



Our Reference:

BY EMAIL ONLY

1 June 2015

Dear

Request for Information

Thank you for your email dated 4 May 2015 requesting information on gas and electricity usage at the Homes and Communities Agency. For ease of reference your request is below:

"I would like to submit a new freedom of information request.

1. *Contracts/Agreements relating to the supply of Gas which may include the following:*
 - *Natural Gas Supply*
 - *Gas Heating / Boiler Maintenance*
 - *Installation of Gas Central Heating Systems*

2. *Contracts/Agreements relating to the supply of Electricity which may include the following:*
 - *Street Lighting*
 - *Electricity Supply (Half Hourly)*
 - *Electricity Supply (Non Half Hourly)*
 - *Corporate Electricity Supply*

Contract Information- For each of the types of the contract that I am requesting please can you send me the following information. Please can you remember if there is more than one provider can you please split the contract information up for each individual provider?

1. *Unique Contract Key: Please can you provide me with a unique reference quote that relates to each contract.*
2. *Current Provider: If there is more than one provider please split the contract information individually.*
3. *Annual Average Spend: Please can you send me the average spends over the last three years. Approximate spend is also acceptable.*
4. *Contract Duration: Duration of the contract/agreement and can you please include any extension periods that could be executed*
5. *Contract Commence Date: The date the contract/agreement commenced*
6. *Contract Expiry Date: The date the contract/agreement expired*
7. *Contract Description: A brief description of the contract of what support/service is involved*
8. *Responsible Officer: Who within the organisation is responsible for this contract. Please can you send me the full names, actual job title, internal contact number and the officers direct email address.*

If there is more than one supplier please split each profile of the above data types for each supplier. E.g. separate spend, expiry date, responsible officer.”

We have now had an opportunity to investigate your request and are writing to communicate our response. Attached to this letter is a word document that outlines the HCA's response to the above questions.

However, please note that the table in the attached document relates only to offices occupied by HCA staff conducting HCA business. We only procure electricity and gas for offices directly from a supplier where we own and manage the office ourselves. As of May 2015 this is the case for two offices, Warrington and Gateshead. For other offices, we pay the head leasee or building owner a share of the electricity and gas costs in accordance with each MOTO (memorandum of terms of occupation) agreement.

We can confirm there are ten offices where the HCA pays a share of the electricity and gas as mentioned in the previous paragraph and these ten offices are owned or leased by another Government body. Government bodies use the Crown Commercial Service (CCS) Energy Framework which means they need to use the three CCS appointed suppliers for the purchase of electricity and gas: Corona, British Gas and EDF Energy.

We procured electricity under this framework during the last three years for three additional privately leased offices which we have since vacated: Maple House, London (vacated 2014); Westbrook, Cambridge (vacated 2014) and CBXII, Milton Keynes (vacated 2013).

To clarify, the figures included in response to question 3 in the attached table is the aggregate spend figures for the HCA offices at Warrington and Gateshead as well as the now vacated offices at Maple House, Westbrook and CBXII.

If you have any questions regarding this response or any further queries you can contact us at the following addresses and quote your unique reference number found at the top of this letter:

Email: mail@homesandcommunities.co.uk

Mail: Information Access Officer
Homes and Communities Agency
Fry Building
2 Marsham Street
London
SW1P 4DF

If you are unhappy with the way Homes and Communities Agency has handled your request you may ask for an internal review. You should contact

Head of Legal Services
Homes and Communities Agency
Fry Building
2 Marsham Street
London
SW1P 4DF

Homes and Communities Agency
Fry Building, 2 Marsham Street, London, SW1P 4DF

0300 1234 500
homesandcommunities.co.uk

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at

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

Yours sincerely

Naomi McMaster
Information Access Officer
Homes and Communities Agency