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[REDACTED]

16 April 2015

Dear [REDACTED]

**Freedom of Information Act 2000 – Information request (ref: FOI\_15-058)**

We have now considered your request of 18 March 2015 regarding procurement training and practice at UEA. Our response is provided on pages 3-4 of this letter, together with a copy of your original request. We hope this response will meet your requirements.

It is not, however, 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 some of the requested information. Specifically, we do not hold the number of procurement staff who have undertaken commercial training within the last 24 months, nor the number of non-procurement staff who taken commercial training within the last 12 and 24 months.

I should note that several of the questions within your request ask for a 'Yes/No' response which, as a courtesy to you, we are providing on this occasion. However, you should be aware that the FOIA is a mechanism for securing recorded information, not a means by which an individual receives responses to questions. In future we may choose to reject such questions as not being valid requests for information under the Act unless we can refer to specific recorded information held by the University.

Please note that any material over which UEA has copyright is released on the understanding that you will comply with all relevant copyright rules regarding reproduction and/or transmission of the information provided.

You have the right of appeal against this response to your request for information. If you wish to appeal, please set out in writing your reasons for appealing and send to the above address.

You must appeal our response 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 whose [contact details](#)<sup>1</sup> can be found on their website.

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

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<sup>1</sup> [https://ico.org.uk/Global/contact\\_us](https://ico.org.uk/Global/contact_us)

Yours sincerely

David Palmer  
Information Policy and Compliance Manager  
University of East Anglia

## Response to Freedom of Information Act 2000 request (FOI\_15-058)

Please find below a set of questions sent to you for response under the FOI act.

1. Please state the total number of staff within your procurement team

Four (4) full-time equivalent (FTE) staff make up the UEA procurement team.

2. Of the number provided in response to question 1, please state the number of staff within your procurement team that have;

<b>A CIPS or other professional procurement qualification</b>	Please state number Three (3)
<b>No professional procurement qualification, but are currently undergoing training</b>	Please state number One (1)

3. What is your total third party (non-pay) spend across the whole of your organisation in the following financial years. Please note this is total spend by the organisation and is to include payments below £500;

<b>2012/13</b>	£75,130,000.00
<b>2013/14</b>	£78,750,000.00
<b>2014/15</b>	£83,160,000.00 (estimated forecast).

4. What training is available to procurement staff? Tick all that apply;

<b>Training Type</b>	<b>Response</b>	<b>Additional comments</b>
<i>In-house training</i>	No	
<i>E-Learning</i>	Yes	
<i>External training provider</i>	Yes	
<i>Formal body (CIPS)</i>	Yes	
<i>Consultant</i>	Yes	

5. For your procurement staff, do you have a documented program of training and/or development?

No, there is not documented program of training and development. Training needs are identified and addressed in the employee Appraisal Process on an annual basis.

6. How many of your procurement staff have undertaken commercial training within the last;<sup>2</sup>

<b>12 months</b>	Two (2)
<b>24 months<sup>3</sup></b>	<b>[Information not held - s.1(1)(a), Freedom of Information Act]</b>

<sup>2</sup> We are interpreting 'commercial training' to mean training relating to commerce and procurement.

<sup>3</sup> Please note that we are proceeding on the assumption that the reference to 24 months in this question and in question 7 is meant to indicate the period between the 12<sup>th</sup> and 24<sup>th</sup> month

7. How many people, not within the procurement function, have received commercial training within the last;

<b>12 months</b>	<b><i>[Information not held - s.1(1)(a), Freedom of Information Act]</i></b>
<b>24 months</b>	<b><i>[Information not held - s.1(1)(a), Freedom of Information Act]</i></b>

UEA does not hold a central record of all commercial training undertaken by staff across the University. Staff may receive training from third parties, but are not required to report this, although may do so on an individual basis.

8. If you have answer Q7 with a positive number, how was this training provided?

<b><i>Training Type</i></b>	<b><i>Response</i></b>	<b><i>Additional comments</i></b>
<i>In-house training</i>	N/A	See response to question 7
<i>E-Learning</i>	N/A	See response to question 7
<i>External training provider</i>	N/A	See response to question 7
<i>Formal body (CIPS)</i>	N/A	See response to question 7
<i>Consultant</i>	N/A	See response to question 7