

XXXX

via e-mail: XXXX

Dear xxxx

XXXX
Property Division
Department for Transport
Zone 4/06
Great Minster House
76 Marsham Street
London SW16 4DR

Direct Line: XXXX

Fax: XXXX

XXXX @dft.gsi.gov.uk Web Site: www.dft.gov.uk

Our Ref: F0007577

16 May 2011

Freedom of Information Request – F0007577

I am writing to confirm that the Department has now completed its search for the information which you requested on 14 April 2011. In your request you asked the following:

- 1. How much does DfT spend each year on tea and coffee?
- 2. Approximately how many people consume tea and coffee which is purchased by DfT each year?
- 3. How much does DfT spend on tea and coffee which is certified as fairly traded each year?
- 4. How much does DfT spend on tea and coffee which is not certified as fairly traded each year?
- 5. What price does DfT pay for tea and coffee which is certified fairly traded on a per unit basis?
- 6. What price does DfT pay for tea and coffee which is not certified to be fairly traded on a per unit basis?
- 7. Based on the procurement records of DfT what is the difference in cost between tea and coffee which is certified to be fairly traded and tea and coffee which is not certified to be fairly traded?

As you've filled out the on-line FOI request form for Central DfT we are responding just for the Central Department. If you require information for our seven Executive Agencies you should contact them direct. Details of our Agencies can be found on the DfT website at the following link:

http://www.dft.gov.uk/about/howthedftworks/aboutthedftexecutiveagencies

With regard to question (1) – with one exception detailed below the Central Department does not procure tea and coffee directly; this is undertaken by outsourced facilities management providers or external suppliers (as required). Staff organising meetings or seminars with external visitors may then purchase refreshments from the facilities management provider.

The Marine Accident Investigation Branch, who are part of the Central Department, has spent £290 on tea and coffee during the last 12 months. No information is recorded on tea and coffee spend by other parts of the Central Department.

With regard to question (2) whilst we hold figures on the number of people that attend meetings we do not keep records of how many people actually consume tea and coffee therefore this information is not held.

We have estimated that the cost of complying with the information requested at questions (3) and (4) would exceed £600. Section 12 of the Act (the full text of which is attached at Annex A) does not oblige the Department to comply with requests that exceed this limit, and we are therefore refusing these parts of your request.

We are unable to answer your request within the cost limit as our facilities management provider does not keep records in the format requested and disaggregating the costs would entail extensive research that would exceed the £600 cost limit.

The price paid by DfT headquarters staff per unit of tea and coffee (questions 5 and 6 above) is as follows;

DfT staff are charged between 80 pence to £1.40 per unit of coffee, depending on type and size of cup; all of which is fair trade.

DfT staff are charged either 45 pence or 60 pence per unit of tea, dependant on size. The Department does not provide fair trade tea.

The price paid by the Marine Accident Investigation Branch for fair trade bulk bag coffee is £16.50 per 1 kg rising to £20.88 per 1 kg. No information is held on the number of cups of coffees produced.

With regard to question (7) as we do not procure tea and coffee directly this information is not held.

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.

Yours sincerely

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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

Annex A

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.