

Reference:	FOI.8873.22
Subject:	Health Board's Contract Register
Date of Request:	10 May 2022

Requested:

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:

1. Contract Reference -Unique reference number associated with the contract.
2. Contract Title
3. Procurement Category –Please state the category name of the contract, I wish to know the category the contract is under.
4. Supplier Name
5. Spend (Total, Annual or contract value)
6. Contract's Duration
7. Contract's Extensions
8. Contract's Start Date
9. Contract's Expiry Date
10. Contract Description [Please provide me with as much detail as possible.]
11. Contact Owner (Person that manages the contract register)
12. CPV codes/Pro-Class

Contract Data/API Contact Details

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.")

IMPORTANT

- 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.

Response:

As this information is already within the public domain, Hywel Dda University Health Board (UHB) has applied an exemption under Section 21 of the Freedom of Information Act 2000 (FoIA), as the information is accessible by another means. The information requested is available on the NHS Wales Shared Services Partnership (NWSSP) website.

For ease of reference please click on the attached link, which will take you directly to NWSSPs contract programme webpage:

<https://nwssp.nhs.wales/ourservices/procurement-services/documents/>

The public register is maintained and administered by NWSSP, with the Head of Procurement having overall responsibility for the contracts on an all Wales basis.

Additionally, the UHB provides within Attachment 1, two (2) contract registers held by the UHB, which cover Long Term Agreements (LTA), where the UHB commissions other NHS Providers to undertake work on its behalf and Service Level Agreements (SLA), which are under operational control and ownership within the Directorates. The LTAs and SLAs do not have a CPV code assigned to them.

The UHB's Contracts Manager has day to day responsibility for the contracts register with Huw Thomas, Executive Director of Finance, having overall responsibility, who can be contacted by email Huw.Thomas6@wales.nhs.uk