

**Information Governance**

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**Our reference: FOI DA3610a**

I am responding to your request for information received 27 November 2020. This has been treated as a request under the Freedom of Information Act 2000.

I am now enclosing a response which is attached to the end of this letter. Please do not hesitate to contact me on the contact details above if you have any further queries.

Yours sincerely,



Keshia Harvey  
Information Governance Manager

If you are dissatisfied with the Trust's response to your FOIA request then you should contact us and we will arrange for an internal review of this decision. If you remain dissatisfied with the decision following our response to your complaint, you may write to the Information Commissioner for a decision under Section 50 of the Freedom of Information Act 2000. The Information Commissioner can be contacted at:

Information Commissioner's Office  
Wycliff House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113  
Web: [www.ico.org.uk](http://www.ico.org.uk)

**Please note that the data supplied is not allowed to be re-used and/or published without the explicit consent of East London NHS Foundation Trust. Please contact the signatory to request permission if this is your intention**

**Request:**

**Hi,**

**Thank you for the response, please can you provide me with the contract description. I believe this information is on the same database the contract register is extracted from.**

**Answer:** The Trust's contract register is a manual spreadsheet and the information is not extracted from a database.

The Freedom of Information Act 2000 relates to recorded and held information. The information is not held in the format requested and therefore not disclosable.

**Original Request:**

**Hi Data/FOI Officer,**

**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.**

Answer: Please find attached the Trust's contracts register. The person responsible for the contract's register is Dr Mohit Venkataram, Executive Commercial Director, [mohit.venkataram@nhs.net](mailto:mohit.venkataram@nhs.net)

Please note, other than this register, there are a number of contracts that are dealt with locally. To collate this information, staff would need to approach each service manager within the Trust which would exceed the appropriate cost limit of £450 which is specified in Section 12 of the Freedom of Information Act 2000. This is based on a rate of £25 per hour, regardless of the rate of pay of any individual involved in the retrieval of requested information, and equates to 18 hours work.