

**Official**

**Tyne and Wear Fire  
and Rescue Service**



## **FREEDOM OF INFORMATION**

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**FOI REFERENCE:** FOI 23/24 - 191

**DATE RECEIVED:** 22/01/24

**TITLE / CATEGORY:** Finance – Contract Register

### **REQUEST**

I am writing to submit a Freedom of Information request for information related to the organisation's contracts register, procurement strategy document, and contact details. Please find the detailed requests below:

#### **1. Contract Register Request:**

I am seeking the full and entirety of the organisation's contract register or database. The register should include the following columns/headings or something similar:

- Contract Reference -Unique reference number associated with the contract.
- Contract Title
- Procurement Category
- Supplier Name
- Spend (Total, Annual or contract value)
- Contract Duration
- Contract Extensions
- Contract Start Date
- Contract Expiry Date
- Contract Description [Please provide me with as much detail as possible.
- Contact Owner (Person that manages the contract register)
- Contact details of section 151 officer
- CPV codes/Pro-Class

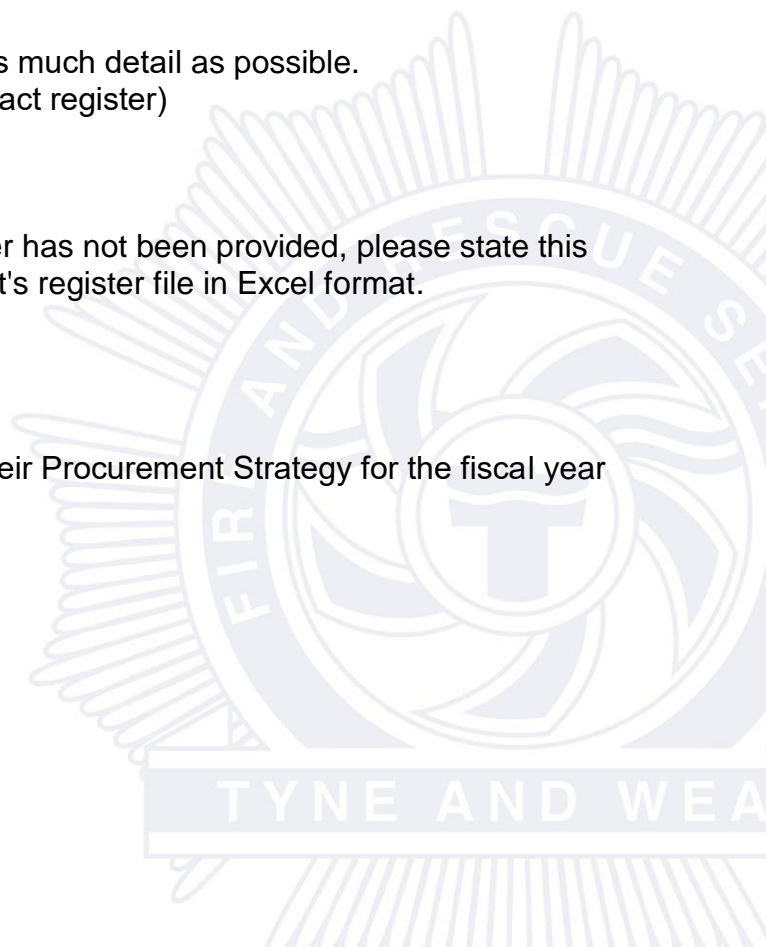
If any of the headings within your contract register has not been provided, please state this within your response. Please provide the contract's register file in Excel format.

#### **2. Procurement Strategy Document Request:**

- Can the organisation provide a full version of their Procurement Strategy for the fiscal year 2023-2024?

Any printed documents are considered uncontrolled.

**[www.twfire.gov.uk](http://www.twfire.gov.uk)**



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### **REQUEST CONT.**

- If the Procurement Strategy is a strategic direction (2022-2025) instead of an annual plan, please provide an update document for 2023-2024. If an update cannot be provided, please provide information on when an update is planned to be published.
- We require the full document. If any parts of this document have been removed, please state this within your response.

#### **3. Contact Details Request:**

- Provide contact details of the person responsible for API or data sharing, including [Name, Job Title, Telephone, Email Address].
- Provide contact details of the person responsible for the actual contract's register, including [Name, Job Title, Telephone, Email Address].

#### **IMPORTANT:**

1. If the organisation has a CRM system or a similar system, ensure there is a facility to download and extract contract data.
2. If providing a weblink to a portal, ensure that all contracts are included, as some organisations may only upload a small portion of their contracts.
3. For organisations planning to make an exemption around spend, clarify that the spend information requested is an overall figure, and a complete breakdown is not required. Please provide the contract's register file in Excel format.

### **RESPONSE**

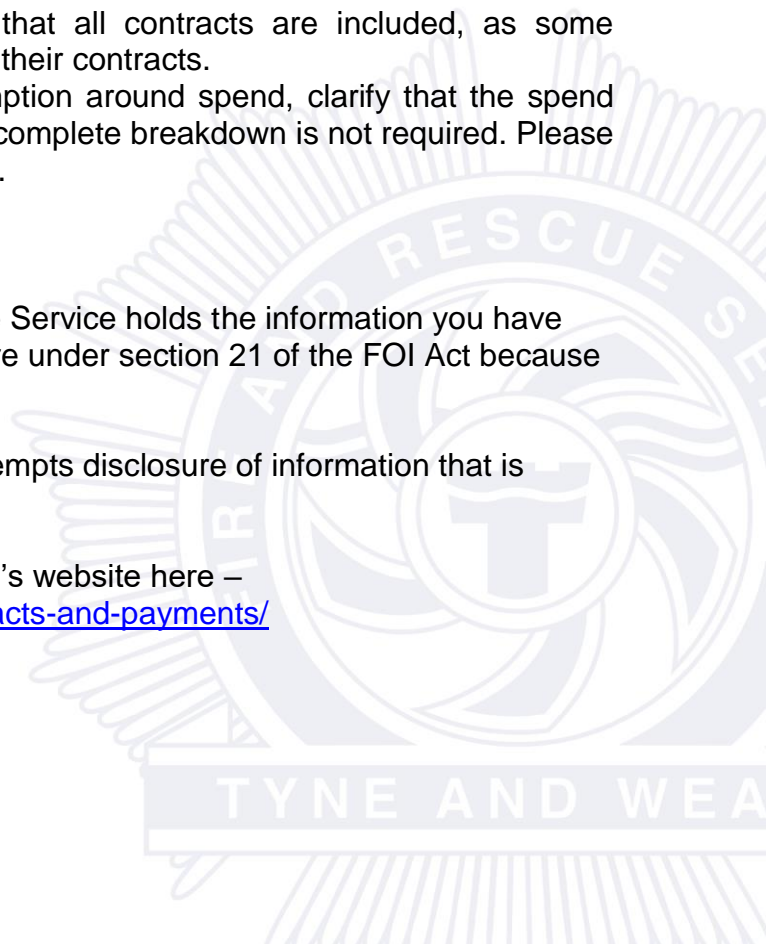
We can confirm Tyne and Wear Fire and Rescue Service holds the information you have requested however, this is exempt from disclosure under section 21 of the FOI Act because it is reasonably accessible to you.

Section 21 of the Freedom of Information Act exempts disclosure of information that is reasonably accessible by other means.

The Contract Register is available on the Service's website here – <https://www.twfire.gov.uk/about-us/finance/contracts-and-payments/>

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### RESPONSE CONT.

Unfortunately, some of the information that you have requested is not held within our contract register, however this additional information can be found via contract finder - [Contracts Finder](#)

The 151 officer can be contacted [dennis.napier@twfire.gov.uk](mailto:dennis.napier@twfire.gov.uk).

Tyne and Wear Fire and Rescue Service Procurement policy 2021-2024 is available on the website here - [Tyne and Wear Fire and Rescue Service \(twfire.gov.uk\)](#)

The team can be contacted at [procurement@twfire.gov.uk](mailto:procurement@twfire.gov.uk)

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