

8 June 2012
FOIA reference: F0001335

Dear XXXX

I am writing in respect of your recent application of 22 May 2012, for the release of information held by the Civil Aviation Authority (CAA).

Your request:

We kindly request the following information:

- 1. Please confirm if your organisation has a Preferred Supplier List/Framework Agreement for the supply of contingent labour (temporary, contract, interim) or permanent IT/ICT staff? For example, this could include positions including IT Support, Installation, Software Developers, Technical Architects etc.*
- 2. If yes, how many organisations are contracted to the Preferred Supplier List/Framework Agreement? Please provide the company names.*
- 3. Please confirm if your organisation has a Preferred Supplier List/Framework Agreement for the supply of contingent labour (temporary, contract, interim) or permanent Project and Programme Management (PPM) staff? For example this could include positions including Change/Transformation Managers, Business Analysts, Commercial Managers, Project Support Officers etc.*
- 4. If yes, how many organisations are contracted to the Preferred Supplier List/Framework Agreement? Please provide the company names.*
- 5. Please detail the start and end dates of the above contracts?*
- 6. Please detail your confirmed spend on the recruitment of IT and PPM contingent labour for the financial year 2010/11 and the most up to date spend figures for 2011/12.*
- 7. Please provide a copy or, if publically available online, a link to your Corporate Plan and ICT Strategy.*
- 8. Please provide an Organisational Chart (or Charts if broken down by department) showing your organisational structure.*

9. Please provide the following details for the following staff including Name, Telephone Number and email address:
- a. Chief Information Officer
 - b. Chief Technology Officer
 - c. IT Director
 - d. Head of Projects/Programmes
 - e. Head of Service Delivery
 - f. Commercial/Procurement Director
 - g. Commercial/Procurement Manager
 - h. Category Lead for Contract Recruitment”.

Our response:

In assessing your request in line with the provisions of the Freedom of Information Act 2000 (FOIA), we are pleased to be able to provide the information below.

1. The CAA can confirm that it does not have a Preferred Supplier List/Framework Agreement for the supply of contingent labour (temporary, contract, interim) or permanent IT/ICT staff.
2. N/A.
3. The CAA can confirm that it does not have a Preferred Supplier List/Framework Agreement for the supply of contingent labour (temporary, contract, interim) or permanent Project and Programme Management (PPM) staff.
4. N/A.
5. N/A.
6. The CAA's confirmed spend on the recruitment of IT and PPM contingent labour is £443,000 for the 2010/11 financial year and £468,000 for the 2011/12 financial year.
7. The CAA's ICT Strategy is currently subject to a review due to a major business change program. The CAA's Corporate Plan is published on our website and can be found using the following link:
<http://www.caa.co.uk/default.aspx?catid=1743&pageid=4479>
8. The CAA's structure is published on our website and can be found using the following link:
<http://www.caa.co.uk/default.aspx?catid=2348&pagetype=90&pageid=798>
9. Some of the posts you have requested details of do not exist within the CAA. Where this is the case we have stated that the post does not exist.
 - a. Post does not exist.
 - b. Post does not exist.
 - c. Equivalent Position: Lawrence Murtagh, 01293 573644,
Lawrence.murtagh@caa.co.uk
 - d. Equivalent Position: Lawrence Murtagh, details provided above.
 - e. Equivalent Position: Lawrence Murtagh, details provided above.
 - f. Post does not exist.

- g. Kerry Simmons, 01293 573244,
Kerry.simmons@caa.co.uk
- h. Post does not exist.

If you are not satisfied with how we have dealt with your request in the first instance you should approach the CAA in writing at:-

Mark Stevens
External Response Manager
Civil Aviation Authority
Aviation House
Gatwick Airport South
West Sussex
RH6 0YR

mark.stevens@caa.co.uk

The CAA has a formal internal review process for dealing with appeals or complaints in connection with Freedom of Information requests. The key steps in this process are set in the attachment.

Should you remain dissatisfied with the outcome you have a right under Section 50 of the Freedom of Information Act to appeal against the decision by contacting the Information Commissioner at:-

Information Commissioner's Office
FOI/EIR Complaints Resolution
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
www.ico.gov.uk/complaints.aspx

Should you wish to make further Freedom of Information requests, please use the e-form at <http://www.caa.co.uk/foi>.

Yours sincerely

Rick Chatfield
FoIA & EIR Case Manager

CAA INTERNAL REVIEW & COMPLAINTS PROCEDURE

- The original case to which the appeal or complaint relates is identified and the case file is made available;
- The appeal or complaint is allocated to an Appeal Manager, the appeal is acknowledged and the details of the Appeal Manager are provided to the applicant;
- The Appeal Manager reviews the case to understand the nature of the appeal or complaint, reviews the actions and decisions taken in connection with the original case and takes account of any new information that may have been received. This will typically require contact with those persons involved in the original case and consultation with the CAA Legal Department;
- The Appeal Manager concludes the review and, after consultation with those involved with the case, and with the CAA Legal Department, agrees on the course of action to be taken;
- The Appeal Manager prepares the necessary response and collates any information to be provided to the applicant;
- The response and any necessary information is sent to the applicant, together with information about further rights of appeal to the Information Commissioners Office, including full contact details.