



Information Policy & Compliance  
[bbc.co.uk/foi](http://bbc.co.uk/foi)

Nathan

Via email: [request-116253-295a6e2a@whatdotheyknow.com](mailto:request-116253-295a6e2a@whatdotheyknow.com)

8 June 2012

Dear Nathan,

**Request for Information – RF120120522**

Thank you for your request of 10<sup>th</sup> May 2012 under the Freedom of Information Act 2000 ('the Act') seeking the following information:

- 1. Please provide a raw copy of the Licence in Force report from Lassy for each month for the last 3 years.*
- 2. Please also provide a list of Lassy reports available and their function.*

I have numbered your questions for ease of reference.

Please note that "TV Licensing" is a trade mark used by companies contracted by the BBC to administer the collection of television licence fees and enforcement of the television licensing system. The majority of the administration of TV Licensing is contracted to Capita Business Services Ltd (which undertakes the majority of the administration of the TV Licensing system), with the administration of our cash related payment schemes contracted to iQor UK Limited. PayPoint Network Ltd and PayPoint Collections Ltd are contracted to provide over-the-counter services. Marketing and printing services are contracted to Proximity London Ltd. Media services are subcontracted by Proximity to PHD Media Ltd. The BBC is a public authority in respect of its television licensing functions and retains overall responsibility.

**Question 1:**

Please find attached an excel copy of the raw LIFSUM (Licence in Force) report from LASSY for the last 3 years.

Please note that as you have specifically asked for a 'raw' copy of this report we have provided the data without the manual adjustments that are subsequently made to this report.

The two adjustments that are made to the LIFSUM report for our sales and LIF reporting are as follows:-

1. Where licences have been issued on the web and no payment has been made, these are subtracted from the LIFSUM report.
2. Over 75 licences sold in Jersey are re-categorised as Counterfoil licences. This is because Jersey has a separate arrangement regarding Over 75 licences (they means test their Over 75 members) and are not included in the Over 75 claim made by the BBC to the government.

## **Question 2:**

You have requested a list of LASSY reports available and their function. No such list detailing reports and their functions exists. A very old and outdated list of reports is held by our contractor Capita. However it is not held on behalf of the BBC, and is therefore not covered by the FOI Act (as per section 3(2) of the FOI Act).

## **Appeal Rights**

If you are not satisfied that the BBC has complied with the Act in responding to your request you have the right to an internal review by a BBC senior manager or legal adviser. Please contact us at the address above, explaining what you would like us to review under the Act and including your reference number. If you are not satisfied with the internal review, you can appeal to the Information Commissioner. The contact details are: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, telephone 01625 545 700 or see <http://www.ico.gov.uk/>

Kind regards

Louise Wright  
Senior Policy Advisor, Licence Fee Unit

