



Ref: FOIA Reference 2019/20-022

Date: 3rd May 2019

Email foi@uhnm.nhs.uk

Dear

I am writing in response to your email dated 9th April 2019 requesting information under the Freedom of Information Act (2000) regarding accounts payable.

As of 1st November 2014 University Hospitals of North Midlands NHS Trust (UHM) 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 Part 1 Total invoice processing;

How many invoices did accounts payable process in the 12 months from Jan 18 to Dec and for what total value

A1 133,548 invoices were processed in the 12 months from January 2018 to December 2018 with a total value of £477,071,196.13

Q2 How many suppliers were these invoices paid to?

A2 These invoices related to 2,747 suppliers

Q3 Part 2 Single use suppliers

Of the total invoices processed how many were for suppliers that were only used one time one in that period (a single purchase order or invoice) and how many were for suppliers used 3 times or less?

A3 692 invoices were processed for suppliers that were only used once. 1,996 invoices were processed for 1,243 Suppliers that were used 3 times or less.

Q4 Please complete the table below which shows the breakdown of one time suppliers by detailed purchase category

Purchasing Category	Volume (one time supplier invoices)	Value (one time supplier invoices)
e.g. IT subcontractors		
e.g. Editorial contributors		

A4 Please see below:

Purchasing Category	Invoice Volume	£ Value
Advertising	3	8,756.40
Agency Staff	4	2,278.76
Capital Equipment	34	350,272.88
Catering Equipment / Provision	5	3,137.13
Chaplaincy	2	230.00
Cleaning Equipment	1	621.97
Clinical Activity	20	46,029.97
Clinical Equipment	21	35,189.03
Clinical Supplies	12	30,259.30
Consultancy	12	254,845.23
Consumables	54	69,614.35
Course Fee	101	104,042.47
Document Management Solutions	2	23,047.40
Furniture & Fittings	10	6,086.64
Insurance Premiums	1	48,280.00
Journals & Publications	2	5,895.67
Licences	1	6,458.40
Long Service Awards	2	2,453.52
Marketing	4	106.00
Memberships & Subscriptions	11	562,631.96
Patient Care	14	2,276.47
Patient Travel	3	44.29
Pensions	1	8,751.87
Pharmacy	16	17,380.37
Postage	1	1,597.06
Removal Expenses	1	1,560.00
Rent	2	64,673.99
Research Studies	9	21,332.51
Room Hire	2	2,380.00
Security	1	15,531.40
Service Contract	1	12,000.00
Signage	2	3,956.38
Staff Accommodation	5	2,186.50
Stationery	7	3,757.69
Telephone	7	101,302.05
Training	9	13,691.71
Travelling Expenses	68	7,042.36
Uniform & Clothing	4	2,825.64
Utilities	2	9,694.96
Vehicle Expenses	7	13,024.61
Charitable Expenditure	36	62,651.06
IT - Software/Maintenance/Licences	43	609,783.88
Repairs & Maintenance	123	235,271.26

Legal & Professional Fees	26	97,328.32
Grand Total	692	2,870,281.46

Q5 Part 3 Low value order processing

Do you use any of the below approaches to processing low value orders (tick box)

- Procurement cards
- PO flipping (conversion or purchase orders to invoices)
- A manual sign off process outside of the standard approvals process
- They follow the standard procurement process
- Other

A5 Please see below:

Procurement cards	Not applicable
PO flipping (conversion or purchase orders to invoices)	Not applicable
A manual sign off process outside of the standard approvals process	Not applicable
They follow the standard procurement process	Yes
Other	Not applicable

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

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An anonymised copy of this request can be found on the Trust's disclosure log, please note that all requests can be found at the following link: <http://www.uhnm.nhs.uk/aboutus/Statutory-Policies-and-Procedures/Pages/Freedom-of-Information-Disclosure-Log.aspx>

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,



Leah Carlisle
Deputy Head of Quality, Safety & Compliance