



Ref: FOIA Reference 2018/19-137

Royal Stoke University Hospital
Quality, Safety and Compliance Department
Newcastle Road
Stoke-on-Trent
Staffordshire
ST4 6QG

Date: 20th June 2018

Tel: 01782 676474
Email foi@uhn.nhs.uk

Dear

I am writing in response to your email dated 6th June 2018 (received into our office 7th June) requesting information under the Freedom of Information Act (2000) regarding the Trust's Contract Register.

I can neither confirm nor deny whether the information you have requested is held by the Trust in its entirety. This is because the information requested in question (1) parts 6, 10 and 11 is not held centrally, but may be recorded in individual contract records. In order to confirm whether this information is held we would therefore have to individually access all contract records within the Trust and extract the information where it is present. We therefore estimate that complying with your request is exempt under section 12 of the FOI Act: *cost of compliance is excessive*. The section 12 exemption applies when it is estimated a request will take in excess of 18 hours to complete. We estimate that accessing and reviewing all contract records and then extracting relevant information would take longer than the 18 hours allowed for.

Under section 16 of the FOI Act we are required to provide requestors with advice and assistance where possible. We would therefore like to advise you that if your request is shortened to just the questions we are able to comply within the 18 hour time frame. In order to avoid delay to your response we have provided this in the attached spread sheet.

As of 1st November 2014 University Hospitals of North Midlands NHS Trust (UHNM) manages two hospital sites – Royal Stoke University Hospital, and County Hospital (Stafford). Therefore the response below is for the two sites combined from that date where appropriate.

Q1 I want to submit a request for some information from the Trust in relation to their contract's register. The contract register should display all the Trust existing/live contracts this includes medical and non-medical. I would like the register to display the following columns:

1. **Contract Reference**
2. **Contract Title**
3. **Supplier Name**
4. **Spend (Total or Annual)**
5. **Contract Duration**
6. **Contract Extensions**
7. **Contract Dates**

8. Contract Description
9. Contact Owner (Full contact details if possible.)
10. CPV codes/ProClass
11. Framework or Tender Reference

IMPORTANT

You may forward me a Weblink to a portal to download the contract register, please make sure all of the Trust's contract are provided as doing prior research I have found that most Trusts have only uploaded a small portion of all of their contracts.

Please do not think that this is the only information I require if you could provide me with more information that would be great.

A1 Please see below:

1. Contract Reference	See attached spread sheet
2. Contract Title	See attached spread sheet
3. Supplier Name	See attached spread sheet
4. Spend (Total or Annual)	See attached spread sheet
5. Contract Duration	See attached spread sheet
6. Contract Extensions	Section 12 exemption as detailed above
7. Contract Dates	See attached spread sheet
8. Contract Description	See attached spread sheet
9. Contact Owner (Full contact details if possible.)	See attached spread sheet
10. CPV codes/ProClass	Section 12 exemption as detailed above
11. Framework or Tender Reference	Section 12 exemption as detailed above

Q2 Contract Data/API Contact Details

12. Can you also provide me with contact details of the person responsible for the actual contract's register or someone responsible for API? Name, Job Title, Telephone, Email Address.

(Meaning of API: "a set of functions and procedures that allow the creation of applications which access the features or data of an operating system, application, or other service.")

Please provide me with the contract's register file in an excel format.

A2 Please refer to the attached spread sheet.

*Please note that any individuals identified do not give consent for their personal data to be processed for the purposes of direct marketing.

UHNM NHS Trust is a public sector body and governed by EU law. FOI requestors should note that any new Trust requirements over the EU threshold will be subject to these regulations and will be advertised for open competition accordingly.

Where the Trust owns the copyright in information provided, you may re-use the information in line with the conditions set out in the Open Government Licence v3 which is available at <http://www.nationalarchives.gov.uk/doc/open-government-licence/version/3/>. Where information was created by third parties, you should contact them directly for permission to re-use the information.

This letter confirms the completion of this request. A log of this request and a copy of this letter will be held by the Trust.

If you have any queries related to the response provided please in the first instance contact my office.

Should you have a complaint about the response or the handling of your request, please also contact my office to request a review of this. If having exhausted the Trust's FOIA complaints process you are still not satisfied, you are entitled to approach the Information Commissioner's Office (ICO) and request an assessment of the manner in which the Trust has managed your request.

The Information Commissioner may be contacted at:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or via www.ico.org.uk.

If following review of the responses I can be of any further assistance please contact my secretary on 01782 676474.

Yours,

A handwritten signature in black ink, appearing to be 'Mojgan Casillas', written over a large, light-colored oval shape.

Mojgan Casillas
Interim Information Governance Manager



**University Hospitals
of North Midlands**
NHS Trust