



Foreign &  
Commonwealth  
Office



Wilton Park

14 August 2015

Dear

**FREEDOM OF INFORMATION ACT 2000 REQUEST REF: 0720-15**

Thank you for your email of 18 July 2015 asking for information under the Freedom of Information Act (FOIA) 2000. In your email you asked for information on:

*Wilton Park's existing contracts relating to facilities management for each of the categories below:*

- A. *Property and Building Services Maintenance*
- B. *Cleaning and Janitorial Services*
- C. *Security Services- From building and car park security to prisoner escorting services*
- D. *Catering Services*

*For each of the contract above can you please provide me with the organisation's primary/main contracts that are above £1,000.00. If there isn't:*

1. *What is the type of contract please pick from one of the categories above? If the organisation has a fully managed contract please state "Managed".*
2. *Who is the supplier for this contract? Please can you provide me with the contract information for each individual supplier?*
3. *What is the annual average spend? Please can you provide me with the contract information for each individual supplier?*
4. *What is the contract duration? Please also provide me with any extensions that maybe offered to the supplier.*
5. *What is the contract expiry date? Please at least provide me with the month and year.*
6. *When will this contract be reviewed? Please at least provide me with the month and year.*
7. *Can you please provide me with the total number of sites the contract covers? An estimate will also be acceptable.*
8. *What services are provided under this contract? A brief description will be acceptable*
9. *Who is the main contact from within the organisation responsible for reviewing this contract? Can you please provide me with their full name, actual job title, contact number and direct email address?*
10. *Notes: If the contract information provided is going to be expiring within the next 3 months it would be helpful to know if you're going to renew or are planning to go to tender for a new contract for this particular service.*

I am writing to confirm that we have now completed the search for the information, which you requested. I can confirm that Wilton Park does hold information relevant to your request. .

Please find the information that Wilton Park can release to you. Some information has been withheld using Section 43 - Commercial interests. Section 43 is qualified exemption and is subject to the public interest test. Having applied that test, it is judged that to release this information would, or is likely to, prejudice Wilton Park's ability to negotiate future contracts at competitive rates by providing potential bidders with commercially sensitive information relating to the annual average spend on cleaning services and security guarding services. Similarly, release of the information in respect of the service provider's average costs would, or is likely to, prejudice the service provider's commercial interests when bidding for other contracts.

The information provided relates to the cleaning services and security services' contracts, which are both managed by Wilton Park. There are no contracts in place for property/building services maintenance or catering services.

**Supplier:** Unclean Property Maintenance Ltd (Category B) – Managed.

**Annual Average Spend:** Redacted by virtue of Section 43 – Commercial interests.

**Contract Duration:** Three years, the client retains the option to extend the contract for up to two years.

**Contract Expiration:** August 2016.

**Review:** March 2016

**Sites:** Wiston House only

**Contract Scope:** Full internal cleaning services for venue, offices, bedrooms and rooms.

**Supplier:** Kingdom Security Ltd (Category C) – Managed.

**Annual Average Spend:** Redacted by virtue of Section 43 – Commercial interests

**Contract Duration:** Rolling annual contract

**Contract Expiration:** February 2016

**Review:** November 2015

**Sites:** Wiston House only

**Contract Scope:** The provision of security guarding for Wilton Park's site and reception services.

Contact details for responsible officer for all of the above contracts: Tel. 01903 815020. Email: [admin@wiltonpark.org.uk](mailto:admin@wiltonpark.org.uk).

We have withheld the name and job title of the person responsible for these contracts under section 40 of the Freedom of Information Act. It is our view that disclosure of this information would breach the first data protection principle, which states that personal data should be processed fairly and lawfully. Section 40(2) and (3) of the FOIA therefore apply. It is the fairness aspect of this principle, which we think, would be breached by disclosure in this case. In such circumstances, section 40 confers an absolute exemption on disclosure. We do not therefore have to apply the public interest test.

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Yours sincerely

**Senior Information Risk Officer**



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