

By email to: XXXXXXXXXXXXXXXX

Our Ref: F0007264
Date: 11 March 2011

Dear Mr XXXXXXXXXXXXXXXX

Application under the Freedom of Information (FOI) Act 2000 – F0007264

I am writing in response to your request for information received on 13 January 2011 made under the Freedom of Information Act 2000 summarised as follows:

Would you please provide a list of all personnel stating name and grade that have connection with Purchasing, Procurement and or Contract Management throughout the Department and any associated Agencies.

DfT consists of a central HQ organisation (DfT(c)) and seven Executive Agencies as follows:

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

This response covers the whole Department.

Procurement Teams in the Department procure goods and services where the value of the contract is above a specified limit. The staff named below are Senior Civil Servants.

DfT(c)

In the central Department there is a Corporate Procurement team headed by Simon Lydiard and staffed by 1x * PB7, 3 x PB6, 7 x PB5, 4 x PB4, 7 x PB3 and 2 x PB2. Eight of these staff work part time. There is also a team responsible for the procurement of rail franchises and other rail and non-rail contracts headed by John Gilbert staffed by 3 x PB7, 3 x PB6, 3 x PB5, and 2 x PB 3. There is also a Rail Commercial Contracts Directorate that manages the contracts between government and the franchised train operators for the provision of passenger rail services. This Directorate is led by Paul Rodgers and there are four teams that directly manage the contracts with train operators. Staffing of these teams is as follows: Tim Buxton (2 x PB7, 2 X PB6, 1 x PB5, 1 X PB4 and 1 x PB3), Colette Carroll (2 x PB7, 2 x PB6, 1 x PB5, 2 x PB4), Rowan Smith (1 x PB7, 3 x PB6, 1 x PB5 and 2 x PB4) and Stuart White (1 x PB7, 2 x PB6, 2 x PB5 and 2 x PB4). The Rail Commercial Contracts Directorate also leads the delivery of contractual interventions with

train operators to provide additional capacity through the Government's High Level Output Specification (HLOS). This team is comprised of 6 x PB7, 1 x PB6 and 1 x PB4. There are a number of other staff in the Rail Commercial Contracts Directorate who provide support functions to these teams but do not directly undertake procurement or contract management activities.

Within the central Department's communications function there are a number of staff for whom procurement forms a significant proportion of their role. The full time equivalent staff numbers are currently 0.5 x PB6, 1 x PB5, 1 x PB4 and 2 x PB3.

Please note the central department is currently undergoing a major re-organisation.

*PB = Pay Band

DVLA

In DVLA the Procurement team consists of 1 x G6, 3 x G7, 11 x SEO, 18 x HEO, 12 x EO, 2 x AO and 1 x AA. (See ** below).

DSA

DSA's Procurement team is made up of: 1 x G7, 2 x SEO, 2 x HEO, 2 x EO and 2 x AO (See ** below).

**G6 = Grade 6

G7 = Grade 7

SEO = Senior Executive Officer

HEO = Higher Executive Officer

EO = Executive Officer

AO = Administrative Officer

AA = Administrative Assistant

GCDA

GCDA do not have a central procurement team. The Finance, Information and Estates branch cover the procurement function and procurement does not form a significant proportion of their role. Furthermore, the Agency is supported in procurement matters by the expertise contained within the central procurement team at DfTc.

HA

In HA the Procurement team is headed by David Poole and staffed by 5 x *PB8, 9 x PB7 (one of whom is due to leave in March), 16 x PB6, 19 x PB5 (including 2 part-time), 23 x PB4 (including one part-time), 19 x PB3 (including 4 part-time) and 3 x PB2. Additionally, two temporary, non-Civil Service staff are currently engaged but it is planned that both should have left HA by April 2011 at the latest.

MCA

In MCA the central Procurement team is staffed by 1 x G7, 1 x temporary SEO, 1 x HEO, 1 x EO and 1 x AO. Two of these staff work part time. Within MCA there are also a number of staff for whom procurement forms a significant proportion of their role i.e. in the ICT function there is one HEO engaged on ICT procurement and in Asset Management (all hard and some soft Facilities Management procurement) there is 1 x G7, 3 x HEO, 2 x EO and 2 x AO.(see ** above).

VCA

VCA do not have a central procurement team. The Finance, Accounts & ICT branch cover the procurement function and procurement does not form a significant proportion of their role.

VOSA

In VOSA the central procurement team is staffed by 1 x G7, 1 x SEO, 1 x HEO, 1 x EO and 1 x AO. One member of staff works part-time.

In addition to these teams there are a large number of :

- Specialist requisitioners in some organisations who raise shopping carts and enter goods received notes on the finance system.
- Contract managers / Project managers in organisations who ensure contracts are properly managed.
- Contractual authority delegation holders who approve the proposed method of procurement, the issuing of tenders, and the award of contracts up to the value of their delegation.
- Government Procurement Card (GPC) holders. GPC works like a normal charge card. Cardholders can use it to make purchases against particular categories of goods/services up to certain financial limits.

Apart from the procurement teams most of the staff listed above spend only a small proportion of their time on work in connection with purchasing, procurement and / or contract management. The only exception to that is that some contract managers/project managers devote a good deal of effort to that aspect. We have estimated that the cost of providing the information on numbers and grades on those outside the procurement teams would exceed £600. Section 12 of the Act (the full text of which is attached) does not oblige the Department to comply with requests that exceed this limit.

The information provided may be published on our website. 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 have any queries about this letter, please contact me. Please remember to quote the reference number above in any future communications.

I'm sorry we were not able to respond within 20 working days from receipt of the request.

Yours sincerely,

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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.

Your right to complain to DfT 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