



Pubs Code
Adjudicator

Office of the Pubs Code Adjudicator
Lower Ground
Victoria Square House
Victoria Square
Birmingham
B2 4AJ
Email: office@pca.gsi.gov.uk

11 January 2018

Dear XXXX,

Thank you for your email dated 12 December 2017, in which you requested information from the office of the Pubs Code Adjudicator (PCA) under the Freedom of Information Act 2000 (the Act).

The Act entitles you to:

- know whether the information that you have requested is held by the PCA; and
- be provided with that information, subject to any exemptions in the Act which may apply.

You have requested the following information:

“Under FOI regulations please provide a detailed breakdown of the following 2016/17 expenses Consultancy £82,767 what companies and what services provided? Regulatory Delivery £231,629 what suppliers and for what services? Travel & Subsistence £10,623 what employee what type of travel what class? Copies of all invoices over £100.”

I can confirm that the office of the PCA does hold some information relevant to your request. Train travel and accommodation was booked via an online travel management portal provided by BEIS. Travel booked using this method activates an immediate payment, so no invoices are generated.

Your request has been interpreted as requesting information relating to 2016/2017 for:

- work undertaken for the PCA by consultants, broken down by company and services provided;
- Work undertaken by Business Energy and Industry Strategy (BEIS) Regulatory Delivery team, broken down by services;

- Travel and subsistence expenditure for the PCA and officials broken down by type of travel and class;
- Copies of invoices for expenditure over £100.

Funding of the PCA

Section 63(1) of the Small Business, Enterprise and Employment Act 2015 authorises the PCA to impose a levy on each of the pub-owning businesses to cover the PCA's expenses. The levy funding for 2017 /18 has been approved by the Secretary of State and the methodology used to apportion the levy is published on the PCA's website.

Annex A provides information relating to your request:

Table 1 - A breakdown of the PCA's consultancy expenditure of £82,767.

Table 2 - A breakdown of the PCA and officials Travel and Subsistence expenditure of £10,623. The names of PCA officials below senior civil service grades have been withheld under section 40(2) of the Act (personal data) as the information meets the first condition in section 40(3) of the Act (because it would be unfair to process the personal data of those individuals in breach of the first data protection principle in the Data Protection Act 1998).

The PCA has adopted the BEIS Travel and Subsistence policy. No air travel was used and all trains are booked in standard class. Attached is a printout listing travel and accommodation booked on the system for the time period specified for the Pubs Code Adjudicator, Paul Newby and then for other PCA officials as a collective.

If you do not believe that we have provided an appropriate response to your request, as set out above, you are entitled to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original request and should be made in writing to office@pca.gsi.gov.uk or:

PCA
Lower Ground
Victoria Square House
Victoria Square
Birmingham
B2 4AJ

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, SK9 5AF.

Annex A:

Table 1 PCA Consultancy Costs May 2016 - March 2017 - £82,767

Invoice Number	Invoice Date	Company Name	Service	Amount (£)
L010134864	10/08/2016	Capita	Policy support May-July 2016	25,265.77
L010143930	21/09/2016	Capita	Policy support August 2016	15,303.24
L010149750	13/10/2016	Capita	Policy support September 2016	4,382.84
L010152910	26/10/2016	Capita	Policy support October 2016	5,671.91
L010156487	09/11/2016	Capita	Policy support November 2016	4,467.77
396	14/03/2017	NO5 Chambers	Legal Support Services	6,240.00
12/44	31/01/2017	scdodd comms	Communication and press support October - December 2016	12,170.44
01/2016	14/11/2016	Clashmore Consulting Ltd	Policy support November 2016	750.00
02/2017	29/03/2017	Clashmore Consulting Ltd	Policy support February - March 2017	6,000.00
001	18/04/2017	SLC Consulting Services Ltd	Policy support Feb/March 2017	2400.00
Incorrectly coded expense items all under £100 each				115.03
Total				82767.00

PCA [Regulatory Delivery](#) costs 2016-2017 £231,629

1. Paragraph 17 of Schedule 1 to the Small Business, Enterprise and Employment Act 2015 permits the Secretary of State to provide staff, premises, facilities or other assistance to the Adjudicator (with or without charges).
2. RD is a directorate in BEIS. RD strives to ensure regulation is delivered effectively, so that businesses can innovate, export and grow, and people and places are properly protected. RD is also a proven centre of international excellence.
3. RD provided operational services in the set-up of the PCA office and consultancy services in respect of good regulation. Operational services included

- a. Set up of the PCA Enquiries line
- b. Call handling services for PCA enquiry line
- c. Intelligence analysis in relation to enquiries

Attached to this response is a single invoice from the BEIS Regulatory Delivery team for work completed.

Table 2 PCA Travel and Subsistence May 2016- 31 March 2017 £10,623

	Train travel (£)	Car mileage (£)	Accommodation (£)	Subsistence / expenses (£)	Total (£)
Mr Paul Newby	4120.56 (of this £1763 was over £100 per booking – see attached breakdown)	522.45 (1161miles @45p)	755.00	702.00	6100.01
PCA officials	4018.60 (of this £1193 was over £100 per booking – see attached breakdown)	0	0	504.29	4522.89
Total					10622.90