

Human Tissue Authority
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Web www.hta.gov.uk
Web www.hta.gov.uk
Email enquiries@hta.gov.uk
Date 30 June 2017

Dear [REDACTED]

Freedom of Information request

Thank you for your request for information under the Freedom of Information Act (FOIA), which was received by the Human Tissue Authority (HTA) on 23 June 2017. Your email outlined the following request:

My request relates to the **Nature of Business Travel** and the **Procurement and Usage of Vehicle Ownership, Lease or Rental**. I've detailed below the information that we require:

- What type of vehicle(s) are you currently using for business related travel? (e.g. van – fleet/hire, car – fleet/hire/company cars/employee reimbursement/taxi, private hire and bus/train)
- What is the annual spend on business related travel at Human Tissue Authority?
- Who is the person within Human Tissue Authority responsible for procuring and /or managing business travel? (Please provide name, job title, telephone, email and address details)
- When are your aforementioned car/van related transport arrangements due to expire?

Response

I would first like to acknowledge the delay in responding to your initial request for information. As discussed, when I telephoned you on 27 June 2017, I confirmed that we conducted a search of our email server across all mailboxes and could find no trace of the email that you sent to us on 10 May 2017. I have therefore treated the date of receipt of your enquiry as 23 June 2017; the date HTA received the email from you mentioned above.

In relation to your enquiry, I can advise you that the HTA is an Arm's Length Body (ALB), which is mandated to procure its travel from a centrally held contract managed by the Department of Health.

As a small ALB, the HTA does not procure, use, lease, own or rent any vehicles. Key staff do have the option to use their own vehicles subject to the type of insurance cover they have. Reimbursement is for petrol only at HMRC standard rates.

Our annual spend on travel costs are shown in our latest 2015/16 Annual Report and Accounts please find link to the document:

https://www.hta.gov.uk/sites/default/files/56070%20HC%20222_WEB_V0.2.pdf

The HTA is mandated to utilise the Business Travel Contract procured by Crown Commercial Services, which is responsible for procuring / tendering contracts on behalf of the Department of Health and its ALBs. A link to its website is provided here - <https://www.gov.uk/government/organisations/crown-commercial-service> - should you wish to contact it directly. As such there is no person within the Human Tissue Authority who is responsible for procuring and / or managing business travel. Nor do we have any car / van related transport arrangements in place, therefore there are no arrangements due to expire.

Further information

If you are unhappy with the way the HTA has handled your request for information in this case, you may in the first instance ask us for an internal review by writing to us at the above postal or email address.

If you remain dissatisfied with the handling of your request or complaint, you have the right to appeal directly to the Information Commissioner for a decision, at the address below. There is no charge for making an appeal.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

Telephone: 08456 30 60 60 or 01625 54 57 45

Website: www.ico.gov.uk

Yours sincerely

