

Freedom of Information Request

Reference Number: EPUT.FOI.24.3326
Date Received: 22nd of January 2024

Information Requested:

I am writing to submit a Freedom of Information request for information related to the organisation's contracts register, procurement strategy document, and contact details. Please find the detailed requests below:

Contract Register Request:

1. I am seeking the full and entirety of the organisation's contract register or database. The register should include the following columns/headings or something similar:

- Contract Reference -Unique reference number associated with the contract.
- Contract Title
- Procurement Category –
- Supplier Name
- Spend (Total, Annual or contract value)
- Contract Duration
- Contract Extensions
- Contract Start Date
- Contract Expiry Date
- Contract Description [Please provide me with as much detail as possible.]

[Please see attached spreadsheet for the information above.](#)

- Contact Owner (Person that manages the contract register)

[In an effort to ensure that the Trust does not receive unsolicited communications and/or any potential malicious malware, the Trust does not routinely publish the names or contact details of staff other than those publicly available through our Trust website.](#)

[Any staff details disclosed will be at senior level only and should not be used for the purpose of unsolicited communications or marketing purposes \(in accordance with The Privacy and Electronic Communication Regulations, PECR\) as well as ICO \(Information Commissioner's Office\) guidance.](#)

- Contact details of section 151 officer

[Section 151 officers are required in NHS Trusts, this is a requirement that relates to Local authorities.](#)

- CPV codes/Pro-Class

[This data is not recorded on our contracts database](#)

If any of the headings within your contract register has not been provided, please state this within your response.

Please provide the contract's register file in Excel format.

Procurement Strategy Document Request:

2. Can the organisation provide a full version of their Procurement Strategy for the fiscal year 2023-2024?

The procurement strategy is being rewritten at present, as the previous strategy is out of date so we do not have a strategy that covers 2023-23.

3. If the Procurement Strategy is a strategic direction (2022-2025) instead of an annual plan, please provide an update document for 2023-2024. If an update cannot be provided, please provide information on when an update is planned to be published.

The Trust is currently in process of completing an internal review on the above documents however whilst these are not currently published they will be in the near future. The Trust is therefore applying exemption Section 22 of the Freedom of Information act, this exemptions is for information that is intended to be published in the future.

We require the full document. If any parts of this document have been removed, please state this within your response.

Contact Details Request:

4. Provide contact details of the person responsible for API or data sharing, including [Name, Job Title, Telephone, and Email Address].

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5. Provide contact details of the person responsible for the actual contract's register, including [Name, Job Title, Telephone, and Email Address].

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IMPORTANT:

If the organisation has a CRM system or a similar system, ensure there is a facility to download and extract contract data.

If providing a weblink to a portal, ensure that all contracts are included, as some organisations may only upload a small portion of their contracts.

For organisations planning to make an exemption around spend, clarify that the spend information requested is an overall figure, and a complete breakdown is not required.

Section 22: Information intended for future publication.

- (1) Information is exempt information if—
 - (a) the information is held by the public authority with a view to its publication, by the authority or any other person, at some future date (whether determined or not),
 - (b) the information was already held with a view to such publication at the time when the request for information was made, and
 - (c) it is reasonable in all the circumstances that the information should be withheld from disclosure until the date referred to in paragraph (a).
 - (2) The duty to confirm or deny does not arise if, or to the extent that, compliance with section 1(1)(a) would involve the disclosure of any information (whether or not already recorded) which falls within subsection (1).
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Publication Scheme:

As part of the Freedom of Information Act all public organisations are required to proactively publish certain classes of information on a Publication Scheme. A publication scheme is a guide to the information that is held by the organisation. EPUT's Publication Scheme is located on its Website at the following link <https://eput.nhs.uk>