



BY EMAIL ONLY

21 April 2016

Dear

Request for Information

Thank you for your email dated 4 April 2016 requesting information on the gas, electricity and water contracts at the Homes and Communities Agency (HCA). For ease of reference your request is below.

"I would like to submit a new freedom of information request.

1. *Contracts/Agreements relating to the supply of Gas which may include the following:*
 - *Natural Gas Supply*
 - *Gas Heating / Boiler Maintenance*
 - *Installation of Gas Central Heating Systems*

2. *Contracts/Agreements relating to the supply of Electricity which may include the following:*
 - *Street Lighting*
 - *Electricity Supply (Half Hourly)*
 - *Electricity Supply (Non Half Hourly)*
 - *Corporate Electricity Supply*

3. *Contracts/Agreements relating to the supply of Water which may include the following:*
 - a. *Supply of Water*
 - b. *Waste Water*

Contract Information- For each of the types of the contract that I am requesting please can you send me the following information. Please remember if there is more than one provider can you please split the contract information up for each individual provider?

1. *Unique Contract Key: Please can you provide me with a unique reference quote that relates to each contract.*
2. *Current Provider: If there is more than one provider please split the contract information individually.*
3. *Annual Average Spend: Please can you send me the average spends over the last three years. Approximate spend is also acceptable.*

4. *Contract Duration: Duration of the contract/agreement and can you please include any extension periods that could be executed*
 5. *Contract Commence Date: The date the contract/agreement commenced*
 6. *Contract Expiry Date: The date the contract/agreement expired*
 7. *Contract Description: A brief description of the contract of what support/service is involved*
 8. *Responsible Officer: Who within the organisation is responsible for this contract. Please can you send me the full names, actual job title, internal contact number and the officers direct email address.*
- If there is more than one supplier please split each profile of the above data types for each supplier. E.g. separate spend, expiry date, responsible officer.”*

We have now had an opportunity to investigate your request and are writing to communicate our response. Attached to this letter is a PDF document which provides the full information requested in table form. As mentioned in the attached document, we only procure electricity, gas and water for offices directly from a supplier where we own and manage the office ourselves. As of April 2016, this is the case for two offices, Warrington and Gateshead and therefore this is the only information we are able to supply. The remaining offices HCA occupy are owned or leased by another Government body and HCA pay a share of the cost of these utilities in accordance with the Memorandum of Terms of Occupation.

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

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

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

0300 1234 500
homesandcommunities.co.uk

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Online: <https://ico.org.uk/concerns/getting/>

Yours sincerely

Naomi McMaster
Information Access Officer
Homes and Communities Agency