

3 October 2013
FOIA reference: F0001671

Dear XXXX

I am writing in respect of your recent request of 19 September 2013, for the release of information held by the Civil Aviation Authority (CAA). For convenience we have repeated your request below followed by our response.

Your request:

"I'm currently doing some research with regards to fleet management. I'm aware that not all organisations will have this particular contract but can you please send the following information with regards to these contracts:

Q1. Contract Type: Maintenance, Leased, Hire

A. Salary Sacrifice Scheme, Fully maintained and insured leased vehicles.

Q2. Who is the supplier of this contract? If there is more than one supplier please can you split all the information out below including annual spend, contract description and contract dates.

A. Hitachi Capital Vehicle Solutions Ltd.

Q3. A small description of the contract.

A. Provision of company car salary sacrifice scheme.

Q4. The expiry date of each individual contract.

A. Expires 31 June 2016

Q5. The contract review date.

A. Reviewed annually on the anniversary of contract start date.

Q6. Can you please send me contact details of the individual within the organisation responsible for this contract? Can you please send me two contact one from the fleet management (or equivalent) and the other procurement or purchasing preferably the category manager.

Civil Aviation Authority

Aviation House GW Gatwick Airport South Crawley West Sussex England RH6 0YR www.caa.co.uk
Telephone 01293 768512 rick.chatfield@caa.co.uk

A.

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Q7. If the contract above was awarded within the last six months could you please provide me with the suppliers that were shortlisted?

A. Not awarded in last six months.

Q8. I understand that the FOI Act is for recorded information but if you could be so help please include notes into what the organisation tends to do for future procurements. Extending contract, going to tender etc.

A. Future procurement activity would involve a "Procurement Strategy" meeting to determine the best route to market.

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
Information Rights and Enquiries Officer

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.