

From: Freedom of Information

Sent: 18 December 2020 18:19

To:

Subject: Freedom of Information Response (Our Ref: K/20/491)

Dear

Freedom of Information Response (Our Ref: K/20/491)

Thank you for your Freedom of Information (FOI) request dated 24 November 2020, reference K/20/491.

Your request read:

“Under the Freedom of Information Act 2000, I would like the following information:

A.) I would like to know the amount of money that the university has spent on Christmas decorations in each of the following years 2017, 2018, 2019, 2020.

I would like the information presented as follows:

2017: £X

2018: £X

etc

B.) I would like a breakdown of the money spent on different types of christmas decorations in 2017, 2018, 2019, 2020. By types, I mean different categories of Christmas decoration, e.g.: 'trees', 'lights', 'baubles', 'tinsel', 'holly', 'mistletoe' etc.

I would like the information presented as follows:

2017:

Tinsel: £X

Trees: £X

Lighting: £X

(...)

2018:

Tinsel: £X

Trees: £X

Lighting: £X

(...)

etc.”

The University of Leeds holds some information relevant to your request.

Please find the information we hold set out in the table below. This represents central university spend on the categories you have set out. We do not hold a collated breakdown of spend on decorations (i.e. spend on baubles, tinsel etc. as you have requested).

	2017	2018	2019	2020	Total
Trees (incl. stands/installation)	£617	£11,463	£11,326	£5,976	£29,382
Lights	£18	£94	£94	£0	£206
Decorations	£0	£144	£197	£0	£341
Total	£635	£11,701	£11,617	£5,976	£29,929

With effect from 2018, trees and decorations were sourced centrally, rather than by individual departments, hence the apparent increase in spend.

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

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

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).

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