



Foreign &
Commonwealth
Office

Commercial Procurement Group
Foreign and Commonwealth Office
King Charles Street
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Website: <https://www.gov.uk>

25 July 2017

FREEDOM OF INFORMATION ACT 2000 REQUEST REF: 0604-17

Thank you for your email of 10 May 2017 asking for information under the Freedom of Information Act (FOIA) 2000. You asked:

My request relates to the Nature of Business Travel and the Procurement and Usage of Vehicle Ownership, Lease or Rental. I've detailed below the information that we require:

- *What type of vehicle(s) are you currently using for business related travel? (e.g. van – fleet/hire, car – fleet/hire/company cars/employee reimbursement/taxi, private hire and bus/train)*
- *What is the annual spend on business related travel at Foreign & Commonwealth Office?*
- *Who is the person within Foreign & Commonwealth Office responsible for procuring and /or managing business travel? (Please provide name, job title, telephone, email and address details)*
- *When are your aforementioned car/van related transport arrangements due to expire? (Please provide details of each form of transport and each provider)*

On 13 July, you confirmed:

With this request I would only be interested in land based vehicles.

I am writing to confirm that we have now completed the search for the information which you requested.

I can confirm that the Foreign and Commonwealth Office (FCO) does hold information relevant to your request.

We are providing details of only centrally let contracts that are used by the FCO in the UK. Authority to enter into contracts is devolved to directorates and departments within the FCO in London as well as the global network of overseas missions in over 170 countries. To provide details of all business travel and vehicles could be obtained but only at disproportionate cost.

UNCLASSIFIED

Some of the information you have requested, is personal data relating to third parties, the disclosure of which would contravene one of the data protection principles. In such circumstances sections 40(2) and (3) of the Freedom of Information Act apply. In this case, our view is that disclosure would breach the first data protection principle. This states that personal data should be processed fairly and lawfully. It is the fairness aspect of this principle, which, in our view, would be breached by disclosure. In such circumstances, s.40 confers an absolute exemption on disclosure. There is, therefore, no public interest test to apply.

The answers to your questions are as follows:

1. For business related travel by land, the FCO uses public transport, taxis and hired vehicles (e.g. executive saloons, multi-purpose vehicles (MPVs) and coaches).
2. In FY 2016/17 the FCO globally spent £489,000 on vehicle hire and £1.4 million on taxis.
3. The details have been withheld under s.40.
4. Travelhire is the FCO's centrally contracted supplier for vehicle hire. We occasionally use other transport companies for regional or state visits booked through third parties. The FCO's current vehicle hire contract with Travelhire is due to expire in January 2018. Greater London Hire (GLH) and Skyline are FCO's centrally contracted suppliers for taxi hire. Greater London Hire contract is due to expire in September 2017 and Skyline's contract is due to expire in July 2018.

We expect all staff to travel by the most efficient means of transport, bearing in mind the operational requirement and the need to secure value for money for the public. Public transport should be used whenever possible. Staff should use taxis only on official business when it is absolutely necessary, for example when travelling late in the evening during periods of crises or when carrying bulky equipment to official events.

Commercial Procurement Group



We keep and use information in line with the Data Protection Act 1998. We may release this personal information to other UK government departments and public authorities.