



Foreign &  
Commonwealth  
Office

**Commercial Procurement Group**  
Foreign and Commonwealth Office  
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Website: <https://www.gov.uk>

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**FREEDOM OF INFORMATION ACT 2000 REQUEST REF: 0241-17**

Thank you for your email of 7<sup>th</sup> March 2017 asking for information under the Freedom of Information Act (FOIA) 2000. You asked:

*I'm conducting some independent research and writing to request information under the Freedom of Information Act. My request relates to the **Nature of Business Travel** and the **Procurement and Usage of Vehicle Ownership, Lease or Rental**. I've detailed below the information that we require:*

1. *What forms of vehicle transport are you currently using for business related travel?*
2. *What is the annual spend on business related travel at Foreign & Commonwealth Office?*
3. *What proportion (%) of your annual spend on vehicle transport relates to cars and light commercial vehicles up to 3.5t?*
4. *Who is the person within Foreign & Commonwealth Office responsible for procuring and/or managing business travel? (Please provide name, job title, telephone, email and address details)*
5. *Who are your current suppliers/providers for your existing business travel arrangements (lease, ownership, hire or rental)?*
6. *When are your current vehicle transport arrangements due to expire? (Please provide details of each form of transport and each provider)*
7. *What are your current annual employee CO2 emissions, relating to business travel (in tonnes)?*
8. *What is the average contract term that you have with your current business travel providers?*

You clarified the meaning of 'Business Travel' on 27<sup>th</sup> March to:

*Just road based vehicles and light commercial vehicles up to 3.5t.*

I am writing to confirm that we have now completed the search for the information which you requested.

I can confirm that the Foreign and Commonwealth Office (FCO) does hold information relevant to your request.

We are only providing details of centrally let contracts that are used by the FCO in the UK. Authority to enter into contracts is devolved to directorates and departments within the FCO in London as well as the global network of overseas missions in over 170 countries. To provide details of all contracts and spend for vehicle hire can only be obtained at disproportionate cost.

Some of the information you have requested, is personal data relating to third parties, the disclosure of which would contravene one of the data protection principles. In such circumstances sections 40(2) and (3) of the Freedom of Information Act apply. In this case, our view is that disclosure would breach the first data protection principle. This states that personal data should be processed fairly and lawfully. It is the fairness aspect of this principle, which, in our view, would be breached by disclosure. In such circumstances, s.40 confers an absolute exemption on disclosure. There is, therefore, no public interest test to apply.

The answers to your questions are as follows:

1. The FCO hires vehicles from executive saloons to multi-purpose vehicles (MPVs) to coaches. A large percentage of our annual spend is on executive saloons and MPVs.
2. In FY 2015/16 the FCO spent £263,764 on vehicle hire.
3. We do not hold details on the proportion of spend related to cars and light commercial vehicles up to 3.5t.
4. The details have been withheld under s.40.
5. Travelhire are the FCO's contracted supplier for vehicle hire. We occasionally use other transport companies for regional or state visits booked through third parties.
6. The FCO's current vehicle hire contract with Travelhire is due to expire in January 2018.
7. The total emissions for FCO UK operations (road based vehicles) in FY 2015/16 was 326 tonnes Co2e.
8. The average contract time is three years.

Yours sincerely,

Commercial Procurement Group



We keep and use information in line with the Data Protection Act 1998. We may release this personal information to other UK government departments and public authorities.