

From: [REDACTED]
Sent: 12 April 2017 16:42
To: [REDACTED]
Subject: FOI 31/17 - Procurement and Usage of Vehicles Response

Dear [REDACTED]

Our Ref: FOI 31/17

Thank you for your email to the Electoral Commission dated **7 March 2017**.

The Commission aims to respond to requests for information promptly and regrets that on this occasion we have not done so.

Your request is in bold below followed by our response.

You have requested:

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 forms of vehicle transport are you currently using for business related travel?**

- 1. What is the annual spend on business related travel at Electoral Commission?**
- 2. What proportion (%) of your annual spend on vehicle transport relates to cars and light commercial vehicles up to 3.5t?**
- 3. Who is the person within Electoral Commission responsible for procuring and/or managing business travel? (Please provide name, job title, telephone, email and address details)**
- 4. Who are your current suppliers/providers for your existing business travel arrangements (lease, ownership, hire or rental)?**
- 5. When are your current vehicle transport arrangements due to expire? (Please provide details of each form of transport and each provider)**
- 6. What are your current annual employee CO2 emissions, relating to business travel (in tonnes)?**
- 7. What is the average contract term that you have with your current business travel providers?**

Our response is as follows:

The Electoral Commission incurred £154,431 expenditure towards travel in FY 15/16. The figures for FY 16/17 are currently unavailable at the time of this request, as the Commission's Annual Accounts are in the process of being finalised.

The above figure amounted to 23% of cars and light commercial vehicles up to 3.5t and the current annual employee CO2 emissions are 50 tonnes.

The average life of a contract is 3 years and our current travel supplier is Capita and our existing arrangements for hotel, rail and air booking last up to July 2017. The car hire/rental contract is currently undergoing an internal review before proceeding through the procurement process.

The area that is responsible for Procurement issues lies within our Finance and Corporate Directorate, with our Finance Business partners being the focal point.

I trust that this information satisfies your request. The Commission strives to be an open, transparent authority, but in some circumstances we cannot responsibly release requested information, and we ask for your understanding in this regard.

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: <http://www.electoralcommission.org.uk/about-us/freedom-of-information-requests/how-do-i-make-an-foi-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: <http://www.ico.gov.uk>

Yours sincerely,

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Senior Information and Knowledge Adviser

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