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Ymddiriedolaeth GIG
Prifysgol Felindre
Velindre University
NHS Trust



Pencadlys Ymddiriedolaeth GIG Prifysgol Felindre
Velindre University NHS Trust Headquarters
2 Cwrt Charnwood
Heol Billingsley
Parc Nantgarw
Caerdydd/Cardiff
CF15 7QZ



Ffôn/Phone : (029) 20196161

<https://velindre.nhs.wales>

Date: 18th December 2023

Ref: CORP 2023 -142

Dear xxxxx

Freedom of Information request: Facilities Management (CORP 2023-142)

Thank you for your request for information which the Trust received on 30th August 2023.

We apologise for the delay in response, the broad range of information requested has taken some time to obtain and collate.

Your Request:

Contract data for services around facilities management:

- 1) *Office and building cleaning – Service contract that is focused around office, commercial and building cleaning services.*
- 2) *Lift service and maintenance – Service contract for lift service and maintenance.*
- 3) *Food – Service contract that is focused around catering services.*
- 4) *General waste services contracts – The organisation’s primary general waste service contract.*
- 5) *Laundry services - where clothes and linen can be washed and ironed.*
 - a) *Contract profile questionnaire for each type of contract:*
 - b) *Supplier/Provider of the services*
 - c) *Total Annual Spend – The spend should only relate to each of the service contracts listed above.*
 - d) *A description of the services provided under this contract please includes information if other services are included under the same contract.*
 - e) *The number of sites the contract covers.*
 - f) *[ONLY FOR LIFT CONTRACT] The Brand name of the type of lifts used by the organisation.*
 - g) *The start date of the contract.*
 - h) *The end date of the contract.*
 - i) *The duration of the contract, please include information on any extensions period.*
 - j) *Who within the organisation is responsible for each of these contracts? name, Job Title, contact number and email address.*

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Velindre University NHS Trust is happy to receive communication in Welsh or English.





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Please find the Trust's response in Appendix 1 below.

Should you require any further assistance, please do not hesitate to contact us at the above address.

I trust this answers your request for information, however, should you not be satisfied with the information supplied or the process of supplying it, you have a right to complain and request a review. Please note that you must submit a request for a review within 40 days of the date of this letter.

You should forward your complaint to:-

Mr Ian Bevan via FOI.VUNHST@wales.nhs.uk
Head of Information Governance
Velindre University NHS Trust
2, Charnwood Court
Heol Billingsley
Parc Nantgarw
Cardiff / Caerdydd
CF15 7QZ
Tel / Ffon - 029 20196161

Should you wish to take your complaint further, if you are still unhappy with the decision after review, you can contact the:-

Information Commissioner's Office - Wales
2nd Floor,
Churchill House,
Churchill Way,
Cardiff,
CF10 2HH
Telephone: 0330 414 6421
email: wales@ico.org.uk

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Gwasanaeth Gwaed Cymru
Welsh Blood Service

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CF15 7QZ



Canolfan Ganser Felindre
Velindre Cancer Centre

Ffôn/Phone : (029) 20196161

<https://velindre.nhs.wales>

Yours sincerely

Lauren Fear

Director of Corporate Governance and Chief of Staff

Velindre University NHS Trust

2 Charnwood Court

Heol Billingsley

Parc Nantgarw

Cardiff

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APPENDIX 1 – CORP 2023-142

Welsh Blood Service:

WELSH BLOOD SERVICE	<u>Office/building cleaning</u>	<u>Lift service & maintenance</u>	<u>Food/catering services</u>	<u>General Waste</u>	<u>Laundry Services</u>
Contract profile questionnaire for each type of contract	* (see below)	All Wales Contract	Not Contracted out	* (see below)	Not Contracted out
Supplier/Provider of the services	Solo - 3 sites, CSA -Hygiene 1 site	OTIS	Not Contracted out	Veolia	Not Contracted out
Total annual spend	£101,862.18	£1,973.04	Not Contracted out	£12,467.47	Not Contracted out
Description of the services	Daily Cleaning	Maintenance on front & rear lifts	Not Contracted out	Removal of general & recycled Waste	Not Contracted out
The number of sites the contract covers	4	1	Not Contracted out	3	Not Contracted out
Brand name of the type of lifts used	N/A	OTIS	N/A	N/A	N/A
Start date of the contract	February 2023	April 2023	Not Contracted out	01/08/2022	Not Contracted out
End date of the contract	February 2024	April 2024	Not Contracted out	01/04/2024	Not Contracted out
Duration of the contract and information on any extensions	Annually	Annually	Not Contracted out	Option to extend up to 3 Years	Not Contracted out
Who within the organisation is responsible for each of these contracts	Procurement services	Procurement services	Not Contracted out	Procurement services	Not Contracted out

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Velindre Cancer Service:

VELINDRE CANCER SERVICE	<u>Office/building cleaning</u>	<u>Lift service & maintenance</u>	<u>Food/catering services</u>	<u>General Waste</u>	<u>Laundry Services</u>
Contract profile questionnaire for each type of contract	Not Contracted out	All Wales Contract	Not Contracted out	NHS Wales Shares Services Partnership Contract	Not Contracted out
Supplier/Provider of the services	Not Contracted out	OTIS	Not Contracted out	Veolia	Not Contracted out
Total annual spend	Not Contracted out	£7698.96 + VAT	Not Contracted out	£18,063.50	Not Contracted out
Description of the services	Not Contracted out	6 visits per annum, per lift	Not Contracted out	Removal of general & recycled Waste	Not Contracted out
The number of sites the contract covers	Not Contracted out	1	Not Contracted out	1	Not Contracted out
Brand name of the type of lifts used	N/A	OTIS	N/A	N/A	N/A
Start date of the contract	Not Contracted out	April 2023	Not Contracted out	August 2022	Not Contracted out
End date of the contract	Not Contracted out	April 2024	Not Contracted out	April 2024	Not Contracted out
Duration of the contract and information on any extensions	Not Contracted out	Annually 7	Not Contracted out	Option to Extend up to 3 years	Not Contracted out
Who within the organisation is responsible for each of these contracts	Not Contracted out	Procurement services	Not Contracted out	Procurement services	Not Contracted out

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*The Procurement Team for the Welsh Blood Service are unsure of the requirements for this aspect of the request. If you would like this information, please can you resubmit this part of your request with the exact details required.

With regards to your request for the contact details of who in the Trust is responsible for each contract, the Trust has a legal obligation to comply with the Data Protection Act 2018 and the retained EU GDPR 679/2016 (known as UK GDPR). As you have requested information about someone other than yourself, the Trust has applied an Absolute Exemption under Section 40(1) and (2)(a) of the Freedom of Information Act 2000 which states

- (1) *Any information to which a request for information relates is exempt information if it constitutes personal data of which the applicant is the data subject.*
- (2) *Any information to which a request for information relates is also exempt information if—*
 - (a) *it constitutes personal data which does not fall within subsection (1)*

However, in order to comply with our obligation under Section 16 of the Act (duty to advise and assist), please use the following email address for any procurement related queries: procurementservicesenquiries@wales.nhs.uk

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