

**Compliance Team – Health Records**

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## FOI REQUEST NUMBER 27 2015

### Request:

1. Contract Type: Maintenance, Leased, Hire
2. Who is the supplier of this contract? If there is more than one supplier please can you split all the information out below including annual spend, contract description and contract dates.
3. A small description of the contract.
4. The expiry date of each individual contract.
5. The contract review date.
6. Can you please send me contact details of the individual within the organisation responsible for this contract? Can you please send me two contact one from the fleet management (or equivalent) and the other procurement or purchasing preferably the category manager.
7. If the contract above was awarded within the last six months could you please provide me with the suppliers that were shortlisted?
8. I understand that the FOI Act is for recorded information but if you could be so help please include notes into what the organisation tends to do for future procurements. Extending contract, going to tender etc.

### Response:

1. The Trust has a lease car contract
2. SERCO

3. Provision of lease vehicles – both business use only and for employees (Personal and business use) in accordance with Agenda for Change terms and conditions
4. 31/3/2016
5. The contract is reviewed regularly as part of the monitoring framework in place
6. Donna-Marie Newman Head of Financial Services (overall responsibility for contract) and Paul Smith Procurement Lead.

donna.newman@nsft.nhs.uk  
[paul.A.smith@nsft.nhs.uk](mailto:paul.A.smith@nsft.nhs.uk)

7. N/A
8. Tender procedures will be followed as per the Trust's Standing Financial Instructions.

The Trust provides a complaints procedure to deal with complaints about the Trust's handling of requests for information. If you feel you need to make a complaint, in the first instance, you should contact a Non-Executive Director via the Chair of the Trust. If you feel you have exhausted our internal complaints procedure, you also have the right and may feel you wish to write to the Information Commissioner who can be contacted on telephone number 01625 545740 or at [www.ico.gov.uk](http://www.ico.gov.uk).