



17 October 2016

## **FREEDOM OF INFORMATION ACT 2000 - REQUEST REF: FOI 0888-16**

I am writing in response to your email of 21 September 2016 asking for information under the Freedom of Information Act (FOIA) 2000. You specifically asked:

*I have been wanting to send a freedom of information request relating to the Council's existing contracts relating to facilities management.*

- A. *Lift Service and Maintenance*
- B. *Air Conditioning and Ventilation Servicing and Maintenance*
- C. *Cleaning and Janitorial*
- D. *Mechanical And Electrical Maintenance*
- E. *Property Maintenance And Day To Day Repairs*

*In regards to the types of contracts I have displayed above can you please send the Council's primary contracts? Or can you please send me the contracts that are above £1000.*

*Also, so that I understand the information you have provided to me please state information if the Council doesn't have any contract I have stated within this request.*

1. *Contract Type – Please use the list I have provided above*
2. *Existing Supplier – Please state the supplier for each contract*
3. *Annual Spend- Please can you provide me with the spend for each individual supplier*
4. *Contract Duration- please note if there are any extensions period available and if so what?*
5. *Contract Start*
6. *Contract Expiry*
7. *Contract Review*
8. *Contract Description- a small description of the type of services included within each contract.*
9. *Number of sites covered for each contract e.g. the Council may have a maintenance agreement with a supplier that covers several sites/buildings.*
10. *Can you also send me the contact details of the person within the Council that is responsible for each one of these contract your have submitted.*

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.

Details of the contracts are provided in Annex A of this response. With regards to question 10 (contact details), we have withheld names and email addresses 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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