



Department
for Environment
Food & Rural Affairs

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

Your ref:
Our ref: RFI 6784
Date: 12 August 2014

Dear

REQUEST FOR INFORMATION: Spend on Stationery

Thank you for your request for a breakdown of spend on printing and stationery for the financial years 2012/13 and 2013/14, which we received on 26 July 2014. As you know, we have handled your request under the Freedom of Information Act 2000 (FOIA).

You asked

I would like to request the following information under the Freedom of Information laws.

In page 122 of the DEFRA end of year accounts (https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/336100/defra-year-end-accounts-2013-14.pdf) it details a spend on printing and stationery as:

core department: 129 ,000,
core department and agencies: 1,151 000
departmental group: 1,668 000

I would like to request a breakdown of these figures.

- 1) Please break down the costs for purely,
 - a) printing
 - b) stationery

(I would like figures for the 2013/14 and separately the 2012/13 financial year)



2) I would like a full, itemised breakdown of just the money spent on printing. Please include a description of each cost. ie employee printing costs, glossy brochure for staff training magazine etc.

(Again I would like figures for the 2013/14 and separately the 2012/13 financial year)

3) I would like a full, itemised breakdown of just the money spent on stationery.

a) Please include a separate figure for the amount of money spent on branded stationery.

(Again I would like the 2013/14 and separately the 2012/13 financial year)

In Response

1. This table shows the breakdown of the figures you highlighted from the Annual Report and Accounts:

	2013-14 (£000)			2012-13 (£000)		
	Printing	Stationery	Total	Printing	Stationery	Total
Core Department	70	59	129	169	123	292
Centre for Environment, Fisheries and Aquaculture Science	41	53		53	101	
Rural Payments Agency	863	18		1,003	59	
Veterinary Medicines Directorate	39	8		76	11	
Core Department and Agencies	1,013	138	1,151	1,301	294	1,595
Environment Agency	64	164		28	186	
Marine Management Organisation	37	1		20	1	
Natural England	187	29		220	151	
Royal Botanic Gardens Kew	8	7		6	4	
National Forest Company	0	2		0	3	
Gangmasters Licensing Authority	2	16		2	13	
Departmental Group	1,311	357	1,668	1,577	652	2,229

2. & 3. Initial investigations have shown that an itemised breakdown of expenditure on printing and stationery would yield around 9,300 individual transactions for the Core Department alone. 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 of reviewing each of the transactions and ensuring the explanations are clear and understandable would exceed this limit and, as such, we are refusing this element of your request.

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

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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