



University of East Anglia

Information Services Directorate

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[REDACTED]

20 December 2016

Dear [REDACTED]

Freedom of Information Act 2000 – Information request (ref: FOI_16-238)

We have now considered your request of 09 December 2016 for information relating to the University's 'maverick spend'. Our response is on page 2 of this letter, together with a copy of your request.

On this occasion it is not possible to provide all the requested information. In line with your rights under section 1(1)(a) of the Act to be informed whether information is held, we confirm that the University does not hold information in relation to your first question. Further information is on page 2.

We hope this information will meet your requirements, however if you are not satisfied you have the right of appeal. If you wish to appeal, please set out in writing your reasons for appealing and send to the above address. You must appeal within 60 calendar days of the date of this letter. Any appeal received after that date will not be considered nor acknowledged. This policy has been reviewed and approved by the Information Commissioner's Office.

You also have a subsequent right of appeal to the Information Commissioner's Office. Further information is available on their website:

https://ico.org.uk/Global/contact_us, or by telephone on 0303 123 1113.

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Please quote our reference given at the head of this letter in all correspondence.

Yours sincerely

Ellen Paterson
Information Policy and Compliance Manager
University of East Anglia

Response to Freedom of Information Act 2000 request (FOI_16-238)

'What is the total percentage of spend classed as 'maverick spend' across your department** in the following financial years?' [2012-13, 2013-14, 2014-15, 2015-16]*

**'Maverick spend is defined as any purchase made outside of the remit of the procurement function.'*

***'Department' was clarified on 14 December as referring to the University as a whole.*

[Information not held - s.1(1)(a), Freedom of Information Act]

We do not keep a record of actual University spend against all procurement negotiated contracts and therefore cannot say what spend is outside of this.

'Does your organisation have a sanction system in place for non-compliance to procurement practices?'

The University's Financial Regulations cover what the University can do if an employee does not comply with the financial regulations and procedures. See: <https://portal.uea.ac.uk/finance/regulations-and-procedures>

'Does your organisation have incentives in place to encourage compliant sourcing?'

No.

'Does your organisation have a certain amount of quotes it must obtain for different levels of value? i.e. Five quotes for spend over £10,000.'

Yes, where there is no preferred supplier. £5,000 to £24,999 requires three quotes, spend over £25,000 will be referred to the procurement department. See our website for further detail: <https://portal.uea.ac.uk/procurement/guidance-for-staff>