

14 September 2023

## Request under The Freedom Of Information (Scotland) Act 2002

Thank you for your Freedom of Information request dated 23 August 2023, in which you requested:

*The following information, for the 2020/21, 2021/22, 2022/23 financial years:*

- The number of staff, per year, given permission to work from abroad*
- For each member of staff granted permission, please provide their pay band, the country they have been allowed to work from, the length of time that they have been allowed to work for and the dates they were allowed to work from abroad. Please also provide the reason. If any of this is not possible to provide, please provide the remaining information.*

We have considered your request, and can respond as follows:

2020/21: 5 staff given permission to work from abroad. Details as follows:

Pay Band	Country Allowed to Work from	Length of Time allowed to work abroad	Dates working abroad (this is the date we have recorded as their return date)
D	Belgium	1 Week	27/07/2020
F	Germany	1 week	10/09/2020
C	Italy	1 week	31/07/2020
D	Germany	1-2 weeks	18/08/2020
E	Germany	1-2 weeks	18/08/2020

2021/22: 16 staff given permission to work from abroad. Details as follows:

Pay Band	Country Allowed to Work from	Length of Time allowed to work abroad	Dates working abroad (this is the date we have recorded as their return date)
E	Singapore	1 week stint over two weeks	16/01/2022
G	France	1 Week	03/08/2021
C	Greece	<2 weeks	24/08/2021
H	Germany	4 days	15/11/2021
G	Hong Kong	2 weeks and 4 days	16/12/2021

C	China	1 week	24/12/2021
C	China	2 weeks	21/01/2022
E	Spain	1 week	16/12/2021
G	Germany	7 weeks	25/02/2022
E	Cyprus	3 weeks	08/02/2022
C	Italy	2 Weeks	28/01/2022
C	Spain	4-5 weeks	18/02/2022
F	Lithuania	2 weeks	13/02/2022
F	Canada	2 Weeks	08/03/2022
C	Australia	2 weeks	01/12/2021
E	Poland	2 Weeks	21/08/2021

2022/23: 22 staff given permission to work from abroad. Details as follows:

<b>Pay Band</b>	<b>Country Allowed to Work from</b>	<b>Length of Time allowed to work abroad</b>	<b>Dates working abroad (this is the date we have recorded as their return date)</b>
E	Poland	1 week	06/03/2023
D	Spain	1.5 weeks	23/02/2023
C	China	2 weeks	06/02/2023
H	Dubai	2 weeks	02/01/2023
C	Germany	3 Days	09/05/2022
E	Singapore	2 weeks	20/05/2022
E	Spain	1 week	16/06/2022
C	Denmark	1 week	20/06/2022
G	Turkey	1 week	14/10/2022
D	Argentina	4 weeks	Unrecorded
G	Spain	6 days	19/12/2022
E	Italy	4 weeks	19/12/2022
E	Germany	3 days	17/12/2022
E	France	1 week	27/11/2022
E	Spain	2 weeks	05/11/2022
G	Spain	2 days	22/11/2022
D	Italy	1.5 weeks	19/09/2022
G	Spain	1 week	26/09/2022
G	Spain	8 days	19/08/2022
E	Spain	1 week	01/08/2022

D	Italy	3 weeks	25/07/2022
G	Australia	4 weeks	07/05/2022

In all cases, staff were granted permission to work from abroad due to a family and/or personal commitment, in line with VisitScotland's International Travel Guidance for employees.

We hope this information is helpful to you. If, however, you are not satisfied with our response or the manner in which we have dealt with your application, you may in the first instance contact our Chief Executive, Malcolm Roughead, whose contact details are set out below:

Mr Malcolm Roughead  
 Chief Executive  
 VisitScotland  
 Ocean Point One  
 94 Ocean Drive  
 Edinburgh, EH6 6JH  
 Telephone: 0131 472 2201  
 Fax: 0131 472 2223  
 E-mail: [malcolm.roughead@visitscotland.com](mailto:malcolm.roughead@visitscotland.com)

If you wish to request a review of your application under either the Freedom of Information (Scotland) Act 2002 or the Environmental Information (Scotland) Regulations 2004, your request should be submitted to us in writing, or another permanent format (for example e-mail or voice recording), and be received by us within 40 days of the date of this letter. Any request for a review should also set out, in as much detail as possible, the reasons why you are not satisfied with our response or the manner in which we have dealt with your application.

If you are still not satisfied with our handling of your application after we have responded to your request for a review, you have a right to apply to the Scottish Information Commissioner for a decision on whether we have dealt with your request in accordance with the Act.

The Scottish Information Commissioner may be contacted at:

Scottish Information Commissioner  
 Kinburn Castle  
 Doubledykes Road  
 St Andrews, Fife  
 KY16 9DS  
 Telephone: 01334 464610  
 Fax: 01334 464611  
 E-mail: [enquiries@itspublicknowledge.info](mailto:enquiries@itspublicknowledge.info)

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

Yours sincerely,

VisitScotland