



Our Reference:

**BY EMAIL ONLY**

28 October 2015

Dear

**Request for Information**

Thank you for your email dated 5 October 2015 requesting information on mobile phone contracts at the Homes and Communities Agency (HCA). For ease we have answered each of your questions separately below.

**In Reference To: Mobile Device Usage and Hardware: (Mobile Telephones/Smartphones and Touch Screen Tablets)**

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

The HCA has 750 mobile phones and smartphones in use.

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

Vodafone is the HCA's airtime service provider.

**4.1 please confirm;**

- (a) the date the aforementioned contract(s) started.**

The contact started on 1 September 2014.

- (b) the date the aforementioned contract(s) ends.**

The contract ends in September 2016.

**(c) the date the contract(s) will be reviewed (prior to termination).**

The contract will be reviewed in May 2016.

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

There are 750 mobile connections at the HCA.

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

The mobile phones and smart phones are 'bundled'.

**4.1 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.)**

We can confirm handsets were purchased at £50 each plus any calls and data

**4.2 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.)**

Please see response to 4.1 above.

**4.3 If Handsets are procured separately please could you confirm if the devices are leased or purchased outright?**

See 4.1 above.

**4.4 Does the organisation make ad-hoc purchases for Handsets during the normal contractual term?**

Yes, the HCA does make ad-hoc purchases of handsets.

**4.5 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.**

The framework is PSN Lot 6.

**5. Does the organisation purchase Tablets (for example – iPad's)?**

Yes, the HCA purchases tablets.

**5.1 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.**

The HCA purchased 33 tablets in 2013 and 8 tablets in 2014.

**5.2 Please could you confirm if the devices are leased or purchased outright.**

The tablets are purchased.

**5.3 Is the procurement process under a specific (please detail) framework or does the organisation work independently of such a framework?**

The framework is PSN Lot 6.

**6. Do you include mobile devices (Phones and Tablets) within you asset register?**

Yes, these are included in the HCA's asset register.

**7. 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.**

N/A, please see response to question 6 above.

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

They are disposed in compliance with HMG Security Policy Framework.

**9. 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?**

The HCA contracts a third party supplier to remove sensitive data in compliance with HMG Security Policy Framework.

**10. 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).**

**Name:** Tina Hughes

**Position:** Head of IT (Operations)

**Email:** tina.hughes@hca.gsi.gov.uk

**Tel:** 0191 497 7594

**Office:** Gateshead

**11. 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.**

Please see question 10 above.

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

The accounting policy for mobile phones, along with all items of Property, Plant and Equipment (PPE), is shown in the Statement of Accounting Policies, which can be found within our latest financial statements at the following web address:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/439772/HCA\\_Annual\\_Report\\_2014-15.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/439772/HCA_Annual_Report_2014-15.pdf)

The section relating to PPE is as follows:

*e) Property, plant and equipment*

*Property, plant and equipment, excluding freehold and leasehold property, is stated at historical cost less accumulated depreciation and any impairment in value, as a proxy for fair value. These assets generally have short useful lives and low values, and therefore this basis is not considered to be materially different to fair value. Land, freehold buildings and leasehold buildings are recognised initially at cost and thereafter measured at fair value, less depreciation on buildings and any impairment subsequent to the date of valuation. Land is not depreciated.*

*For land and freehold buildings an assessment is carried out each year by a qualified valuer to ensure that the fair value of a revalued asset does not differ materially from its carrying amount. A full valuation is performed every 5 years. For leasehold buildings, fair value is determined by reference to the present value of the minimum remaining lease payments, with an allowance made for any properties not fully utilised.*

*Assets are capitalised where the cost of a single asset, or group of assets, exceeds £5,000.*

*Depreciation is charged to net expenditure based on cost or fair value (in the case of revalued assets), less the estimated residual value of each asset, evenly over its expected useful life as follows:*

- *Freehold and long leasehold property 50 years, or the remaining lease term if shorter*
- *Information technology 3 years.*
- *Furniture, fixtures and fittings 5 years.*
- *Office equipment 5 years.*

**13. What is the current method for Insuring your mobile devices in the event of loss, damage or theft?**

Mobile devices are not Insured.

**14. Are Insurance services part of any current framework or would this service operate outside of any present framework agreement.”**

N/A see response to question 13 above.

If you have any questions regarding this response or any further queries you can contact us at the following addresses and quote your unique reference number found at the top of this letter:

**Email:** [mail@homesandcommunities.co.uk](mailto:mail@homesandcommunities.co.uk)

**Mail:** Information Access Officer  
Homes and Communities Agency  
Fry Building  
2 Marsham Street  
London  
SW1P 4DF

If you are unhappy with the way Homes and Communities Agency has handled your request you may ask for an internal review. You should contact

Head of Legal Services  
Homes and Communities Agency  
Fry Building  
2 Marsham Street  
London  
SW1P 4DF

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire

Homes and Communities Agency  
Fry Building, 2 Marsham Street, London, SW1P 4DF

0300 1234 500  
homesandcommunities.co.uk

SK9 5AF

Yours sincerely

Naomi McMaster  
Information Access Officer  
Homes and Communities Agency