

Please contact: Access to Information Team

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07 February 2023

Dear

Re: Your request for information under the Freedom of Information Act 2000
Ref no: FOI-2702-LSC

Thank you for your request dated 22 November 2022.

We can confirm that the ICB does hold the information you requested.

Please find our response to your questions below:

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

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

- Contract Reference - Unique reference number associated with the contract

The contract references are stored within the contracts but it is not possible for the ICB to check these.

2) Contract Title

Please refer to the attached document.

3) Procurement Category – Please state the category name of the contract, I wish to know the category the contract is under.

As above.

4) Supplier name

As above.

5) Spend (Total, Annual or contract value)

Lancashire and South Cumbria ICB have applied a section 12 exemption to this question as follows:

Section 12

Lancashire and South Cumbria ICB have applied a Section 12 to this request. Section 12 of the Freedom of Information Act 2000 allows a public authority to refuse a request if the cost of providing the information to the applicant would exceed the 'appropriate limit' as defined by the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004:

“Section 12 Exemption where cost of compliance exceeds appropriate limit

(1) Section 1(1) does not oblige a public authority to comply with a request for information if the authority estimates that the cost of complying with the request would exceed the appropriate limit”.

The Regulations states that the appropriate limit to be applied to requests received by local authorities is £450 (equivalent to 2.5 days of work) for the purposes of the estimate the costs of performing these activities should be estimated at a rate of £25 per hour (£25 x 18hours = £450).

In estimating the cost of complying with a request for information, an authority can only take into account any reasonable costs incurred in:

“(a) determining whether it holds the information,

(b) locating the information, or a document which may contain the information,

(c) retrieving the information, or a document which may contain the information, and

(d) extracting the information from a document containing it”.

We have carried out a reasonable and proportionate search to gather the time this would take to contact each provider that relates to the above request for information and outline how this was carried out.

A search has been undertaken to identify that over 150 providers would need to be contacted individually by the relevant local Contract team. This would need to be co-ordinated by a number of different staff members and each Contract would have to be accessed individually for the relevant Provider Contact and email drafted/sent.

Once responses were chased and collated, it would take time to extract/delete the financial information which has been approved or rejected to be shared by each relevant provider.

Breakdown:

- 150+ Providers
- 5 minutes to extract contact information/draft email and send.
- 150 x 5 = 750 (12.5 hours)
- 5 minutes to save each email and log Provider responses in a collated format
- 150 x 5 = 750 (12.5 hours)

Total estimate of time: 25.0 hours

(Please note: further time may also be needed to chase responses from Providers)

The ICB have advised that there is no sufficient way to refine this request as an appropriate amount of information has already been provided in relation to the points listed above.

6) Contract's Duration

Please refer to the attached document.

7) Contract's extensions

As above.

8) Contract's start date

As above.

9) Contract's expiry date

As above.

10) Contract Description [Please provide me with as much detail as possible.]

As above.

11) Contact Owner (Person that manages the contract register)

As above.

12) CPV codes/Pro-Class

The ICB does not hold the CPV codes/Pro-Class.

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.")

Carolyn Craven

Senior Contract Manager

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14) If the organisation has a CRM system or a similar system, there should be a facility to download and extract contract data.

- You may forward me a Weblink to a portal to download the contract register, please make sure all the organisation's contracts are provided as doing prior research I have found that most organisations have only uploaded a small portion of all their contracts.
- 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.

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

The ICB do not currently have a CRM System

Right of Appeal

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 this by contacting the FOI team by email at MLCSU.FOITeam@nhs.net or by post to Jubilee House, Lancashire Business Park, Leyland, PR26 6TR, specifying why you require a review.

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 CCGs 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

**On behalf of Kevin Lavery
ICB Chief Executive**