

XXXXX

[By email:xxxxx]

Dear xxxxx

### Freedom of Information Request - F0008253

I am writing regarding your request for information, received on 25 October 2011. In that request, you asked for information about ICT budgets:

- “1. The total budgeted ICT expenditure (capital and revenue) for your organisation for 2010/11 and 2011/12?***
- 2. A breakdown of the actual / budgeted or estimate for 2010/11 and 2011/12 according to specified categories as well as the largest supplier for each category where known?***
- 3. If you have allocated spend in the IT outsourcing category, please identify which categories of IT service are included in the contract(s) involved. If the relative percentages of spend are readily available (i.e. if you procure for these elements separately) then please also indicate these.***
- 4. Please indicate how you expect the total ICT budget for 2012/13 and 2013/14 to change for your organisation (please tick one only for each year).***
- 5. Please provide a list of all the ICT projects that you are undertaking; the cost of these projects and the estimated completion dates for these projects. If it is not possible to provide this under the current Fol limits I am happy to accept a listing of your most up to date schedule of contracts or other record of contracts.”***

Firstly I would like to apologise for the delay in responding to you. The Act requires us to reply promptly and in any event not later than the twentieth working day following the date of receipt. On this occasion we have failed to meet that deadline and for that I apologise.

The Department for Transport was formed in 2002 and consists of a central department (including three Accident Investigation Branches) and seven executive agencies as follows:

Driver & Vehicle Licensing Agency (DVLA)

Driving Standards Agency (DSA)  
Government Car & Despatch Agency (GCDA)  
Highways Agency (HA)  
Maritime & Coastguard Agency (MCA)  
Vehicle & Operator Services Agency (VOSA)  
Vehicle Certification Agency (VCA)

This response covers both the central department and our seven executive agencies.

Some of our agencies received this request direct with some of the questions omitted or in a slightly different order. The response to your request is at Annex A of this letter. Please note however, information for financial year 2010/11 has not been supplied in some instances as this information was provided in a previous response to a request from your organisation in April 2011. The previous response was anonymised and published on our FOI disclosure log on the DfT website and can be accessed by clicking the following link: <http://assets.dft.gov.uk/foi/dft-f0007553/dft-f0007553.pdf> .

Unfortunately in some instances we have not been able to provide figures for the categories and sub categories in the format you requested due to the way our accounting systems work and these can vary considerably between DfT (central) and the agencies.

In keeping with the spirit and effect of the Freedom of Information Act, all information is assumed to be releasable to the public unless exempt. A copy of this response and the information provided may now be published on our website together with any related information that will provide a key to its wider context.

If you are unhappy with the way the Department has handled your request or with the decisions made in relation to your request you may complain within two calendar months of the date of this letter by writing to the Department's Information Rights Unit at:

Zone D/04  
Ashdown House  
Sedlescombe Road North  
Hastings  
East Sussex TN37 7GA  
E-mail: FOI-Advice-Team-DFT@dft.gsi.gov.uk

Please see attached details of DfT's complaints procedure and your right to complain to the Information Commissioner.

If you wish to discuss any of the above, please contact xxxxx in the DfT Press Office on 020 7944 xxxx. Please remember to quote the reference number above in any future communications.

Yours sincerely

xxxxx

**Your right to complain to the Department for Transport and the Information Commissioner**

You have the right to complain within two calendar months of the date of this letter about the way in which your request for information was handled and/or about the decision not to disclose all or part of the information requested. In addition a complaint can be made that DfT has not complied with its FOI publication scheme.

Your complaint will be acknowledged and you will be advised of a target date by which to expect a response. Initially your complaint will be re-considered by the official who dealt with your request for information. If, after careful consideration, that official decides that his/her decision was correct, your complaint will automatically be referred to a senior independent official who will conduct a further review. You will be advised of the outcome of your complaint and if a decision is taken to disclose information originally withheld this will be done as soon as possible.

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**

Please note information for financial year 2010/11 has not been supplied in some instances as this information was provided in a previous response to a request from your organisation in April 2011. The previous response was anonymised and published on our FOI disclosure log on the DfT website and can be accessed by clicking the following link: <http://assets.dft.gov.uk/foi/dft-f0007553/dft-f0007553.pdf> .

### ***DfT Central***

Q1. 2011/12 IT Budget Admin £16,543,295.09

Q2.

<b>ITEM</b>	<b>Budgeted 2011/12</b>	<b>Expenditure *2011/12 (*01/04/11- 10/11/11)</b>
DFT /544000 Computer equipment	672,586.32	171,309.73
DFT /544001 Computer Equipment S	302,900.00	71,213.85
DFT /544002 Service Charges Software	331,586.96	153,009.47
DFT /544003 IT Ser Running Costs	9,878,701.70	3,927,156.17
DFT /544004 Small Software	608,268.03	363,328.57
DFT /544005 Minor Developments	5,418.00	121,223.35
DFT /544008 Live Running Non IBM	947,480.00	-74,088.08
DFT /544009 Project Developments	0.00	-617,828.64
DFT /544011 Infrastructure Maint	136,200.00	550,934.85
DFT /544021 Service Charge Compu	33,812.87	17,227.72
DFT /544023 Data Supply - TD	1,523,228.86	1,044,460.73
DFT /548000 Telephone charges	944,880.40	615,035.17
DFT /548001 Mobile Phone charges	269,215.16	202,229.72
DFT /548002 Tel/Fax Rep & Maint	18,000.00	0.00
DFT /548003 Telecom Equipment	24,702.79	46,676.67
DFT /548005 Telex Charges	0.00	0.00

DFT /548007 Other Comms Charges	12,330.00	40,554.02
DFT /548008 IVR Costs	0.00	166,226.87
DFT /548009 Home Phone Charges	9,490.00	2,629.75
DFT /548010 Telephone Line Rent	18,194.00	114,703.22
DFT /550000 IT Consultancy	806,300.00	265,236.71
DFT /550002 Computer Consultancy	0.00	48,892.90
DFT /800007 IT Equip Cap Cost	0.00	35,495.85
DFT /800011 Software Lic Cap	0.00	968,737.44

Q3. None of the service categories listed are outsourced. However, we have other outsourced services as listed below, with estimated spend / budgets: -

Description	2010/11	2011/12
Telephony	£600k	£550k
Moves & Changes	£35k	£35k
Data Network	£100k	£100k
Network Gateway Managed Service	£980k	£980k

Q4. b) Increase by less than 10%

Q5.

IT Services Team	Project	Cost	Estimated Completion Date
Application Development and Support	Chapter (Ministerial correspondence system) upgrade	Internally Resourced	December 2011
	Marine Accident Investigation Branch System		April 2012
	Freight Statistics Replacement System		Sept 2012
Network Infrastructure	Wide Area Data Network	£438k	March 2012
	Telephony Service	£1,500k	March 2013

The projects, costs and completion date are a 'snap shot' in time and subject to change.

*DfT Central - Air Accident Investigation Branch (AAIB)*

Q1. Not applicable as there is no capital budget

Q2.

Category	Sub-category	2010/11	2011/12	Largest Supplier
<b>Hardware</b>	Desktop computers		4831.92	Dell
	Portable computers		1797.55	NK
	Servers		184.30	Misco
	IT consumables		15917.83	N/K
	Network equipment		2000	N/K
	Storage		7079.29	Misco
	Peripherals			
<b>Software</b>	Application licences		16402.23	N/K
	Middleware licences		6696.17	SBL
	System licences		4747.20	Accellion
<b>Services</b>	Hardware maintenance		1300.00	N/K
	Software maintenance			
	Custom software			
	IT outsourcing			
	Managed Communications		5760.70	N/K
	IT consultancy			
	System integration			
<b>Communications</b>	Training		1800	Essential Computing Ltd
	Fixed line		1113.92	Claranet
	Wireless		5054.56	NSSL Global
<b>Staff</b>	Networking equipment			
	Staff			

Q3.

Service Category	Is this service included in the IT outsourcing	If available, please indicate the relevant percentage of your spend under IT
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	contract(s)?	outsourcing contracts.
Hosting	£8,249 (1/3 share with other AIB's)	
Desktop		
Application Development		
Application Management		
Service Integration and Management		

Q4. (c) Remain the same

Q5. The AAIB is not currently undertaking any ICT projects

*DfT Central - Marine Accident Investigation Branch (MAIB)*

Q1. £78,000

Q2.

Category	Sub-category	2010/11	2011/12	Largest Supplier
<b>Hardware</b>  £15,000 for all categories excluding IT consumables	Desktop computers Portable computers Servers IT consumables Network equipment Storage	£5000		
	Peripherals			
<b>Software</b> £20,000 for all categories	Application licences Middleware licences			
	System licences			
<b>Services</b>	Hardware maintenance Software maintenance Custom software IT outsourcing Managed Communications IT consultancy System integration Training	£18,000      EPIC  £20,000      AVENCA		
<b>Communications</b>	Fixed line			
	Wireless			

	Networking equipment	
<b>Staff</b> N/A	Staff	

Q3.

Service Category	Is this service included in the IT outsourcing contract(s)?	If available, please indicate the relevant percentage of your spend under IT outsourcing contracts.
Hosting	Yes	100%
Desktop		
Application Development		
Application Management		
Service Integration and Management		

Q4. c) Remain the same.

Q5. Not applicable.

### *DfT Central - Rail Accident Investigation Branch (RAIB)*

Q1. Revenue Budget £103,774

Q2.

Category	Sub-category	2011/12 Budget	2011/12 Actual YTD (P1-7)	Largest Supplier
<b>Hardware</b>	Desktop computers	6,000.00	898.99	Dell
	Portable computers			
	Servers			
	IT consumables	3,000.00	817.74	QC Supplies
	Network equipment	6,000.00		
	Storage		0.00	
	Peripherals		170.72	Key Photo
<b>Software</b>	Application licences	4,428.00	67.48	
	Middleware licences			
	System licences		2,253.60	Direct Visual
<b>Services</b>	Hardware maintenance Software maintenance	48,152.00	32,611.20	LoCard



	Custom software			
	IT outsourcing			
	Managed	21,020.0	12,603.44	EPIC
	Communications	0		
	IT consultancy			
	System integration			
	Training			
<b>Comms</b>	Fixed line Wireless Networking equipment	11,784.0	6,405.84	BT
		0		
		3,390.00	2,329.30	Coloumbus Telecom
<b>Staff</b>	Staff	0.00	0.00	
	Totals	103,774.00	58,158.31	

Q3. This is dealt with by DfT.

Q4. b) Increase by less than 10%.

Q5. There are no projects being undertaken.

## **DSA**

Q1.

	<b>Revenue</b>	<b>Capital</b>
<b>2011/12</b>	£8,506,925	£3,800,000

Q2.

All of our ICT requirements are provided by one contractor, Capita; who provide a fully managed service. We are not separately invoiced by the categories stated in this request and therefore do not hold this information. All of our telecoms requirements are also met by one company and again are not separately invoiced so we cannot provide details as to how much has been spent on individual categories.

Q3. Please see answer to question 2.

Q4. (d) Decrease by up to 10%.

Q5. The table below shows the details of DSA's current ICT projects, the current estimate of cost for the project and the estimated completion (delivery) date.

<b>Project</b>	<b>Current Estimate £</b>	<b>Estimated Delivery</b>
TARS Database Upgrade	1,036,147	September 2011

MI Reporting Tool	312,631	February 2012
IBS3 - Online Business Services	2,685,072	Autumn 2012
EU 3rd Directive	2,206,099	October 2012
TARS Archiving & Retention	TBC	Summer 2012
Web Accessibility IBS	82,303	To be confirmed as full delivery has not yet been assessed
IBS Server replacement	166,086	September 2011
Server Infrastructure	835,937	December 2011
Network Accelerator	147,500	December 2011
Procurement of Web Services Hosting	117,500	1. June 2011 2. To be confirmed This project is in two parts
Email System Refresh	276,000	May 2012
Driver Certificate of Professional Competence (CPC) project	22,000,000	March 2012

## **DVLA**

Q1. 2011/12 ICT expenditure - £142.7 million.

Q2. Information is not held in the format asked for and therefore it is not possible to populate the tables as provided in the request. However, the information that we do hold can be found in the table below. Please note that the 2010-11 figures are actual spends and 2011-12 are forecast outturn. You will see from the table that the outsourced ICT service provider is IBM. Therefore no information is held indicating who the largest supplier for each category is.

<b>IT Expense</b>		<b>2010-11</b>	<b>2011-12</b>
		<b>£m</b>	<b>£m</b>
<b><u>Outsourced ICT Services (IBM)</u></b>			
<b>IS/ICT</b>			
Desktop		2.9	2.5
Networks		1.8	2.3
Datacentres & Server Mgt		9.8	7.9
Software Support & Maint		1.3	1.4
IMACs		0.4	0.4
Cabling Mgt		0.1	0.04
Application Support & Maintenance		14.1	22.4
Service Mgt		4.9	3.7
General Mgt		0.5	0.3
Other		1.1	1.6
		<b>36.8</b>	<b>42.7</b>
<b>Software</b>		<b>7.2</b>	<b>7.0</b>
<b>Hardware</b>		<b>2.6</b>	<b>2.3</b>
<b>Programme</b>		<b>74.2</b>	<b>75.2</b>
<b><u>Non Outsourced ICT Services</u></b>			
<b>Software</b>		<b>9.1</b>	<b>10.4</b>
<b>Hardware</b>		<b>0.2</b>	<b>1.1</b>
<b>Telecom</b>		<b>2.9</b>	<b>4.0</b>
<b>Total ICT Expenditure</b>		<b>133.0</b>	<b>142.7</b>

Q3. See above re outsourcing costs.

Q4. DVLA are not able to provide an estimate on how budgets will change for 2012/13 and 2013/14

Q5.

Programme / Project	Total Forecast Development costs £'000	Started Y/N	Estimated Completion Date
<b>EFFICIENCY PROGRAMME</b>			
Driver Licence Renewal (DLR)	3,427	Y	Feb-11
Front Office Services	2,834	Y	2013
Remove address & Counter	8,884	Y	2014
Digital Tachograph Migration	2,450	Y	2012
Future Card Procurement	5,158	Y	2014
KANA	212	Y	Jan-12
E Services	3,592	Y	2013
Northern Ireland Electronic	17,108	Y	2013
Northern Ireland Driver Card Production	51	Y	Aug-11
<b>MANDATORY SERVICE CHANGES PROGRAMME</b>			
Continuous Insurance Enforcement (CIE 2)	10,454	Y	Dec-11
EU3D - European Union Third Directive	7,352	Y	Mar-13
PCI DSS - Payment Card Data Security Project	14,246	Y	Dec-11
V5C Rollout	1,169	Y	Nov-11
Budget 2010	2,456	Y	Completed
Insurance Industry - IIADDS	12,069	Y	Aug-13
Continuous Registration (CR)	645	Y	Jun-12
CO2 for Vans	295	Y	Jun-12
<b>INFRASTRUCTURE</b>			
8 UP	13,217	Y	under review
DWP CISx (Customer	3,142	Y	Jul-11 - completed
TVR - (Manual M)	12,286	Y	May 11 - completed
Data Centres	5,814	Y	Apr-12
Storage Migration	2,404	Y	Nov-11
Migration out of Salford	8,236	Y	Mar-13
Desk top Upgrade	3,231	Y	Dec-11
Natural Image and Process	14,451	Y	Dec-11
IAAMS (Identity and Access	12,085	Y	under review
VSS Stack Regener8	7,260	Y	Jan-12
EPOS (Electronic Point of	3,811	Y	Feb-12
QAS - (Quick Address	4,081	Y	Mar-12
CASP Stack Refresh	18,977	Y	Oct-12
Weblogic	17,480	Y	Dec-11
Tachonet	694	Y	Dec-11
Test Environment 3	5,019	Y	Apr-11 - completed

MERS Tech Refresh (Metro Ethernet Routing Switches)	1,620	Y	Jul-12
Telecoms Tech Refresh	9,045	Y	Mar-13
<b>IT CONTRACT LET</b>			
IT Let Contract	14,450	Y	2014-15

Projects listed include actual to date and estimated development costs to completion for those initiatives currently in progress. Infrastructure maintenance and refresh initiatives to support live activities have been excluded.

## GCDA

Q1. The total ICT budget for 2010/11 was £434,000 and £426,000 for 2011/12

Q2. GCDA does not subdivide these categories in the same way for its records.

Category	Sub-category	2011/12	Largest Supplier
<b>Hardware</b>	Desktop computers Portable computers Servers IT consumables Network equipment Storage Peripherals	No GCDA Spend	
<b>Software</b>	Application licences Middleware licences  System licences	budgeted £157,000 IT software contracts YTD spend is £49,000	Logical Transport
<b>Services</b>	Hardware maintenance Software maintenance Custom software IT outsourcing Managed Communications IT consultancy System integration  Training	Included in the above figures is some software maintenance. An additional £10,000 is budgeted for Consultancy; however YTD not has been spent.	N/A
<b>Comms</b>	Fixed line Wireless	£100,000 has been	Cable and Wireless

		budgeted for Telecom- Internet and £83,000 for Telephones. YTD is £45,000 and £46,000 respectively
	Networking equipment	£40,000 N/A
<b>Staff</b>	Staff	Budgeted, YTD spend is £25,000

Q3. Not applicable.

Q4. GCDA budgets are not determined for these years yet. Early indications are that they will remain roughly the same.

Q5. GCDA is not currently undertaking any ICT Projects.

## HA

Q1.

	<b>2011/12</b>		
	Budget	Forecast	Variance
Resource	19.480	18.563	0.917
Capital	4.401	0.318	4.083
Total	23.881	18.881	5.000

Q2. We have not been able to provide a breakdown as requested and we have estimated that the cost of complying with your request would exceed £600. Section 12 of the Act (the full text of which is attached at Annex B) does not oblige the Department to comply with requests that exceed this limit, and we are therefore refusing this part of your request.

Q3. Note question 3 in the request to HA does not ask for information relating to outsourcing but instead states *"If you are unable to provide figures for 2010/11 and 2011/12 could you please indicate how you expect the total ICT budget for 2010/11 and 2011/12 to change for your organisation?"* This is not applicable as information is provided in Q1.

Q4. Note question 4 in the request to HA does not ask for information relating to budget changes for future years and states *"Please provide a schedule of contracts, including private-public partnerships (PPP)."*

ICT Services:

Start Date: 11th December 2007

End Date: 10th December 2012

Value: £84m

Suppliers Name: Atos Origin

Contact Details: Atos Origin IT Services UK Ltd, 4 Triton Square, Regents Place, London NW1 3HG

ICT Infrastructure - GSi v2.5

Suppliers Name: Cable & Wireless

Start Date: 7 January 2009

End Date: 6 January 2012

Value:  
Total value cannot be fully defined, as there is some element of costs being determined by volumes, but will be in the region of £775,000 over the 3 year term.

## **MCA**

Q1. Total Capital ICT budget for 2010/11 = £3,600,000 Total Revenue ICT Budget for 2010/11 = £11,933,057. Therefore total ICT budget = £15,533,057

Total Capital ICT budget for 2011/12 = £3,434,999. Total Revenue ICT Budget for 2011/12 = £11,528,985. Therefore total ICT budget = £14,963,984

Q2.

Category	Sub-category	2010/11	2011/12	Largest Supplier
<b>Hardware</b>	Desktop computers	Nil	Nil	N/A
	Portable computers	Nil	Nil	N/A
	Servers	£144,144	Nil	N/A
	IT consumables	£69,392	£57,572	Supplies Team
	Network equipment	£28,950	£4,697	IBM
	Storage	£14,496	Nil	N/A
	Peripherals	£96,497	£38,969	Various OGC
<b>Software</b>	Application licences	£32,797	£13,170	Various
	Middleware licences	These are included in the above figures		
	System licences	These are		

		included in the above figures		
<b>Services</b>	Hardware maintenance	£2,587,316	£1,148,053	Arqiva
	Software maintenance	£1,209,010	£1,383,669	Oracle
	Custom software	Nil	Nil	N/A
	IT outsourcing	Nil	Nil	N/A
	Managed Communications	£2,827,052	£1,744,755	BT
	IT consultancy	£143,011	Nil	N/A
		Nil	Nil	N/A
	System integration	Not our Department	N/A	N/A
	Training			
<b>Communications</b>		?	?	?
	Fixed line	N/A	N/A	N/A
	Wireless Networking equipment	See Above		
<b>Staff</b>	Staff	£1,539,570	£1,516,855	N/A

Q3. This question is not applicable as none of the services stated are outsourced.

Q4. (c) Remain the same.

Q5. MCA are currently undertaking one large project - Radio Equipment Replacement (RER) throughout the UK. The expected completion date is May 2012. Costs for this project over 3 years is £6,200,000

## VCA

Q1.

<b>Budget</b>	<b>2010/11</b>	<b>2011/12</b>
Revenue	500,000	550,000
Capital	400,000	490,000

Q2.

<b>Category</b>	<b>Sub-category</b>	<b>2010/11</b>	<b>2011/12</b>	<b>Largest Supplier</b>
<b>Hardware</b>	Desktop computers	0	0	
	Portable computers	6,100	12,800	DELL
	Servers	17,800	12,600	DELL
	IT consumables	21,700	11,714	



	Network equipment	27,540	0	CISCO
	Storage	31,630	0	DELL
	Peripherals	13,700	4,700	
<b>Software</b>	Application licences			
	Middleware licences	55,500	50,600	Computacenter
	System licences			
<b>Services</b>	Hardware maintenance	22,000	5,000	
	Software maintenance (and support)	99,500	21,900	
	Custom software			
		364,700	134,400	TSI
	IT outsourcing		0	
	Managed Communications			
	IT consultancy (including System Integration)	96,500	114,400	
	System integration		0	
	Training	6,400	0	
<b>Communications</b>	Fixed line (including networks links)	63,600	57,200	Virgin Media
	Wireless (Mobile)	56,000	30,000	Vodafone
	Networking equipment			
<b>Staff</b>	Staff	149,000	149,000	
			0	

Q3.

Service Category	Is this service included in the IT outsourcing contract(s)?	If available, please indicate the relevant percentage of your spend under IT outsourcing contracts.
Hosting	Yes	11%
Desktop	No	
Application Development	Yes	76%
Application Management	No	
Service Integration and Management	No	

Q4. (b) Increase by less than 10%

Q5.

	Project	Cost	Estimated completion date
1.	Enforcement Data System	£99,000	March 2012

2.	SharePoint System for Management System Certification	£75,000	April 2012
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## VOSA

Q1. This is available on page 16 of the 2011/12 VOSA Business Plan which can be accessed by clicking the link below.

<http://www.dft.gov.uk/vosa/repository/VOSA%202011-12%20Business%20Plan.pdf>

Q2.

Category	Sub-category	2010/11	2011/12	Largest Supplier
Hardware	Desktop computers Portable computers Servers IT consumables Network equipment Storage Peripherals	Bundled into managed services – cannot be segregated.		
Software	Application licences Middleware licences System licences	Bundled into managed services – cannot be segregated.		

Services	Hardware maintenance Software maintenance (and support) Custom software IT outsourcing Managed Communications IT consultancy (including System Integration) System integration Training	Bundled into managed services – cannot be segregated.		
Communications	Fixed line	£749k	£500k	BT
	Wireless	£700k	£550k	Vodafone
	Networking equipment			
Staff	Staff	£3.1m	£3.0m	

Q3. There are no recharging costs (note question 3 in the request to VOSA was about recharge costs to other organisations as apposed to outsourcing costs).

Q4.

Service Category	Is this service included in the IT outsourcing contract(s)?	If available, please indicate the relevant percentage of your spend under IT outsourcing contracts.
Hosting	Yes	Not possible to segregate.
Desktop	Yes	Not possible to segregate.
Application Development	Yes	Not possible to segregate.
Application Management	Yes	Not possible to segregate.
Service Integration and Management	Yes	Not possible to segregate.

Q5.

2012/13 d) Decrease by up to 10%.  
2013/14 c) Remain the same.

Q6. There are none to report.

## **Annex B**

### **Section 12 exemption:**

#### **Exemption where cost of compliance exceeds appropriate limit**

(1) Section 1(1) does not oblige a public authority to comply with a request for information if the authority estimates that the cost of complying with the request would exceed the appropriate limit.

(2) Subsection (1) does not exempt the public authority from its obligation to comply with paragraph (a) of section 1(1) unless the estimated cost of complying with that paragraph alone would exceed the appropriate limit.

(3) In subsections (1) and (2) “the appropriate limit” means such amount as may be prescribed, and different amounts may be prescribed in relation to different cases.

(4) The Secretary of State may by regulations provide that, in such circumstances as may be prescribed, where two or more requests for information are made to a public authority—

(a) by one person, or

(b) by different persons who appear to the public authority to be acting in concert or in pursuance of a campaign,

the estimated cost of complying with any of the requests is to be taken to be the estimated total cost of complying with all of them.

(5) The Secretary of State may by regulations make provision for the purposes of this section as to the costs to be estimated and as to the manner in which they are to be estimated.