

Dear Applicant,

**Freedom of Information request reference K/20/055**

Thank you for your Freedom of Information (FOI) request dated 30 January 2020, reference K/20/055.

Your request read:

“I am writing to obtain information about your organisation’s spending on cars for the use of senior staff, in 2016-2017, 2017-2018 and 2018-2019.

Please include the following information:

- How many cars your organisation has. Please also specify the make and model.
- The cost of purchasing a car(s) during 2016-2017, 2017-2018 and 2018-2019.
- The cost of leasing a car(s) during 2016-2017, 2017-2018 and 2018-2019.
- The cost of fuel for a car(s) during 2016-2017, 2017-2018 and 2018-2019.
- The cost of purchasing a personalised number plate(s) during 2016-2017, 2017-2018 and 2018-2019.
- The costs associated with maintaining a car(s) during 2016-2017, 2017-2018 and 2018-2019. This includes, but is not limited to, MOT, general service, insurance, vehicle excise duty and new tyres and parts.

By senior staff I am referring to the Vice-Chancellor, Principal, Deputy Vice-Chancellor(s), Vice Principal, Provost and Pro Vice-Chancellor(s). I would like you to exclude cars for other members of staff.”

The University of Leeds holds some information relevant to your request. For your convenience we have responded to each of your questions in turn below.

**How many cars your organisation has. Please also specify the make and model.**

Until 2018, the University of Leeds owned a car which was used when required to transport visiting dignitaries (for example, honorary graduates). It was also used by senior members of the University (including the Vice-Chancellor) when public transport was not viable, for example for journeys out of conventional business hours. The car was purchased second hand, outside of the timeframe of your request, and came to the end of its workable life in 2018, when it was replaced with a lease vehicle. The lease vehicle is a BMW 5 Series petrol/electric hybrid (530e). The car does not have a personalised number plate, and is the only car used to transport senior staff as outlined in your request.

**The cost of purchasing a car(s) during 2016-2017, 2017-2018 and 2018-2019.**  
Nil.

**The cost of leasing a car(s) during 2016-2017, 2017-2018 and 2018-2019**

2016/17 – Nil

2017/18 – Nil

2018/19 – £7036.35

**The cost of fuel for a car(s) during 2016-2017, 2017-2018 and 2018-2019.**

The cost of fuel was as follows:

2016/17 - £969

2017/18 - £1,225

2018/19 - £1,150

**The cost of purchasing a personalised number plate(s) during 2016-2017, 2017-2018 and 2018-2019.**

Nil

**The costs associated with maintaining a car(s) during 2016-2017, 2017-2018 and 2018-2019. This includes, but is not limited to, MOT, general service, insurance, vehicle excise duty and new tyres and parts.**

2016/17:

Insurance - £645

MOT/repairs - £553.10

Tax – no records retained prior to January 2017.

2017/18:

Insurance - £680

MOT/repairs - £957.20

Tax - £190

From 2018, all ongoing costs, excluding insurance, are included as part of the lease arrangement and therefore incur no additional costs. Insurance costs are £680 per year.

We hope this information is helpful. If you have any questions about this email, however, please do not hesitate to contact us on [foi@leeds.ac.uk](mailto:foi@leeds.ac.uk)

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 our decision, you can request an Internal Review. Requests for Internal Review should be made in writing using the following contact information:

Post: Mr D Wardle

Deputy Secretary  
The University of Leeds  
Leeds  
LS2 9JT

Email: [foi@leeds.ac.uk](mailto:foi@leeds.ac.uk)

Requests for Internal Review should be submitted within 40 working days of receiving the University's response to your request. Further information about how the University manages Freedom of Information requests and about our complaints procedure is also available on our website ([www.leeds.ac.uk](http://www.leeds.ac.uk)).

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted the review/complaints procedure provided by the University. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Kind regards

**Chloe Wilkins**

Freedom of Information Officer

Secretariat

University of Leeds