



Department
for Environment
Food & Rural Affairs

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

Your ref:
Our ref: RFI 6275
Date: 31 March 2014

Dear

REQUEST FOR INFORMATION: Allocation of resources within Defra

Thank you for your freedom of Information request about the allocation of resources within Defra, which we received on 6 February 2014. As you know we have handled your request under the Freedom of Information Act 2000 (FOIA).

You asked:

Please provide the information requested for each of the designated corporate services functions. [You provided a table detailing the information you requested]

In response:

Please see the table in **Annex C** that shows the information requested.

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

Copyright

The information supplied to you continues to be protected by copyright. You are free to use it for your own purposes, including for private study and non-commercial research, and for any other purpose authorised by an exception in current copyright law. Documents (except photographs or logos) can be also used in the UK without requiring permission for the purposes of news reporting. Any other re-use, for example commercial publication, would require the permission of the copyright holder.

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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

Annex C – Table showing information relating to four of Defra’s corporate service functions

	Payroll	HR	Finance & Accounting	Procurement																																				
Number of FTE headcount (employed directly by your organisation) dedicated to this function	0 FTE as at 28 February 2014	63.63 FTE as at 28 February 2014	144.16 FTE as at 28 February 2014	40.4 FTE as at 28 February 2014																																				
What is the annual budget for providing this function?	2013/14 No direct budget because the function is fully outsourced.	2013/14 (£'000) 7,432	2013/14 (£'000) 8,418	2013/14 (£'000) 3,151																																				
Please provide a breakdown of the annual costs as you would usually present it. (e.g. by staff, software, services)	A breakdown of annual costs is not applicable as the payroll function is fully outsourced and the expenditure cannot be uniquely identified.	For the year ended 31 March 2013 (£'000): <table border="1"> <tr><td>Staff Costs</td><td>4,950</td></tr> <tr><td>Salary Recharges</td><td>-611</td></tr> <tr><td>Other Costs</td><td>2,487</td></tr> <tr><td>Income from Network Bodies</td><td>-1,637</td></tr> <tr><td>Other Income</td><td>0</td></tr> <tr><td>Net Operating Cost</td><td>5,189</td></tr> </table>	Staff Costs	4,950	Salary Recharges	-611	Other Costs	2,487	Income from Network Bodies	-1,637	Other Income	0	Net Operating Cost	5,189	For the year ended 31 March 2013 (£'000): <table border="1"> <tr><td>Staff Costs</td><td>7,803</td></tr> <tr><td>Salary Recharges</td><td>-17</td></tr> <tr><td>Other Costs</td><td>295</td></tr> <tr><td>Income from Network Bodies</td><td>0</td></tr> <tr><td>Other Income</td><td>-82</td></tr> <tr><td>Net Operating Cost</td><td>7,999</td></tr> </table>	Staff Costs	7,803	Salary Recharges	-17	Other Costs	295	Income from Network Bodies	0	Other Income	-82	Net Operating Cost	7,999	For the year ended 31 March 2013 (£'000): <table border="1"> <tr><td>Staff Costs</td><td>2,634</td></tr> <tr><td>Salary Recharges</td><td>0</td></tr> <tr><td>Other Costs</td><td>896</td></tr> <tr><td>Income from Network Bodies</td><td>-180</td></tr> <tr><td>Other Income</td><td>0</td></tr> <tr><td>Net Operating Cost</td><td>3,350</td></tr> </table>	Staff Costs	2,634	Salary Recharges	0	Other Costs	896	Income from Network Bodies	-180	Other Income	0	Net Operating Cost	3,350
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Is any part of this service function provided by an external supplier (i.e. not by your organisation)? If so, please name the supplier(s).	Yes. Shared Services Connected Ltd. (SSCL)	Yes. Shared Services Connected Ltd. (SSCL)	Yes. Shared Services Connected Ltd. (SSCL)	Yes. Shared Services Connected Ltd. (SSCL)																																				
What type of services do these suppliers provide? (e.g. bureau service, shared service capability, full outsourcing)	Shared Service capability	Shared Service capability	Shared Service capability	Shared Service capability																																				
Is any part of this service function shared with other public sector organisations?	Yes	Yes	Yes	No. However procurement transactions initiated by Defra go to SSCL as part of the transaction flow process.																																				

If so, please indicate what is shared and with whom	Currently the SSCL element is shared across parts of the Defra Network, and will be expanded as part of ISSC2*	Currently the SSCL element is shared across parts of the Defra Network, and will be expanded as part of ISSC2*	Currently the SSCL element is shared across parts of the Defra Network, and will be expanded as part of ISSC2*	Not applicable.
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- Note: ISSC2 – Independent Shared Services Centre Two is part of a Government programme which aims to streamline and rationalise the provision of shared services