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You requested information on details of mobile device usage and hardware.

We have handled your request under the Freedom of Information Act 2000.

Q1. Please confirm the number of mobile phones or smartphones that are funded by the organisation and in use by the organisation.

A1. As at the 1st October 2015, the Wales Office has allocated 18 blackberry and 2 mobile phone devices to staff.

Q2. The Name of the Organisation who acts as your mobile airtime service provider. (If multiple contracts are set up please confirm each specific provider). Please confirm

- the date the aforementioned contract(s) started and ended.
- the date the contract(s) will be reviewed (prior to termination)

A2. The Wales Office is provided with mobile telephone and mobile data services by Vodafone and Orange. These services are provided through contracts supplied by the Ministry of Justice. We therefore do not hold the information that you have requested. You may wish to contact the Ministry of Justice about these contracts.

Q3. The number of mobile connections within the organisation. (If multiple contracts are set up please confirm each specific provider).

A3. Please see response at A1.

Q4. Are mobile phones and smart phones purchased separately or 'bundled' as part of the airtime agreement?

Q4.1 If handsets are 'bundled' with an airtime agreement, – please provide a cost breakdown between the devices and the airtime contract. (Example response maybe: The organisation has a contract where the handsets are zero cost although data and calls are paid for — Alternatively — Handsets were purchased at £50 each plus any calls and data.)

A.4.1. Please see response at A2.

Q4.2. If handsets are procured separately, please provide details of how many mobile phones or smart phones have been purchased during the previous three years. (Please detail year on year spend and physical number of devices acquired.)

A.4.2. Please see response at A2

Q4.3. If Handsets are procured separately please could you confirm if the devices are leased or purchased outright.

A.4.3. Please see response at A2.

Q4.4. Does the organisation make ad-hoc purchases for Handsets during the normal contractual term.

A4.4. No. The department obtains all handsets from the Ministry of Justice.

Q4.5 Is the procurement process under a specific framework or does the organisation work independently of such a framework? Please provide details of framework if necessary.

A4.5 Please see response at A2.

Q5. Does the organisation purchase Tablets (for example I-pad's?) and if so please provide details of how many individual devices have been purchased during the previous three years. Please detail year on year spend and physical number of devices procured.

A5. During the last three years the Wales Office purchased one I-pad at a cost of £434 for the Press and Communications team.

Q5.1. Please could you confirm if the devices are leased or purchased outright?

A5.1. Please see response at A5.

Q6 Do you include mobile devices (Phones and Tablets) within you asset register?

A6. The Wales Office capitalisation threshold is £1,000. The I-pad is below this threshold and all phone devices are managed by the Ministry of Justice (please see response at A2).

Q7 If your mobile devices (Phones and Tablets) are not held on your central asset register; please clarify how you manage/trace the mobile devices during their lifecycle within the company.

A7. All staff allocated a phone are issued with guidance to manage it, including reporting any issues to the Ministry of Justice. A record of all phones issued to staff is kept by the Department. The Press and Communications team are responsible for the I-pad and it is locked away securely when not in use.

Q8. What happens to mobile devices (Phones and Tablets) at the end of the contract term or alternatively at the point of retirement?

A8. The contract is managed by the Ministry of Justice. Please see response at A2. The Wales Office does not have a contract for the I-pad as it was purchased outright.

Q9. What is the current process for removing all sensitive data from the devices (Phones and Tablets) at the end of the contract term or alternatively at the point of retirement?

A9. All users are provided with a copy of the Ministry of Justice security procedures for phones and mobile devices.

Q9.1 Please confirm the name of any third party companies involved in the retirement process, how long they have been contracted and when that contract is due to expire.

A9.1. Please see response at A2.

Q10. Please provide full details of the person who is ultimately responsible for the Airtime Contact. (Please include: Name, Position, E-mail address, Contact Phone Number, Office Location).

A10. Please see response at A2.

Q11. Please provide full details of the person who is ultimately responsible for the Procurement of Mobile Devices. (Please include: Name, Position, E-mail address, Contact Phone Number, Office Location).

A11. Please see response at A2.

Q12. What is your current accounting treatment for mobile phone assets?

A12. The Wales Office pays the Ministry of Justice a charge for a phone which is expensed to the profit and loss account.

Q13. What is the current method for insuring your mobile devices in the event of loss, damage or theft?

A13. Please see response at A2.

Q14. Are insurance services part of any current framework or would this service operate outside of any present framework agreement.

A14. Please see response at A2.