



# Pubs Code Adjudicator

Office of the Pubs Code Adjudicator  
Lower Ground  
Victoria Square House  
Victoria Square  
Birmingham  
B2 4AJ

Email: [office@pubscodeadjudicator.gov.uk](mailto:office@pubscodeadjudicator.gov.uk)

19 November 2019

Dear Mr Yuraszek,

Thank you for your email, received on 07 November 2019, in which you requested information from the office of the Pubs Code Adjudicator (PCA) under the Freedom of Information Act 2000 (the Act).

The Act entitles you to:

- know whether the information you have requested is held by the PCA; and
- be provided with that information, subject to any exemptions in the Act which may apply.

You have requested the following information:

- 1) How many employees are working for your organisation, including full-time, part-time, and contracted staff?
- 2) What is your annual intranet budget?
- 3) What is your current intranet solution? (e.g. Invotra, Sharepoint, Kahootz, Umbraco)
- 4) How long have you been using this solution, and when does your contract expire?
- 5) Do you work with an external partner to supply your intranet? If not, do you develop your intranet internally?
- 6) Which team/individual is responsible for managing your intranet internally?
- 7) Which other organisations have access to your intranet?
- 8) Do you share IT services with other organisations?
- 9) Are you using the Office 365 suite? If so, which applications from the suite are in use?
- 10) Who is responsible for your intranet's procurement within the organisation?
- 11) Do you use Microsoft's Active Directory to manage your people data? If so, is your Active Directory (AD) managed on-premise or in the cloud?
- 12) Do you use any other Software as a Service (SaaS) applications? (e.g. Atlassian/Jira, Slack, Trello, Xero)

I can confirm that the office of the PCA does hold some information relevant to your request. Annexed to this letter is a table setting out the PCA's responses to your requests.

Please note that the PCA does not employ any staff directly. I have interpreted your request in relation to "employees" to mean members of staff seconded to the PCA and those engaged through employment agencies and consultancies to the PCA.



## Pubs Code Adjudicator

The PCA is an arm's length body of the Department for Business Energy and Industrial Strategy (BEIS). This means that the PCA delivers a public service but is not a ministerial government department. All IT equipment, maintenance and related services, including access to an intranet are provided to the PCA by BEIS.

If you do not believe that the office of the PCA has provided an appropriate response to your request, as set out above, you are entitled to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original request and should be made in writing, quoting the above reference, to [office@pubscodeadjudicator.gov.uk](mailto:office@pubscodeadjudicator.gov.uk) or:

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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. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Yours sincerely,

Tarvez Hussain  
**Office of the Pubs Code Adjudicator**



# Pubs Code Adjudicator

## Annex

No	Question	Response
1	How many employees are working for your organisation, including full-time, part-time, and contracted staff?	15 people work in the PCA office
2	What is your annual intranet budget?	Information not held. The PCA has access to an intranet provided by BEIS.
3	What is your current intranet solution? (e.g. Invotra, Sharepoint, Kahootz, Umbraco)	The BEIS intranet is based on SharePoint.
4	How long have you been using this solution, and when does your contract expire?	The PCA has had access to the BEIS intranet since July 2016. The PCA does not hold a contract for the use of the BEIS intranet.
5	Do you work with an external partner to supply your intranet? If not, do you develop your intranet internally?	Information not held
6	Which team/individual is responsible for managing your intranet internally?	Information not held
7	Which other organisations have access to your intranet?	Please refer to the answer to Q2; PCA does not have its own intranet.
8	Do you share IT services with other organisations?	Information not held
9	Are you using the Office 365 suite? If so, which applications from the suite are in use?	Core applications such as Outlook, Word, Excel, PowerPoint, SharePoint.
10	Who is responsible for your intranet's procurement within the organisation?	Please refer to the answer to Q2; PCA does not have its own intranet.
11	Do you use Microsoft's Active Directory to manage your people data? If so, is your Active Directory (AD) managed on-premise or in the cloud?	Information not held
12	Do you use any other Software as a Service (SaaS) applications? (e.g. Atlassian/Jira, Slack, Trello, Xero)	The PCA uses Xero and Legis