

Dear

Thank you for your request for information which the GLA received on 9 March 2017. Your request has been dealt with under the Freedom of Information Act 2000.

Please find the relevant information attached.

1. What forms of vehicle transport are you currently using for business related travel?

The GLA uses a range of transport appropriate for the situation: buses, taxis and London Underground and trains, or air travel for overseas journeys. Staff also have the option to use their personal vehicles when travelling on GLA business and to claim back travel expenses. Staff are invited to apply for season ticket loans and bicycle loans from the Authority. Our Expenses and Benefits Framework sets out guidance for staff and is published at <https://www.london.gov.uk/about-us/governance-and-spending/good-governance/our-procedures>

2. What is the annual spend on business related travel at Greater London Authority?

The total amount spent in 2016/17 on business related travel totals £223,777.

3. What proportion (%) of your annual spend on vehicle transport relates to cars and light commercial vehicles up to 3.5t?

It is not possible from the records held to split out the spend on vehicle transport between vehicles up to 3.5t and those in excess of 3.5t.

4. Who is the person within Greater London Authority responsible for procuring and/or managing business travel? (Please provide name, job title, telephone, email and address details)

The GLA's procurement function is undertaken by Transport for London, further details on how services are procured and tender opportunities can be found at <https://tfl.gov.uk/info-for/suppliers-and-contractors/opportunities>

5. Who are your current suppliers/providers for your existing business travel arrangements (lease, ownership, hire or rental)?

The GLA has a call off arrangement, via purchase order, for taxi services with Greater London Hire Limited. Flights are booked directly by staff online and also via travel management companies including Reed & McKay and Dovetail Foks.

6. When are your current vehicle transport arrangements due to expire? (Please provide details of each form of transport and each provider)

For taxis, the call off arrangement will expire when the approved spend is reached. For other forms of transport, commitments to spend are incurred as and when required.

7. What are your current annual employee CO2 emissions, relating to business travel (in tonnes)?

The GLA calculates CO2 emissions for flights, no calculations are undertaken for vehicle emissions. The figure for flights for 2015/16 is 313 tonnes of CO2e

8. What is the average contract term that you have with your current business travel providers?

Please see the response to Q6.

If you have any further questions relating to this matter, please contact me, quoting the reference at the top of this letter.

Yours sincerely

Ruth Phillips

Information Governance Officer

If you are unhappy with the way the GLA has handled your request, you may complain using the GLA's FOI complaints and internal review procedure, available at:

<https://www.london.gov.uk/about-us/governance-and-spending/sharing-our-information/freedom-information>