

[REDACTED]

From: FOI
Sent: 21 August 2023 09:56
To: [REDACTED]
Subject: FOI 101-23 - Response
Attachments: FOI 101-23 document for release.pdf

Dear [REDACTED],

Our Ref: FOI-101-23

Thank you for your email to the Electoral Commission dated 24 July 2023.

The Commission aims to respond to requests for information promptly and has done so within the statutory timeframe of twenty working days.

Your request is shown below followed by our response.

Please may you provide me, in Microsoft Excel or an equivalent electronic format, with a list of invoices that were not paid within 30 days for the last 6 financial years (2017/18 to 2022/23 inclusive) which would feed into the Regulation 113 Notice you are required to publish each year as part of your obligations under The Public Contracts Regulations 2015, with the following information for each invoice (where available):

- *The name of the Supplier*
- *Supplier email address*
- *Supplier company registration number*
- *Supplier postal address*
- *Supplier telephone number*
- *Supplier website*
- *The date of the invoice*
- *The invoice reference*
- *The gross value of the Invoice*
- *The date the invoice should have been paid by*
- *The actual payment date of the invoice*
- *The total amount of interest liability due to late payment of the invoice*
- *The total amount of interest paid to the supplier due to late payment of the invoice.*

For the avoidance of doubt we request the data behind payment performance summaries for Regulation 113 Notices, not the summaries themselves.

We expect that this information to be readily available and easily accessible in the electronic format requested given the necessity of source data which must have been required to prepare and produce the Regulation 113 Notice.

If it is not possible to provide the information requested due to the information exceeding the cost of compliance limits identified in Section 12, or for another reason, please provide advice and assistance, under the Section 16 obligations of the Act, as to how I can refine my request.

Our response is as follows:

We hold some of the information you have requested. Please see the document attached.

We do not hold the following information:

- supplier telephone number
- supplier website
- supplier company registration number
- the total amount of interest liability due to late payment of invoice – n/a, see next bullet point
- the total amount of interest paid to the supplier due to late payment of the invoice – no interest was paid

Please note that all email and postal addresses were correct at the time they were recorded but may have changed since then.

You will notice that certain personal details have been redacted from the document we are releasing. Section 40(2) provides for an exemption where the information requested constitutes personal data as defined by the Data Protection Act 2018 (DPA), and where release of the information requested would breach one of the data protection principles. Some of the information contained in the requested information falls within the description of personal data as defined by the DPA because the information relates directly to an identifiable living individual. This includes names and contact details of individuals in some instances. The individuals in some cases are junior staff members and they would not reasonably expect their information to be released.

The Commission strives to be an open, transparent authority and I trust that this information satisfies your request.

If you are not satisfied with this response, please note that the Commission operates a review procedure, details of which can be found on the Commission website at: <https://www.electoralcommission.org.uk/freedom-information/make-a-freedom-information-request>.

Please also note that if you have exhausted all internal Commission review procedures and you are still not satisfied you have the right to appeal to the Information Commissioner. Details of this procedure can be found on the ICO website: <https://ico.org.uk/>.

Yours sincerely

Information Officer
FOI@electoralcommission.org.uk

The Electoral Commission
electoralcommission.org.uk

Supplier Number/Name	Address	email address	Document	Approver date	Logged Date	Invoice Value	Invoice Date	Payment Amount	No Days to Pay
ALL07 Allied Publicity Services	Chetham House Bird Hall Lane Cheadle Heath Cheshire SK3 0ZP	accountareceivable@theapsoroup.com	APR NV/00011034	25/07/2018	25/07/2018	624.79	24/08/2018	624.79	30
CAR07 Carat a T/D of Dentsu Ae	10 Trinton Street Regents Place London NW1 3BF	uk.billingqueries@dentsu.co.uk	APR NV/00009723	04/07/2017	11/10/2017	11,118.72	13/10/2017	11,118.72	101
CHA05 Chartered Institute of Ma	Moor Hall Cookham Maidenhead Berkshire SL6 9QH	icim.co.uk	APR NV/00014868	07/12/2020	30/11/2020	4,629.00	15/01/2021	4,629.00	39
ECH01 E Chistian & Co Ltd	Account Department Europa Park Magnet Road Grays Essex RM20 4DN	accounts@ecoroup.co.uk	APR NV/00009342	03/04/2017	31/03/2017	52.26	26/05/2017	52.26	53
FON01 Fona Cab	209 Knock Road Belfast BT5 6QE	queries@fonacab.com	APR NV/00010173	07/12/2017	07/12/2017	67.06	01/03/2018	67.06	84
IMG01 IM Group	Harmsworth House 13-15 Bouverie Street London EC4Y 8DP	finance@imgroup.com	APR NV/00009899	30/08/2017	30/08/2017	6 120.00	29/09/2017	6 120.00	30
LIN04 Lindsays	Caledonian Exchange 19a Canning Street Edinburgh EH3 8HE	cash@lindsays.co.uk	APR NV/00009933	07/09/2017	07/09/2017	1 800.00	20/10/2017	1 800.00	43
MON03 Monotype Ltd	Unit 2 Perrywood Business Park Honeycroft Lane Salfords Redhill Surrey RH15DZ	accounts@monotype.com	APR NV/00013233	13/11/2019	05/11/2019	1 026.00	04/12/2020	1 026.00	387
NEW03 Newsdirect UK Ltd	11/3 Tweeddale Court 14 High Street Edinburgh EH1 1TE	accounts@newsdirect.co.uk	APR NV/00010650	27/03/2018	27/03/2018	800.00	06/07/2018	800.00	101
OAK01 Oakleaf Partnership Ltd	4 Cedar Park Cobham Road Ferndown Industrial Estate Wimborne Dorset BH21 7SF	creditcontrol@oakleafpartnership.com	APR NV/00009352	05/04/2017	05/04/2017	8 400.00	19/05/2017	8 400.00	44
OAK01 Oakleaf Partnership Ltd	5 Cedar Park Cobham Road Ferndown Industrial Estate Wimborne Dorset BH21 7SF	creditcontrol@oakleafpartnership.com	APR NV/00009507	17/05/2017	17/05/2017	4 200.00	19/01/2018	4 200.00	247
PEN01 Penna plc	2nd Floor No. 5 Fleet Place London EC4M 7RD	creditcontrol@penna.com	APR NV/00008849	19/01/2017	12/01/2017	1,068.60	13/06/2017	1,068.60	145
POS02 POSITIF POLITICS L MITED	104/105 BUTE STREET CARDIFF CF10 5AD	accounts@positifgroup.co.uk	APR NV/00010272	10/01/2018	14/11/2018	450.00	16/11/2018	450.00	310
RAN01 Randall's Parliamentary S	5 Hobart Place London SW1W 0HU	accounts@parliamentonline.co.uk	APR NV/00012902	11/09/2019	03/09/2019	725.00	11/10/2019	725.00	30
REE03 Reed Specialist Recruitme	28 St Mary Street Cardiff CF10 1AB	reed-recruitment.com	APR NV/00013132	18/10/2019	11/10/2019	1,198.38	22/11/2019	1,198.38	35
RIC01 Richards Electrical Servi	3 Salow Close St Marys Island Kent ME4 3HG	richardselectricalservices@blueyonder.co.uk	APR NV/00010719	18/04/2018	18/04/2018	510.00	08/06/2018	510.00	51
RIC01 Richards Electrical Servi	4 Salow Close St Marys Island Kent ME4 3HG	richardselectricalservices@blueyonder.co.uk	APR NV/00011778	20/02/2019	20/02/2019	901.60	29/03/2019	901.60	37
STD01 ST DAVID RECRUITMENT SERV	1st Floor 7 Oak Tree Court Mulberry Drive Cardiff Gate Business Park Cardiff CF23 8RS	stdavid-recruitment.co.uk	APR NV/00012352	06/06/2019	06/06/2019	39.94	06/12/2019	3.00	183
Z P01 Zipmail Ltd	1 Quality Court Chancery Lane London WC2A 1HR	info@zipmail.co.uk	APR NV/00013098	11/10/2019	30/09/2019	695.07	22/11/2019	695.07	42