

GREATER LONDON AUTHORITY

[REDACTED]
(By email)

Our Ref: MGLA240119-4046

28 February 2020

Dear [REDACTED]

Thank you for your request for information about money spent on food and sustenance for staff, which the Greater London Authority (GLA) received on 23 January 2019.

Your request has been dealt with under the Freedom of Information Act 2000. I would like to sincerely apologise for the delay in responding. We are aware this has significantly exceeded the timescales of the FOIA, this was unfortunately due to an error which indicated the case had been closed and was not noticed because of a busy period at the GLA at that time.

You requested:

Money spent on food and sustenance for staff

- *Total amount of money spent on food and drink for staff*
- *Total amount spent in total for hospitality/events*
- *Breakdown of spend on whether it's breakfast or lunch.*
- *Total amount spent on alcohol.*

The GLA has clear rules and procedures for expenses and benefits which are set out in our *Expenses and Benefits Framework* which you can find on our website via the following link –

https://www.london.gov.uk/sites/default/files/expenses_benefits_framework_revised_july_2019v2.pdf

1. Total amount of money spent on food and drink for staff

Section 5 in Part C of this *Expenses and Benefits Framework* sets out the rules for staff and Members claiming subsistence (food, drink and consumables). The table below sets out the total amounts recorded under the applicable cost code on the GLA's financial system.

2017/18 - £3,673.08
2018/19 - £5,262.01 (to Jan 2019)

2. Total amount spent in total for hospitality/events

We are not able to identify and extract spend that relates to hospitality/events for staff as opposed to events for invited guests.

The following table provides figures for the overall costs of hospitality at formal events in City Hall the 2017/18 and 2018/19 financial years.

2017/18 - £74,712.24
2018/19 - £63,354.50 (to Jan 2019)

These figures cover all refreshments/meals at GLA meetings and events over these periods and was compiled from general ledger data on catering and refreshments expenditure from our financial system. They include the costs associated with meetings and events with invited guests. For example, these figures would include refreshments provided for the following events that we host at City Hall - Holocaust Memorial Day ceremony, Remembrance Day, and the International Women's Day event.

3. Breakdown of spend on whether it's breakfast or lunch

In accordance with Sections 5 and 6, Part C of the *Framework*, claims for breakfast will only be associated with an overnight stay (which itself is subject to specific requirements set out elsewhere in the Framework). Staff are only entitled to be able to claim for lunches while on approved overseas travel.

We did not record the breakdown of spend in 2017/18, but for the 2018/19 period, the figure provided in answer (1) can be broken down as follows –

Breakfast	£241.78
Lunch	£459.80

4. Total amount spent on alcohol

Expenditure on alcohol is strictly governed by the Expenses and Benefits framework. However, it is not separately recorded and we are unable to provide a breakdown of this information

Staff may only claim for expenses, including food and sustenance, in limited circumstances and in line with the GLA's [Expenses and Benefits Framework](#). Information about expenses paid to Members and senior staff is provided to the GLA's [Audit Panel](#) and published as part of its agenda.

If you have any further questions relating to this matter, please contact me, quoting the reference MGLA240119-4046.

Yours sincerely

[REDACTED]
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>