



Our ref: RFI 5949

Date: 25 November 2013

Dear

REQUEST FOR INFORMATION: Christmas trees

Thank you for your request for information about *Christmas trees (2012)*, which we received on 29 October 2013. As you know, we have handled your request under the Freedom of Information Act 2000 (FOIA).

I enclose a copy of the information you requested:

1. How many Christmas trees (real or artificial) did the department purchase last year (calendar year 2012) for display on the department's premises? ("Christmas trees" to be defined in the traditional sense, i.e. real or artificial fir trees used for traditional festive decorative purposes).
2. Of the Christmas trees purchased, what was the total cost to the department of each tree as invoiced by the supplier?

The table below identifies the Christmas trees purchased for Defra buildings in 2012

| | | |
|-------|--|---------|
| Defra | Traditional Gold Christmas Tree - 10ft | £450.00 |
| Defra | Traditional Red Christmas Tree - 7ft | £215.00 |
| Defra | Traditional Gold Christmas Tree - 10ft | £450.00 |
| Defra | Traditional Gold Christmas Tree - 7ft | £215.00 |
| Defra | Traditional Gold Christmas Tree - 10ft | £450.00 |

3. Were any of these Christmas trees purchased using a dedicated e-procurement platform, as opposed to a traditional paper-based invoicing process?

4. How many of the aforementioned Christmas trees purchased for the Department's premises (please see previous email) were disposed of after use, as opposed to being stored for future use?

The Christmas trees were supplied by Defra's facility management provider and were recycled after use.

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 us.

Yours

Defra Estates

M: estates.correspondence@defra.gsi.gov.uk

Annex A

Copyright

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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