16 December 2016

Reference number: FoI - 322

REQUEST UNDER THE FREEDOM OF INFORMATION ACT 2000

I am writing in response to the requests you made to BBSRC under the Freedom of Information Act, which was received on Thursday 8 December 2016.

Statement of information requested

1. Find out the percentage of maverick spend within an organisation
   Find out how this is being prevented
   2012 – 2013
   2013 – 2014
   2014 – 2015
   2015 – 2016
   Does your organisation have a sanction system in place for non-compliance to procurement practices?
   Does your organisation have incentives in place to encourage compliant sourcing?
   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.

Also;

2. Find out the percentage of maverick spend within an organisation
   Find out how this is being prevented
   Procurement team size and training
   Please state the total number of your procurement team in your department.
   Of members of the procurement team, please state the number that have a CIPS or other professional procurement qualification.
   Of this number, how many are currently undergoing procurement training?
   What training is available to your procurement staff?
   Training type Response (please tick)
   In-house training
   E-Learning
   External training provider
   Formal Body (CIPS)
   Are purchase orders required for each transaction across your organisation?
   What is the percentage of staff within your organisation that have access to an eProcurement system?
   Please name the provider of your e-procurement system.
   Does your organisation feel there are any limitations to the current system?
   User friendliness
   User guides effectiveness
   Terminology easy to understand?
   Efficiency
   Multiple-quotes available?
   Traceability of transactions
   Supplier validation
   Implementation
   Cost
   Prevention of maverick spend
   Obtaining value per transaction
Background

The Biotechnology and Biological Sciences Research Council (BBSRC) is one of seven Research Councils that work together as Research Councils UK (RCUK). It is funded from the Government’s Department for Business, Innovation and Skills. BBSRC’s budget for 2014/15 was £509M and it supports around 1,600 scientists and 2,000 research students in universities and institutes in the UK. Information about BBSRC’s mission can be found on our website at http://www.bbsrc.ac.uk/organisation/mission.aspx.

UK Shared Business Services (UK SBS) provides a range of services, including IT, to BBSRC and other public sector organisations. UK SBS enters contracts on its clients behalf and provides services to them.

Duty to confirm or deny

BBSRC does hold some of the information requested.

Exemptions

Section 12 of the Freedom of Information Act states the following:

Section 12 of FOIA allows a public authority to refuse to deal with a request where it estimates that it would exceed the appropriate limit to: - either comply with the request in its entirety or; - confirm or deny whether the requested information is held.
The estimate must be reasonable in the circumstances of the case.
The appropriate limit is currently £600 for central government and £450 for all other public authorities.
Where a public authority claims that section 12 is engaged, it should, where reasonable, provide advice and assistance to help the requestor to refine the request so that it can be dealt with under the appropriate limit.

Requested Information

Regarding the first of your requests;
The time needed to comply with your request would exceed the limits set out within section 12 of the Freedom of Information Act (quoted above). Please contact me so we can offer guidance on how you may be able to get some of the information you requested.

Regarding the second of your requests;
BBSRC does not hold the information requested as these services form part of a larger agreement for the supply of infrastructure and transactional services to the organisation by United Kingdom Shared Business Services Ltd (UK SBS) which is a mutual service provider owned and controlled by its clients. All services are provided under the terms of the Business Services Agreement.

You may wish to re-submit your second request to UKSBS Ltd using the following email address; DPAFOI@uksbs.co.uk who will be able to respond on the services they procure on behalf of their clients.

There is more information relating UKSBS and Freedom of Information at the following link; http://www.uksbs.co.uk/use/pages/publicationscheme.aspx

If you have any further questions, please contact me quoting the reference number above.

Yours sincerely

BBSRC Freedom of Information Officer
Publication: please note that this response to your request may be published on a public website.

Complaints Process

If you are dissatisfied with how we have handled your request, you may register a formal complaint with the BBSRC Complaints Officer at complaints.officer@bbsrc.ac.uk, who will conduct an internal review.

If you are not happy with the outcome of the internal review, you have the right to apply directly to the Information Commissioner, Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, Tel: 01625 545 745, https://ico.org.uk/.