



CIVIL NUCLEAR CONSTABULARY

[REDACTED]

Email: [REDACTED]

Our Ref: 2014-173

The Executive Office

Civil Nuclear Constabulary
Building F6 Culham Science Centre
Abingdon
Oxon
OX14 3DB

Tel: 01235 466428

Website: <https://www.gov.uk/government/organisations/civil-nuclear-constabulary>

Dear [REDACTED]

I am writing in response to your request for information regarding the below received on 20 March 2015. Your request has been handled under Section 1(1) of the Freedom of Information Act 2000. In accordance with Section 1(1)(a) of the Act I hereby confirm that the CNC/CNPA does hold information of the type specified.

Please provide the name of and provider of your e-procurement / e-tendering system?

EU Supply

Of the modules you have purchased this, which are you actively using?

All of the active modules

What do you see as the limitations to the current system;

- a. Does the current system meet your needs **Yes**
- b. User friendliness / intuitiveness **No issues**
- c. Workflows / processes unclear **No issues**
- d. Hard to navigate **No issues**
- e. Pages have too much information on them **No issues**
- f. No user guide available - **Yes user guide available**
- g. No on-demand / immediate support - **Yes support available**
- h. Terminology / wording not suited to all types and levels of staff within the organisation **No issues**
- i. Not efficient - **No issues**
- j. Other, please specify **N/A**

Does your organisation have clearly defined and documented processes in relation to contract management?

Yes

No

If yes, approximately what % of Council staff use this;

- a) Below 25%
- b) 25%
- c) 50%
- d) 75%
- e) Over 75% - All CNC staff use defined & documented processes in relation to contract management**

Do you have a dedicated contract management or monitoring function within the Council?

Yes CNC has a dedicated contract management function

If Yes, where does this function sit within the organisation i.e. Procurement, Audit. Please provide a copy of Terms of Reference / Strategy for this function.

The contract management function sits within the procurement team

The CNC Procurement Strategy is currently being rewritten.

Do you have a central contracts register for all third party contracts and agreements entered in to by the Council? Please note, 'Central' refers to all contract data being held in one place i.e. within a legal or procurement function.

Yes CNC has a central contracts register

If yes, what is the lower limit of contracts placed on the register?

No lower limit set as CNC would look at both risk and value in order to identify what needs to be included.

If yes, is the contract register;

a. Own, bespoke - Excel, access type database

CNC use an Excel based template for their plan.

b. Third party system / e-procurement solution - the Contracts Register Service, JCAD

How many current / active contracts do you have on your contracts register?

There are C.160 active contracts on CNC's contract register

Of those current / active contracts on your register, how many do you have physical contact for (whether as a soft or hard copy)? It is approximately

- a) less than 25%,
- b) 25%
- c) 50%
- d) 75% - All CNC contracts will have a soft / hard copy associated with them**
- e) don't know

Of those current / active contracts on your register, what is their combined total contract value

We would estimate the total value of active contracts on our register as being c. £25m

Of those current / active contracts on your register, what is their combined annual value?

We only capture the total contract value of active contracts on our contract register.

Of those current / active contracts, how many have you successfully renegotiated, varied or engaged and what was the saving you achieved in the last financial year from this activity in the last full financial year (2014/15)?

- a) Answer - **To-date, for FY 14 / 15, some 22 contracts have been let. As FY 14 / 15 is not yet complete we cannot undertake work to confirm savings.**

We take our responsibilities under the Freedom of Information Act seriously but, if you feel your request has not been properly handled or you are otherwise dissatisfied with the outcome of your request, you have the right to complain. We will investigate the matter and endeavour to reply within 3 – 6 weeks. You should write in the first instance to:

Sarah Shevlin
Disclosures Officer
CNC
Culham Science Centre
Abingdon
Oxfordshire
OX14 3DB

E-mail: FOI@cnc.pnn.police.uk

If you are still dissatisfied following our internal review, you have the right, under section 50 of the Act, to complain directly to the Information Commissioner. Before considering your complaint, the Information Commissioner would normally expect you to have exhausted the complaints procedures provided by the CNPA.

The Information Commissioner can be contacted at:

FOI Compliance Team (complaints)
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

If you require any further assistance in connection with this request please contact us at our address below:

Sarah Shevlin
Disclosures Officer
CNC
Culham Science Centre
Abingdon
Oxfordshire
OX14 3DB

E-mail: FOI@cnc.pnn.police.uk

Yours sincerely

Sarah Shevlin
Disclosures Officer
Civil Nuclear Constabulary