Dear

Freedom of Information Response (Our Ref: K/21/395)

Thank you for your Freedom of Information (FOI) request dated 13 August 2021, reference K/21/395.

Your request read:

“Please send me details for the period 2020-2021 on the following:

a) The total value of the courier service contracts that were outsourced
b) The name of your primary courier supplier
c) The value of your primary supplier’s contract
d) The expiry date of that contract
e) The total cost of the courier services that were not outsourced but managed in-house?
f) The number of staff employed in managing the in-house contracts
g) The number of vehicles either owned or leased to meet the in-house courier requirement
h) The name and email of the person responsible for the management of courier services”

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

The total value of the courier service contracts that were outsourced
£323,793.60

The name of your primary courier supplier
Go Getter was the primary supplier for financial year 2020-21

The value of your primary supplier’s contract?
£99,038.51

The expiry date of that contract
December 2020

The total cost of the courier services that were not outsourced but managed in-house?
£56,000 per annum

The number of staff employed in managing the in-house contracts
One
The number of vehicles either owned or leased to meet the in-house courier requirement.
One

The name and email of the person responsible for the management of courier services
Jessica Wise

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.

Yours sincerely

Chloe Wilkins
Freedom of Information Officer

Secretariat
University of Leeds