

Our ref: IG/FOI/FOI.127.24

10 December 2024

Sent via email to: [REDACTED]

Dear [REDACTED]

## Request under the Freedom of Information Act 2000

I write further to your request for information, which was received on 26 November 2024, to confirm, in accordance with S.1(1)(a) of the Freedom of Information Act 2000, that Powys Teaching Health Board (PTHB) partly holds the information that you require. For ease of reference your request is set out below and my response follows.

### Your Freedom of Information (FOI) Request:

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:

- a. Contract Title: The title of the contract, e.g., "IT Services Contract".
- b. Supplier Name: The name of the organisation providing the goods or services.
- c. Estimated Spend (Total or Annual): [Radio Button] Whether the estimated spend is for the entire contract period or annually.
- d. Contract Duration: The initial term of the contract in months.
- e. Total Contract Period: The total duration of the contract, including any potential extensions.
- f. Contract Extensions: The number of months for any potential extensions.

- g. Contract Start Date: The date the contract officially begins.
- h. Contract Expiry Date: The date the initial contract period ends.
- i. Contract Review Date: The date on which the contract should be reviewed for renewal or extension.
- j. Contract Description: A detailed description of the contract, this could include the purpose, scope, and key terms and conditions.
- k. Contact Owner: The name, job title, main contact number, and email address of the individual responsible for the contract.
- l. Contract Notes: Any additional relevant information, such as specific terms and conditions, risk assessments, or performance metrics.
- m. Department: The department within your organisation that the contract is associated with.
- n. Contract Award Date: The date the contract was awarded.
- o. Participating Organisations: Other organisations involved in the procurement process.
- p. Procurement Category: The category of the procurement, e.g., IT, Facilities, or Professional Services. [I will send you a list of categories]
- q. Framework Reference: The reference number of procurement framework.
- r. Central Purchasing Body: The organisation responsible for the overall procurement.
- s. Tender Reference: The reference number of the tender notice.
- t. CPV Codes/Pro-Class/eClass: Standard classification codes used to categorise public procurement. [Radio Button] On select they should be able to select the classes.

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.

## 2. Procurement Strategy Document Request:

- a. Can the organisation provide a full version of their Procurement Strategy for the fiscal year 2024-2025?
- b. 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.

3. Contact Details Request:

a. Provide contact details of the person responsible for API or data sharing, including [Name, Job Title, Telephone, Email Address].

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

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.

Powys Response:

Q1 - Q3. I can confirm that our response remains unchanged from your previous request FOI 22.R.107.

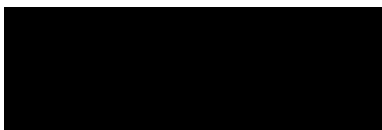
Q1l & Q1t. Please find the following link to the contract register file: [Documents - NHS Wales Shared Services Partnership](#)

Q2a & Q2b. I can confirm that our response remains unchanged from your previous request FOI 24.R.102

Under the terms of the Health Board's Freedom of Information procedure, individuals seeking access to recorded information held by the Health Board are entitled to request an internal review of the handling of their requests. If you would like to complain about the Health Board's handling of your request, please contact us directly at the address below or register your complaint via [powysfoi.foi@wales.nhs.uk](mailto:powysfoi.foi@wales.nhs.uk)

If after Internal Review you remain dissatisfied you are also entitled to refer the matter to the information commissioner at the Information Commissioner's Office (Wales), 2nd Floor, Churchill House, Churchill Way, Cardiff, CF10 2HH. Telephone Number: 0330 414 6421.

Yours sincerely



**Hywel Pullen**  
**Deputy Director of Finance**

Rydym yn croesawu derbyn gohebiaeth yng Nghymraeg. Byddwn yn ateb y fath ohebiaeth yng Nghymraeg ac ni fydd hyn yn arwain at oedi.

We welcome receiving correspondence in Welsh. We will reply to such correspondence in Welsh and this will not lead to a delay.