



Department  
for Environment  
Food & Rural Affairs

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[www.gov.uk/defra](http://www.gov.uk/defra)

Our ref: RFI 7240  
Date: 3 March 2015

Dear [REDACTED],

### REQUEST FOR INFORMATION: PROCUREMENT DEPARTMENT STAFF

Thank you for your request for information, which we received on 3 February 2015 about Procurement Department staff in Defra. As you know, we have handled your request under the Freedom of Information Act 2000 (FOIA).

You asked a number of questions for the period from 1 January to 31 December 2014 in relation to Defra's Procurement & Contracts Team. The information you requested is set out below:

- 9 non-permanent staff were employed;
- 7 non-permanent staff left the Department;
- 12 permanent staff were recruited;

Information on the number of personnel within the Procurement & Contracts Team that are related to each other through marriage, cohabitation or same sex relationships is not held by Defra.

The Recruitment Policy that has been/and will continue to be used to recruit and promote the Procurement & Contracts Team's permanent staff complies with Civil Service recruitment principles, which are as follows:

*All appointments must be made in line with the Civil Service Recruitment Principles in that candidates must be appointed on merit on the basis of fair and open competition:*

- *Merit – means the appointment of the best available person: no one should be appointed to a job unless they are competent to do it and the job must be offered to the person who would do it best.*
- *Fair – means there is no bias in the assessment of candidates. Selection processes must be objective, impartial and applied consistently.*
- *Open – means that job opportunities must be advertised publicly and potential candidates given reasonable access to information about the job and its requirements, and about the selection process.*

*The Recruitment Principles reflect recruitment best practice and the core provisions of employment legislation and includes provisions to find the best person for the job considered on individual merit and regardless of race, colour, ethnic or national origin*



*(subject to Civil Service nationality rules), sex, marital status, sexual orientation, religious beliefs, age or (subject to the requirements of the job) disability.*

Further information in Civil Service recruitment is available here:

<http://civilservicecommission.independent.gov.uk/civil-service-recruitment-2/>

During 2014, 12 staff in Procurement & Contracts received a total of £11,787.25 in overtime payments, and 23 staff received a total of £11,850.00 in in-year performance payments. These figures do not include payments for untaken annual leave nor end-year performance payments made as part of the Defra's pay award.

In keeping with the spirit and effect of the FOIA and 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](http://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 the address below.

Yours sincerely,



**Information Rights Team**

[InformationRequests@defra.gsi.gov.uk](mailto: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 within 40 working days of the date of this letter. Please write to [REDACTED] Head of Information Standards, Area 4D, Nobel House, 17 Smith Square, London, SW1P 3JR (email: [requestforinfo@defra.gsi.gov.uk](mailto: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 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