

Centre City Tower, 7 Hill Street, Birmingham B5 4UA
21 Bloomsbury Street, London WC1B 3HF

By email

13 May 2016

Freedom of Information Request for Information

Reference: FOI 46042016

Dear 

Thank you for your email in which you request information concerning Government Procurement Card (GPC) data.

I can confirm that we do hold some of the information you have requested.

I attach 3 reports showing the transactions listed for the periods requested.

In response to your specific questions the answers have been provided beneath the relevant question.

1. How many procurement cards are issued in your department?

There are 15 cards in use for Ofwat. Since 1 April 2013 this represents a reduction in cardholder of 74 percent following a review of card usage and card holders we conducted in July 2014.

2. Have you had an internal audit of procurement card spending in the last three years? If so can you provide the report(s)?

Centre City Tower, 7 Hill Street, Birmingham B5 4UA
21 Bloomsbury Street, London WC1B 3HF

We have not commissioned a specific internal audit focused on the procurement card expenditure in the last 3 years. Ofwat feels there has been no inherent issues identified with the internal controls we operate around the procurement cards and the low levels of expenditure. Ofwat annually commissions an Internal Audit review of our Financial Systems and Financial internal controls. Expenditure reviewed as part of these audits include an independent review of expenditure incurred on the procurement cards. There have been no internal audit actions raised as a result of these audits in relation to the procurement cards.

3. If any procurement card holder has been reprimanded for its usage or had a transaction queried for validity could you please provide the redacted details?

There have been no official reprimands recorded in relation to the usage of the procurement cards.

You may be interested to know that as part of our system of financial internal control we regularly review 10% of GPC transactions on a quarterly basis and from time to time will ask our cardholder for further information or evidence to support a transactions. We have not redacted any transactions within the datasets provided in relation to the management checks completed.

4. Could you provide the name of the bank(s) who provide your departmental procurement cards?

Barclaycard

5. Could you please provide the following spending details on all departmental Government Procurement Cards and any other credit cards or equivalent that are paid for out of public funds in .csv format:

- **Posted date and occurred date if available** –see attached
- **Billing amount (please let state how you express returns e.g. as a negative number, as a number in brackets or other variations) -**
Returns/refunds are shown as a negative number. Our monthly direct debit payment is also shown within the datasets as a negative number.

Centre City Tower, 7 Hill Street, Birmingham B5 4UA
21 Bloomsbury Street, London WC1B 3HF

- **Merchant name (as expressed in the bank statements if available)** - provided as received by us from Barclaycard
- **Category of spending type if available (plus details of the classification system and the banking classification system if also available e.g. Merchant Category-** Merchant category was provided by Barclaycard in the management information they issued to us until 05 April 2014. Since that time this is no longer provided to Ofwat.
- **Code** – For Ofwat to extract this information it would entail a sizeable reconciliation exercise between the GPC management reports (as attached) and isolation of those transactions in our financial ledger. Ofwat has calculated that in order to undertake this exercise it would exceed the appropriate limit of £600 and we have calculated that this would take approximately 15 days for one full time equivalent (FTE) member of staff. Further information on our fees can be found on our [website](#).
- **Justification (if given)**
 - Justification for expenditure in 2013-14 and 2014-15 is not provided in the management reports provided to us from Barclaycard. For Ofwat to extract this information we would need to evaluate each individual transaction against the source journal submitted by our card holders and approved by the relevant budget holder. In order for us to provide this information this would again take us over the appropriate limit and we estimate 10 day's work for one FTE member of staff.

You may be interested to know that Ofwat has undergone a business transformation in the way we work. As a result we have transformed our working environment and together with the advancement of technology and alternative working patterns we have seen a decrease in expenditure overall and we continue to work on reducing expenditure across the organisation.

If you have any queries or concerns with regard to the content of this email please do contact me, quoting the reference number.

Freedom of Information/EIR Provide the Information

Centre City Tower, 7 Hill Street, Birmingham B5 4UA
21 Bloomsbury Street, London WC1B 3HF

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of the decision, please contact:

Programme and Project Management Office
Ofwat
Centre City Tower
7 Hill Street
Birmingham B5 4UA
mailbox@ofwat.gsi.gov.uk

If you are not happy with the outcome of that review you can ask the Information Commissioner's Office to consider your complaint. Generally, the ICO will not make a decision unless you have exhausted Ofwat's complaints procedure. The ICO can be contacted at:

<https://ico.org.uk/>

or

The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow

Yours sincerely,

Freedom of Information/EIR Provide the Information

Centre City Tower, 7 Hill Street, Birmingham B5 4UA
21 Bloomsbury Street, London WC1B 3HF

Christine Manise

Senior Associate, Freedom of Information

Programme and Project Management

Ofwat

Centre City Tower

7 Hill Street

Birmingham B5 4UA