



Department
for Environment
Food & Rural Affairs

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Your ref:
Our ref: RFI 6870
Date: 17 October 2014

REQUEST FOR INFORMATION: Government Procurement Card Spend

Thank you for your request for information about Government Procurement Card (GPC) spend, which we received on 5 September. As you know, we have handled your request under the Freedom of Information Act 2000 (FOIA).

You asked:-

- *How many staff are currently authorised to use purchase cards or similar*
- *The total amount spent by the government minister, junior minister, their aides, special advisers, assistants, or staff in their office using purchase cards or similar in 2014, 2013, 2012*
- *Please also provide a copy of the card statements, 'management information' or line-by-line data for each card (in a xls or csv format) giving a breakdown of the spending, including the name of the authorised card user(s), the date of each transaction, the merchant paid, the transaction amount, the transaction description and any other description held on record to explain each transaction*
- *The total amount spent by senior staff (Senior management level or higher, not including those covered by Q1) using purchase cards or similar in: 2013/14, 2012/13, 2011/12*
- *Please also provide a copy of the card statements, or line-by-line data for each card (in a xls or csv format) giving a breakdown of the spending, including the name of the senior staff/officer/authorised card user(s), the date of each transaction, the merchant paid, the transaction amount, the transaction description and any other description held on record to explain each transaction*
- *The total amount spent by other staff using purchase cards or similar in: 2013/14, 2012/13, 2011/12*



INVESTORS
IN PEOPLE

- *Please also provide a copy of the card statements, 'management information' or line-by-line data for each card (in a xls or csv format) giving a breakdown of the spending, including the name of the worker/authorised card user(s), the date of each transaction, the merchant paid, the transaction amount, the transaction description and any other description held on record to explain each transaction.*

The amount of information you are seeking in respect of these requests is substantial.

Section 12(1) of the FOIA allows us to refuse a request for information if we estimate that the cost of complying with the request would exceed the appropriate limit, which currently stands at £600. On the basis of our estimates, we consider that the cost would exceed this limit and, as such, we are refusing these elements of your request. The best way we can help you is to ask you to consider narrowing down your request to focus more clearly on the precise information you are seeking. You could, for example, consider reducing the time period covered; or request a list only of transactions over a certain value.

If you were to make a new request for a narrower category of information, it may be that we could comply with that request within the appropriate limit, although we cannot guarantee that this will be the case. Please note that if you modify your request, we will handle it as a new request and so the 20-working-day deadline for responding to requests would then commence from the date that we receive the modified request.

In the meantime, in the interests of being of assistance, we can provide you with the following requested information about Government Procurement Cards (GPCs)

- 178 staff were authorised to use GPCs as at 11 September 2014 (the last date on which monthly management information relating to GPC usage was produced).
- The annual spend incurred on GPCs by staff working in all Defra Private Offices is reflected in the table below. It should be noted that the Secretary of State, Ministers and Special Advisers do not normally hold cards themselves, but purchases may be made on their behalf by staff within their Office.

Year	Spend (£)
2011-12	126,451
2012-13	53,911
2013-14	27,886

- You may also find it helpful to look at the data that Defra already publishes on a monthly basis, under the government's Transparency Agenda, of all Government Procurement Card transactions over £500. This information is available at <http://data.gov.uk/dataset/defra-gpc-spend-over-500-pounds>.

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.

We attach Annex A which explains the copyright that applies to the information being released to you.

We also attach Annex B giving contact details should you be unhappy with the service that you have received.

If you have any queries about this letter please contact the address below.

Yours sincerely,


Defra FOIA and EIRs Team
InformationRequests@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