



**The Clatterbridge
Cancer Centre**
NHS Foundation Trust

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Date: 20 November 2020

Re: Freedom of Information Request
Ref: 260-2020

Thank you for your email dated the 4th November, requesting information in relation to Contracts Register.

The information that you require is as follows:

I want to submit a request for some information from the organisation, in relation to their contract's register.

The contract register should display all the organisations existing/live contracts I would like the register to display the following columns/headings:

- 1. Contract Reference**
- 2. Contract Title**
- 3. Procurement Category**
- 4. Supplier Name**
- 5. Spend (Total or Annual)**
- 6. Contract Duration**
- 7. Contract Extensions**
- 8. Contract Starting Date**
- 9. Expiration Date**

10. Contract Description [Please provide me with as much detail as possible.]
11. Contact Owner (Full contact details if possible.)
12. CPV codes/ProClass

IMPORTANT

1. For those organisations planning to make an exemption around spend, the spend information I have requested is an overall figure and I am not requesting a complete breakdown of services relating to the spend.
2. If the organisation has a CRM system or a similar system there should be a facility to download and extract contract data.
3. You may forward me a Weblink to a portal to download the contract register, please make sure all of the organisation's contracts are provided as doing prior research I have found that most organisations 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.

Contract Data/API Contact Details

13. 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] At the very least provide me with their actual job title.

(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.")

You may have received the same request in the past. I am seeking the latest contract register which is not available in organisations website. Hence sending this request again.

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

The Trust does not yet have a mature central register that would provide this data. The Trust is currently reviewing its Contracts Management Function, which will include a review of its arrangements for maintaining a central electronic Contract Register.

At this current time, in order to provide the data requested, a member of staff would be required to determine whether the information is held, locate the information, retrieve the information and finally extract the information. This will require the manual review of a large number of individual contracts from over 28 individual Trust departments, and extract the requested information. It is estimated that this would significantly exceed the 18 hours cost limit stipulated for processing information under Section 12 of the Freedom of Information Act 2000. This represents an estimation of one member of staff spending over 3 working days thus exceeding the appropriate limit.

Section 12 of the Act makes provision for public authorities to refuse requests for information where the cost of dealing with them would exceed the 'appropriate limit'. The 'appropriate limit' for the purposes of Section 12 is defined within The Freedom of information and Data Protection (Appropriate Limit and Fees) Regulations 2004 which for local authorities is £450, or 18 hours (at £25 per hour). As stated above, the time calculated in order to comply with your request has been calculated to exceed the costs limit and is therefore exempt under Section 12 of the Freedom of Information Act.

Should you require any further information please do not hesitate to contact me on the email address provided below.

Please remember to quote the reference number above in any future communications.

If you are dissatisfied with the handling of your request, you have the right to ask for this to be investigated internally.

If you are dissatisfied with the information you have received, you have the right to ask for an internal review.

Both processes will be handled in accordance with our Trust's Freedom of Information Policy and the Freedom of Information Act 2000.

Internal investigation and internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to: Freedom of Information Review, The Clatterbridge Cancer Centre NHS Foundation Trust, Clatterbridge Road, Bebington, Wirral, CH63 4JY

If you are not satisfied with the outcome of the internal investigation/review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.