

By email to: [REDACTED]

Human Tissue Authority

2nd Floor
2 Redman Place
London
E20 1JQ

Tel 020 7269 1900

Web www.hta.gov.uk

Email enquiries@hta.gov.uk

Date: 2 September 2021

Dear [REDACTED]

Freedom of Information request

Thank you for your request for information under the Freedom of Information Act (FOIA), which was received by the Human Tissue Authority (HTA) on 13 August 2021. Your email outlined the following request:

I am writing to you to request information under the Freedom of Information Act 2000

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

Response

- a) The total value of the courier service contracts that were outsourced. **The HTA does not have a contract for courier services as the need is low.**
- b) The name of your primary courier supplier. **N/A**
- c) The value of your primary supplier's contract. **N/A**
- d) The expiry date of that contract. **N/A**
- e) The total cost of the courier services that were not outsourced but managed in-house? **N/A**
- f) The number of staff employed in managing the in-house contracts. **N/A**
- g) The number of vehicles either owned or leased to meet the in-house courier requirement. **The HTA neither owns nor leases vehicles.**
- h) The name and email of the person responsible for the management of courier services. **The HTA does not publish the names of staff members earning below £65,000. The person responsible for arranging couriers does not meet that threshold. The job title of the individual is Head of Human Resources and they can be contacted by phone on 0207 269 1900 or email at enquiries@hta.gov.uk**

Further information

If you are unhappy with the way the HTA has handled your request for information in this case, you may in the first instance ask us for an internal review by writing to us at the above postal or email address.

If you remain dissatisfied with the handling of your request, you have the right to appeal directly to the Information Commissioner for a decision, at the address below. There is no charge for making an appeal.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

Telephone: 08456 30 60 60 or 01625 54 57 45
Website: www.ico.gov.uk

Yours sincerely

