

24 March 2014
FOIA reference: F0001852

Dear XXXX

I am writing in respect of your recent request of 5 March 2014, for the release of information held by the Civil Aviation Authority (CAA).

Your request:

"I require the organisation to provide me with contract information relating to insurance services which include the following:

1. *Motor*
2. *Property*
3. *Accident and Liability*

Please find attached my request and if you could be so grateful and input the information within the spreadsheet provided".

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 attach the information requested.

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

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

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.

Freedom of Information Request- Insurance Services						
	Type of Insurance Services					
	Motor					
	Property					
	Accident and Liability					
	Please split each contract up individually for each insurance provider including the annual average spend and contract dates.	Contract 2	Contract 3	Contract 4	Contract 5	
1	Type of Insurance- What is the type of insurance policy does the organisation have? please see above.If there is not any information relating to the tytpe of contract I have requested please provide me with brief notes into the reasons why?	Property	Accident & Liability			
2	Existing Supplier- Who is the insurance company?	Royal and Sun Alliance	Royal and Sun Alliance			
3	Annual Average Spend- What is the annual average spend (over 3 years) with the supplier? An estimate will do, but if the contract is new and has been running for less than 3 years can you please provide me with the estimated annual average spend.	£52,000	£17,000			
4	Go- To- Market- How was this contract procured? OJEU, Mini Competition, Framework. If framework please state the which one and with which organisation.If a particular framework please state the frameworkcontract ID	OJEU	OJEU			
5	Contract Duration: Please propvide me with the duration of the contract including any extensions.	12 Months	12 Months			
6	Contract Expiry Date- What is the expiry date of the contract? If there are various still state those policy over a £1,000. If the service was procured via a government framework please provide me with the actual sign agreement and not the contract	31/03/2014	31/03/2014			
7	Contract Review Date- When does the organisation plan to review this contract internally?	01/12/2014	01/12/2014			
8	Contract Description- What cover is provided under this policy? Please details	All Risks Cover For Loss, Destruction or	Liability for Third Party Death, Injury or Damage			
9	Internal Contact- Insurance/Finance					
	<i>Full Name</i>	David Reeves	David Reeves			
	<i>Actual Job Title</i>	Insurance Manager	Insurance Manager			
	<i>Direct Contact Number</i>	01293 573 478	01293 573 478			

		<i>Direct Email Address</i>	david.reeves@caa.ac.o.uk	david.reeves@caa.c.o.uk			
10	Internal Contact- Procurement/Supplies						
		<i>Full Name</i>	Clive Gilbert	Clive Gilbert			
		<i>Actual Job Title</i>	Senior Buyer	Senior Buyer			
		<i>Direct Contact Number</i>	01293 573 053	01293 573 053			
		<i>Direct Email Address</i>	clive.gilbert@caa.co.uk	clive.gilbert@caa.co.uk			
		<i>If one of the above contracts was recently award (within the last 3 months) can you please provide me with the short list of supplier that bid on the contract.</i>					