

Thank you for your email of 21 May 2012 where you requested information about the Department's Government Procurement Card (GPC) programme. The full text of your question is at Annex A.

Your request has been considered in accordance with the provisions of the Freedom of Information Act 2000 (FOI Act).

I can confirm that the Department for Communities and Local Government holds the information falling within the terms of your request and that information is set out below.

Question 1

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

Answer

The Department's GPC provider is Barclaycard

Question 2

How many active cards

Answer

The Department currently has 27 active cards.

Question 3

What is the length of contract (start and finish)

Answer

The length of the contract is from 1st February 2010 to 31st January 2014.

Question 4

Does the contract have a break clause

Answer

Yes.

Question 5

What was the total spend for FY 2011-2012

Answer

The total spend for the central Department was £70,835 in 2011-12.

You might also like to know that the Department has released full details of expenditure with the GPC from 2006 until March 2011. That information can be found in the FOI Disclosure Log on the Department's web-site at:

[Government Procurement Card \(GPC\) - Corporate - Department for Communities and Local Government](#)

Question 6

What is the forecasted spend for FY 2012-2013

Answer

The Department is forecast to spend £42,029 in 2012-13.

Question 7

What types of cards do you hold as part of your GPC programme (corporate, Lodge/BTA, purchasing, prepaid)

Answer

There are two types of GPC card in the Department's GPC Programme – the standard GPC card and the Corporate GPC card.

The Corporate GPC card is generally only available to members of Ministerial Group and staff with Business Continuity/Disaster Recovery responsibilities.

Standard GPC cardholders can use it to make business-related purchases of goods/services up to their transactional financial limits and their overall monthly limit.

The department currently has 27 cards, 9 corporate cards and 18 standard GPC.

Question 8

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

Answer

All the cards are from the same provider - Barclaycard

Question 9

What was the total department spend?

Answer

As indicated in question 5

Question 10

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

Answer

The table below gives a breakdown of the Department's spend on GPC for 2011-12

| Types of Expenditure | Total |
|--|-------------------|
| Auto rental | £439.68 |
| Automotive Fuel | £108.01 |
| Books and Periodicals | £1,621.04 |
| Building Materials | £391.18 |
| Building Services | £1,091.32 |
| Cash* | £360.00 |
| Catering and Catering Supplies | £325.49 |
| Clubs/Associations/Organisations | £1,739.66 |
| Computer Equipment & Services | £4,704.82 |
| Estate and garden Services | £136.99 |
| Freight and Storage | £2,515.99 |
| General Retail and Wholesale | £10,160.26 |
| Hotels and accomodation | £4,448.92 |
| Leisure Activities | £358.00 |
| Mail and Courier Services | £661.20 |
| Mail Order / Direct Selling | £5,630.20 |
| Medical Supplies and Services | £262.48 |
| Miscellaneous | £5.62 |
| Miscellaneous Industrial/Commercial Supplies | £5,049.57 |
| Office Stationery, equipment and supplies | £7,853.07 |
| Personal Services** | £40.80 |
| Print and advertising | £2,678.69 |
| Professional Services | £3,609.45 |
| Restaurants and Bars | £608.24 |
| Staff - Temporary Recruitment | £369.00 |
| Statutory Bodies | £3,000.09 |
| Telecommunication Services | £3,646.32 |
| Training and Educational | £3,687.90 |
| Travel - Air/Rail/Road | £4,925.10 |
| Utilities and Non Automotive Fuel | £329.44 |
| Vehicles, servicing and spares | £77.42 |
| Grand Total | £70,835.95 |

Notes

The categorisation of expenditure is according to Barclaycard

* - The cash amount for £360 relates to the travel cost for disadvantaged teenagers that visited the Department and

** - £40.8 for Personal Services was for an engineer visit to repair an intruder alarm.

The Department has taken a series of steps to improve financial controls on Card spending – which has been outlined in responses to Parliamentary Questions. This can be found at the website below:

<http://www.publications.parliament.uk/pa/ld201212/ldhansrd/text/120112w0001.htm#12011283000078>

Annex A

To Whom it May Concern:

I am writing this e-mail to exercise my right under the Freedom of Information Act. I was hoping that you could provide me the answers for the following questions regarding your Government Procurement Card (GPC) programme.

- Who is your GPC provider (does this vary by internal/sub department)
- How many active cards
- What is the length of contract (start and finish)
- Does the contract have a break clause
- What was the total spend for FY 2011-2012
- What is the forecasted spend for FY 2012-2013
- What types of cards do you hold as part of your GPC programme (corporate, Lodge/BTA, purchasing, prepaid)
 - o Do you have cards from different providers or are your cards all from the same provider
- What was the total department spend?
- What is the breakout of spend between travel/entertainment (purchases such as transportation, accommodation, restaurants and other travel related expenses) and all other spend?