



University of East Anglia

Information Services Directorate

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██████████  
  
21 December 2016

Dear ██████████

**Freedom of Information Act 2000 – Information request (ref: FOI\_16-239)**

We have now considered your request of 09 December 2016 for information relating to the University's procurement team size, systems and training.

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 eighth question. Further information is on page 2 of this letter.

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](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\_16-239)**

*Please state the total number of your procurement team in your department.*

4, of which 1 is part-time at 0.6 FTE.

*Of members of the procurement team, please state the number that have a CIPS or other professional procurement qualification.*

All members of the procurement team have CIPS or equivalent qualifications.

*Of this number, how many are currently undergoing procurement training?*

None.

*What training is available to your procurement staff? Tick all that apply; [In-house training, E-Learning, External training provider, Formal Body (CIPS)]*

We evaluate training needs as part of our Staff Appraisal Scheme, and all of the above options could be considered.

*Are purchase orders required for each transaction across your organisation?*

Yes.

*What is the percentage of staff within your organisation that have access to an eProcurement system?*

As access is dependent on having a UEA IT login, 100% of University staff have access our eProcurement system, although in practice not all will register to do so.

*Please name the provider of your e-procurement system.*

Agresso Business World.

*Does your organisation feel there are any limitations to the current system?*

Limitations of system	Satisfied	Un-satisfied	Additional comments
User friendliness			<p><b><i>[Information not held - s.1(1)(a), Freedom of Information Act]</i></b></p> <p>The University holds no recorded information to indicate satisfaction or otherwise with the listed limitations.</p>
User guides effectiveness			
Terminology easy to understand?			
Efficiency			
Multiple-quotes available?			

Limitations of system	Satisfied	Un-satisfied	Additional comments
Traceability of transactions			
Supplier validation			
Implementation			
Cost			
Prevention of maverick spend			
Obtaining value per transaction			