



Department
for Environment
Food & Rural Affairs

helpline@defra.gsi.gov.uk
www.gov.uk/defra

Your ref:
Our ref: RFI 6508
Date: 12 June 2014

Dear

REQUEST FOR INFORMATION: Government Procurement Card (GPC) programme

Thank you for your request for information about Defra's GPC programme, which we received on 22 May 2014. As you know, we have handled your request under the Freedom of Information Act 2000 (FOIA).

You asked:-

- *Who is your GPC provider (does this vary by internal/sub department)?*

Barclaycard. The same card provider is used throughout Core Defra.

- *How many active cards do you currently have?*

169 cards as at 12 June 2014.

- *What is the length of contract (start and finish)?*

The contract runs for 4½ years, from 1 February 2010 – 31 July 2014.

- *Does the contract have a break clause?*

Yes.

- *What was the total spend for FY 2012-13*

The total value of transactions with a transaction date between 1 April 2012 and 31 March 2013 was £1,128,455.

- *What is the forecasted spend for FY 2013-2014?*

The total value of transactions with a transaction date between 1 April 2013 and 31 March 2014 was £363,086.



- *What types of cards do you hold as part of your GPC programme (Corporate, Lodge/BTA, Purchasing, Prepaid)?*

All cards are Corporate cards.

- *Do you have cards from different providers or are your cards all from the same provider?*

All cards are from the same provider.

- *What was the total department spend for the Financial year 2012-13? And the forecast spend for Financial year 2013-14.*

Details of Defra's total spend in 2012-13 are available on page 90 of Defra's published Annual Report and Accounts 2012-13, which can be found at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/224329/defra-year-end-accounts2012-13.pdf

The accounts for financial year 2013-14 are currently being produced and audited and will be published on www.gov.uk in July. These will provide the definitive figure for total spend in 2013-14. However, page 503 of the Central Government Supply Estimate 2013-14 sets out Defra's final agreed budget for the year, and thus the total within which the Department had to operate:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/279575/supplementary_estimates_and_new_estimates_2013_14_120214_correction.pdf

- *What is the breakout of spend between travel/entertainment (purchases such as transportation, accommodation, restaurants and other travel related expenses) and all other spend?*

In 2012-13, spend on Travel and Entertainment accounted for £660,027 of the total spend on GPCs.

In 2013-14, spend on Travel and Entertainment accounted for £113,161 of the total spend on GPCs.

Please note that these figures are based on the allocation of spend to a category by the Department's staff when they have verified their transactions (similar to reconciling a personal credit card statement). There is a small proportion of transactions, primarily in 2013-14, which have not yet been allocated to an expenditure category, meaning the two figures quoted above may represent a slight understatement.

It should also be noted that the majority of the costs in this category relate to Travel. Defra has a GPC Policy which states specifically:

"Unless prior permission has been received from the Head of Procurement a GPC must not be used in the following circumstances:

- Spend associated to travel and subsistence e.g. meals, drinks or entertainment;

- Alcoholic beverages.”

In keeping with the spirit and effect of the FOIA, and in keeping with the government’s Transparency Agenda, all information is assumed to be releasable to the public unless exempt. Therefore, the information released to you will now be published on www.gov.uk together with any related information that will provide a key to its wider context. Please note that this will not include your personal data.

I attach Annex A, which explains the copyright that applies to the information being released to you.

I also attach Annex B giving contact details should you be unhappy with the service you have received.

If you have any queries about this letter, please contact me.

Yours

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Annex A

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Annex B

Complaints

If you are unhappy with the service you have received in relation to your request you may make a complaint or appeal against our decision under section 17(7) of the FOIA or under regulation 18 of the EIRs, as applicable, within 40 working days of the date of this letter. Please write to Mike Kaye, Head of Information Standards, Area 4D, Nobel House, 17 Smith Square, London, SW1P 3JR (email: requestforinfo@defra.gsi.gov.uk) and he will arrange for an internal review of your case. Details of Defra's complaints procedure are on our [website](#).

If you are not content with the outcome of the internal review, section 50 of the FOIA and regulation 18 of the EIRs gives you the right to apply directly to the Information Commissioner for a decision. Please note that generally the Information Commissioner cannot make a decision unless you have first exhausted Defra's own complaints procedure. The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF