



Our Ref: PW/AKB/FOI/0124/693

Stafford Education & Enterprise Park
Weston Road
Stafford
ST18 0BF

1st February 2024

Telephone: 0300 123 1461

Sent by email

Dear

FOI-0124-693

Your request for information under the Freedom of Information Act 2000

Thank you for your request for information received on the 19th January 2024. We can confirm that the Staffordshire and Stoke-on-Trent Integrated Care Board can provide the following information.

An anonymised copy of this response will be made publicly available on the ICB website.

Please see our responses in blue below:

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**

Please find attached spreadsheet detailing information requested.

If any of the headings within your contract register has not been provided, please state this within your response.

Portfolio
Provider ODS Code
Lead Commissioner
Procurement Complete
Contract-Type (New)
Contract Document Used
Host/Associate
ICB (Signed)
Contract Review Frequency
Contract Status
Future Procurement: Intention
BI Lead
Commissioning Manager
Commissioning Executive
Finance Manager
Quality Lead
Submit to POG
Modified
Modified By
Archive
Contract Manager

Caveats to register provided:

- Contract register includes signed and unsigned contracts. There are many reasons for the latter for transparency we have included all. This may inflate the number of contracts that are shown as active on the register. For example, you may see two contracts with one provider for the same provision a signed and a draft etc.
- The ICB are currently in the process of providing a brief description against each contract. This is work in progress and not yet completed/collated.
- We do not currently collate procurement type. However, in light of the introduction of PSR, our intentions is to add procurement route to the register and the ICB is now required to ensure we publish such information for healthcare service procurements– see Provider Selection Regime Regulations for further guidance.

2. Procurement Strategy Document Request:

- **Can the organisation provide a full version of their Procurement Strategy for the fiscal year 2023-2024?**

The ICBs approach to procurement is framed within our procurement policy (which is currently being updated to reflect the change in legislation introduced through the Provider Selection Regime).

- **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.**

Not applicable.

- **We require the full document. If any parts of this document have been removed, please state this within your response.**

Not applicable.

3. Contact Details Request:

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

If API relates to the system the ICB uses. The ICB uses Sharepoint, as opposed to a commissioned IT system. This is maintained by the contract team and not a named individual.

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

Paul Brown

Chief Finance Officer (Executive Director for the Contracting Function).

Email: enquiries@staffsstoke.icb.nhs.uk

Tel: 0300 123 1461

Should you require any further information or clarification regarding this response please do not hesitate to contact us. If you are dissatisfied with the response, you are entitled to request an internal review which should be formally requested in writing and must be within two calendar months from the date this response was issued.

To request an internal review

You can request an internal review by contacting the Staffordshire and Stoke-on-Trent Integrated Care Board FOI team by emailing the team at StaffsStokeFOI@staffsstoke.icb.nhs.uk or by post to the address at the top of this letter.

If you are not content with the outcome of your internal review, you may apply directly to the Information Commissioner's Office (ICO) for a decision. Generally, the ICO cannot make a decision unless you have exhausted the Staffordshire and Stoke-on-Trent Integrated Care Board's FOI complaints procedure.

The ICO can be contacted at:

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

www.ico.gov.uk

Yours sincerely

Paul Winter
Associate Director of Corporate Governance