

Dear Applicant,

**Freedom of Information request reference K/20/059**

Thank you for your Freedom of Information (FOI) request dated 1 February 2020, reference K/20/059.

Your request read:

1. "Number of contracts currently in operation across the organisation by either SIC (Standard Industrial Classifications) or CPV( Common Procurement Vocabulary) codes.
2. The number of live or proposed Contracts and associated details which require Suppliers/Contractors to operate Vehicles which will comply with the proposed local CAZ (Clean Air Zone) scheme ie will not result in a charge. This information should be split by relevant directorates/Departments if available.
3. Where Suppliers/Contractors are delivering services/goods for the organisation, are you allowing full cost recovery for any charges which maybe incurred as part of them operating vehicles which are non-compliant within the local CAZ.
4. Provide the standard contractual terms and conditions which are used to require operating full compliance vehicles for the local CAZ scheme.( supplier/contractor names not required).
5. Provide procedures and policy as to how the organisation monitors compliance to such contractual requirements.
6. Provide a copy of any proposed changes and plans, which will required suppliers/contractors to operate vehicles which do not result in a charge when entering the local Clean Air Zone once implemented.
7. Provide a break down the Organisations Transport fleet (owned or leased) of those vehicles which will result in a charge following the implementation of the local Clean Air Zone."

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

- 1. Number of contracts currently in operation across the organisation by either SIC (Standard Industrial Classifications) or CPV( Common Procurement Vocabulary) codes.**
- 2. The number of live or proposed Contracts and associated details which require Suppliers/Contractors to operate Vehicles which will comply with the proposed local CAZ (Clean Air Zone) scheme ie will not result in a charge. This information should be split by relevant directorates/Departments if available.**

The University of Leeds does not recorded information which would enable us to answer these parts of your request.

Supply contracts vary dramatically in value many falling below the OJEU threshold. These contracts would therefore not have SIC or CPV codes.

- 3. Where Suppliers/Contractors are delivering services/goods for the organisation, are you allowing full cost recovery for any charges which maybe incurred as part of them operating vehicles which are non-compliant within the local CAZ.**

The majority of our contracts include cost of delivery. The University does not dictate the fleet a supplier operates and as such we hold no recorded information in relation to this element of your request.

- 4. Provide the standard contractual terms and conditions which are used to require operating full compliance vehicles for the local CAZ scheme.( supplier/contractor names not required).**
- 5. Provide procedures and policy as to how the organisation monitors compliance to such contractual requirements.**

We do not currently include specific reference to the Clean Air Zone in our standard terms and conditions. As such, our response to part five is 'not applicable'.

- 6. Provide a copy of any proposed changes and plans, which will required suppliers/contractors to operate vehicles which do not result in a charge when entering the local Clean Air Zone once implemented.**

The University encourages suppliers to support its sustainability goals and allows bidders an opportunity to detail how by incorporating a minimum criteria weighting of 10% in all OJEU tenders.

- 7. Provide a break down the Organisations Transport fleet (owned or leased) of those vehicles which will result in a charge following the implementation of the local Clean Air Zone.**

The University currently has one vehicle (owned) which will result in charges following the implementation of the Clean Air Zone.

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