

FOI 0141 2024 Response

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:

1. Contract Register Request:

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.]**
- **Contact Owner (Person that manages the contract register)**
- **Contact details of section 151 officer**
- **CPV codes/Pro-Class**
- **How many contracts are currently held on the contract register**

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.

Please see attachment and note:

- CPV codes/Pro Class are not available in our database
- Section 151 Officer – this relates only to local authorities, not NHS Trusts, so has been omitted
- Contract Owner – this has been anonymised to just the job title “Category Manager” as has been the case in previous requests.
- The Trust’s procurement function no longer sits internally, and is now provided by the Birmingham and Solihull (BSOL) Procurement Collaborative.

2. Procurement Strategy Document Request:

- Can the organisation provide a full version of their Procurement Strategy for the fiscal year 2024-2025?
- 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.
- We require the full document. If any parts of this document have been removed, please state this within your response.

Please find attached the overarching procurement policy for University Hospitals Birmingham.

As mentioned in the response to Q1, our procurement service is now provided by the Birmingham and Solihull procurement collaborative which is hosted by UHB.

3. Contact Details Request:

- Provide contact details of the person responsible for API or data sharing, including [Name, Job Title, Telephone, Email Address].
- Provide contact details of the person responsible for the actual contract's register, including [Name, Job Title, Telephone, Email Address].

The Trust is unable to provide the contact details as we do not routinely release staff members personal details for those under a band 8c role.

The Trust therefore rely on exemption Section 40 of the freedom of Information Act 2000 to deny his aspect of your request.

IMPORTANT:

1. If the organisation has a CRM system or a similar system, ensure there is a facility to download and extract contract data.
2. 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.
3. 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.