the LOHA at the appropriate rate but, as you are not barred from claiming the Daily Allowance from the House of Lords when you become an unpaid Minister, Cabinet Office policy is that you must choose to either continue claiming the Daily Allowance for your attendance at the House of Lords or claim the LOHA instead—you *will not be able to claim both*. Please let us know how you wish to proceed.

If you are eligible for the LOHA you will need to advise [me / name of Department's Accounting Officer] formally and copy to [name of HR contact] in Human Resources confirming that your main home is outside Greater London. I suggest that you arrange this as soon as possible using the following wording:

Certification

I confirm that as a Lords Minister whose main home is outside Greater London I am claiming the Lords Office-holders Allowance. My main home is [INSERT ADDRESS] and this is where I spend the majority of my time when not in London for parliamentary/ministerial duties. I agree that my Lords Office-holders Allowance as a Government Minister is to be £36,366 as set out under section 5 of the Ministerial and other Pensions and Salaries Act 1991 and the Lords Office-holders Allowance Order 2010.

It is important that Human Resources receive a copy of the above as they will then be able to set up relevant payments as necessary.

Travel costs

Ministers in receipt of the LOHA will be entitled to have a return journey between their main home and London met by the department. In line with the Government policy, this should be economy and would normally be for one journey a week. With the exception of those using Government cars, Ministers are expected to meet any daily commuting costs between their London home and Westminster.

B) Lords Ministers living within Greater London

As a paid Lords Minister, if your principal residence is within Greater London, you are eligible to claim the Lords Office-holders Allowance (LOHA) at a reduced rate of £3,760 per year (equivalent to that payable to MPs as the "London Area Living Payment"). The allowance contributes toward additional expenses of living in the London area.

Please note, if you are an unpaid Lords Minister, you are also entitled to claim the LOHA at the appropriate rate but, as you are not barred from claiming the Daily Allowance from the House of Lords when you become an unpaid Minister, Cabinet Office policy is that you must choose to either continue claiming the Daily Allowance for your attendance at the House of Lords or claim the LOHA instead—you will not be able to claim both. Please let us know how you wish to proceed.

If you are eligible for the LOHA at the reduced rate you will need to advise [me / name of Department's Accounting Officer] formally and copy to [name of HR Contact] in Human Resources confirming that your main home is within Greater London. I suggest that you arrange this as soon as possible using the following wording:

Waiver and Certification

I confirm that as a Lords Minister whose main home is within Greater London I am claiming the Lords Office-holders Allowance at a reduced rate. I agree that my Lords Office-holder Allowance as a Minister of State is to be £3,760 and, accordingly, I waive any other amount of allowance that would otherwise be payable to me under section 5 of the Ministerial and other Pensions and Salaries Act 1991 and the Lords Office-holders Allowance Order 2010.

It is important that Human Resources receive a copy of the above as they will then be able to set up relevant payments as necessary.

Travel costs

With the exception of those using Government cars, Ministers are expected to meet any daily commuting costs between their London home and Westminster.

C) Lords Ministers in Grace and Favour Accommodation

If you are a paid or unpaid Lords Minister living in Grace and Favour accommodation, Government policy is that you should not claim the Lords Office-holders Allowance (LOHA). Because eligibility to receive the LOHA is set in legislation, you will need to make a formal disclaimer to [me / name of Department's Accounting Officer] agreeing to forgo the LOHA at the current rate of £36,366. I suggest that you arrange to sign such a disclaimer as soon as possible using the following wording:

Waiver

I agree that as I am currently living in Grace and Favour accommodation I will not receive any Lords Office-holders Allowance as a Minister of State and, accordingly, I waive the full amount of allowance that would be payable to me under section 5 of the Ministerial and other Pensions and Salaries Act 1991 and the Lords Office-holders Allowance Order 2010.

This disclaimer does not need to be copied to Human Resources as there is no action for the payroll here.

* For a list of London Boroughs, please access either of the following links:

<http://www.londoncouncils.gov.uk/londonfacts/londonlocalgovernment/londonboroughs.htm>

http://en.wikipedia.org/wiki/List_of_London_boroughs

Appendix P: Email correspondence between the Commons and Lords Opposition Whips' Offices

Email from the Commons Opposition Whips' Office to the Lords Opposition Whips' Office, 27 May 2015

Are you still working in the House of Lords with Jan / Steve?

I have had a query from someone in the Treasury whose job it is to re-trigger the Lords Office Holder Allowance payments to Jan and Steve in their role as Leader and Chief Whip in the Lords. The rate of payment is dependent on whether their

main residence is in London or not. If in London you receive the full rate and a lower rate if not. Would you be able to confirm this for me please?

Email from the Lords Opposition Whips' Office to the Commons Opposition Whips' Office, 27 May 2015

I'm still here. Neither Jan or Steve have a main residence in London but I was going to get in touch with [REDACTED] anyway to tell him that Jan has now stood down as Leader and has been replaced by Angela Smith.

Email from the Commons Opposition Whips' Office to the Lords Opposition Whips' Office, 27 May 2015

Thanks for that.

I shall inform the Treasury that Jan and Steve's main residence is NOT in London so they can calculate the correct amount. But also that Jan has been replaced as LOTO in the Lords as effective from tomorrow by Angela Smith (28th May).

Appendix Q: Letter from the Cabinet Office to Lord Bassam of Brighton, 28 June 2017

We have received confirmation from the Chief Whip's Office that you are continuing as Chief Opposition Whip in the House of Lords from 13 June 2017. This letter confirms the salary arrangements under the Ministerial and other Salaries Act 1975.

The Prime Minister has decided that Government Ministers should continue to claim salaries at the same level as were claimed in the last Parliament and that these salaries should continue be frozen during this Parliament. I am assuming that Opposition Office holders will wish to continue to claim salaries at the same levels that they were prior to the Dissolution of Parliament. I have summarised your salary information below.

Claimed Salary: 63,537

(Entitled Salary: 64,476)

Where you choose to claim a reduced salary, we require a formal waiver noting your agreement to this. I suggest that you to sign such a disclaimer as soon as possible using the wording prepared at Annex A.

You are also eligible to receive Lords Office Holder Allowance (LOHA). I have provided information about this at Annex B. You will need to make a further declaration, noting the appropriate rate of LOHA you will to claim. Please send a copy of your salary waiver and LOHA claim notification to myself in Cabinet Office, Civil Service Workforce Policy and Reward at [REDACTED].

As the legislative entitlement of Opposition Office holders to a salary is on the basis that Parliament is in existence, you are entitled to be paid from the first day of the new Parliament. Your salary will be paid up to and including the day before the next dissolution of Parliament begins and will cease to be paid thereafter until a new Parliament meets.

As set out in the Ministers and other Pensions and Salaries Act 1991, Office Holders who have not attained the age of 65 when standing down from office and are not appointed to a relevant Ministerial or other paid office within three weeks, are eligible for a severance payment of one quarter of the annual salary being paid.

Please note that severance payments are based on the rate of salary actually being paid at the time rather than any entitlement. The payment will be exempt from tax under the provision of section 291 of the Income Tax (Earnings and Pensions) Act 2003.

The regulations of the Parliamentary Pension Scheme provide that salaried Office Holders will accrue pension on their claimed salary.

Annex A

I agree that my salary as Opposition Assistant Whip in the House of Commons is to be £... and, accordingly, I waive any other amount of salary that would otherwise be payable to me under the Ministerial and other Salaries Act 1975.

Annex B: Lords Office-Holders Allowance (LOHA)

A) Lords Office Holders living outside of Greater London:

As a paid Lords Office Holder, if your main home is outside Greater London, you are eligible to claim the Lords Office-holders Allowance (LOHA). This allows you to remain in London overnight when carrying out your duties as a Lords Office Holder and Peer. For the purposes of this policy, your principal residence cannot be in any London Borough*. It should also be the case that your main home, is where you spend most of your time e.g. weekends and recess. You should receive the LOHA at the rate of £36,366 per year with immediate effect.

You will need to confirm that your main home is outside Greater London. I suggest that you arrange this as soon as possible using the following wording:

Certification

I confirm that as a Lords Office Holder whose main home is outside Greater London I am claiming the Lords Office-holders Allowance. My main home is [INSERT ADDRESS] and this is where I spend the majority of my time when not in London for parliamentary duties. I agree that my Lords Office-holders Allowance as an Opposition Office Holder is to be £36,366 as set out under section 5 of the Ministerial and other Pensions and Salaries Act 1991 and the Lords Office-holders Allowance Order 2010.

Travel costs

Office Holders in receipt of the LOHA at the ‘outside London rate’ will be entitled to have a return journey between their main home and London met by HM Treasury. This should be economy and would normally be for one journey a week. Office Holders are expected to meet any daily commuting costs between their London home and Westminster.

B) Lords Office Holders living within Greater London

As a paid Lords Office Holder, if your principal residence is within Greater London, you are eligible to claim the Lords Office-holders Allowance (LOHA) at a reduced rate of £3,760 per year (equivalent to that payable to MPs as the “London Area Living Payment”). The allowance contributes toward additional expenses of living in the London area.

If you are eligible for the LOHA at the reduced rate you will need to confirming that your main home is within Greater London. I suggest that you arrange this as soon as possible using the following wording:

Waiver and Certification

I confirm that as a Lords Office Holder whose main home is within Greater London I am claiming the Lords Office-holders Allowance at a reduced rate. I agree that my Lords Office-holder Allowance is to be £3,760 and, accordingly, I waive any other amount of allowance that would otherwise be payable to me under section 5 of the Ministerial and other Pensions and Salaries Act 1991 and the Lords Office-holders Allowance Order 2010.

Travel costs

Office Holders are expected to meet any daily commuting costs between their London home and Westminster.

C) Office Holders in Grace and Favour Accommodation

If you are living in Grace and Favour accommodation, you should not claim the Lords Office-holders Allowance (LOHA). Because eligibility to receive the LOHA is set in legislation, you will need to make a formal disclaimer agreeing to forgo the LOHA at the current rate of £36,366. I suggest that you arrange to sign such a disclaimer as soon as possible using the following wording:

Waiver

I agree that as I am currently living in Grace and Favour accommodation I will not receive any Lords Office-holders Allowance as an Opposition Office Holder and, accordingly, I waive the full amount of allowance that would be payable to me under section 5 of the Ministerial and other Pensions and Salaries Act 1991 and the Lords Office-holders Allowance Order 2010.

*For a list of London Boroughs, please access either of the following links:

<http://www.londoncouncils.gov.uk/londonfacts/londonlocalgovernment/londonboroughs.htm>

http://en.wikipedia.org/wiki/List_of_London_boroughs

Appendix R: Letter from Lord Bassam of Brighton to the Cabinet Office, 28 June 2017

Thank you for your letter regarding the Opposition Office Holder Salaries.

Please find enclosed my formal waiver noting my agreement to a reduced salary.

I can also confirm that as a Lords Office Holder whose main home is outside Greater London I am claiming the Lords Office-holders Allowance. My main home is [REDACTED], Brighton, BN2 [REDACTED] and this is where I spend the majority of my time when not in London for parliamentary duties. I agree that my Lords Office-holders Allowance as an Opposition Office Holder is to be £36,366 as set out under section 5 of the Ministerial and other Pensions and Salaries Act 1991 and the Lords Office-holders Allowance Order 2010.

Enclosed

I agree that my salary as Opposition Chief Whip in the House of Lords is to be £63,537 and, accordingly, I waive any other amount of salary that would otherwise be payable to me under the Ministerial and other Salaries Act 1975.

Signed: BASSAM

Dated 28 June 2017

**ANNEX 3: LETTER OF APOLOGY FROM LORD BASSAM TO THE
CHAIRMAN OF THE SUB-COMMITTEE ON LORDS' CONDUCT, 19
APRIL 2018**

I write to sincerely apologise to the House for having breached the rules and for over claiming for travel costs for the period June 2010 through to October 2017. Can I express my gratitude to the Sub Committee and the Lords Commissioner for the way in which the inquiry was conducted? I am also grateful for the Commissioner's finding that I did not act dishonestly or without honour in my conduct and in making travel claims. I am also pleased that the House is now putting in place measures to ensure that inadvertent mistakes of the sort I committed are unlikely to happen in the future.