



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: 23<sup>rd</sup> August 2024  
Ref: CORP 2024 - 144

Dear xxx

## **Freedom of Information request: Facilities Management (CORP 2024 – 144)**

Thank you for your request for information which the Trust received on 30<sup>th</sup> July 2024.

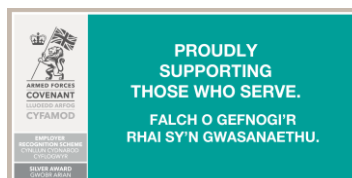
Your Request:

- 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.*
  - I. *Contract profile questionnaire for each type of contract:*
  - II. *Supplier/Provider of the services*
  - III. *Total Annual Spend – The spend should only relate to each of the service contracts listed above.*
  - IV. *A description of the services provided under this contract please includes information if other services are included under the same contract.*
  - V. *The number of sites the contract covers*
  - VI. *[ONLY FOR LIFT CONTRACT] The Brand name of the type of lifts used by the organisation*
  - VII. *The start date of the contract*
  - VIII. *The end date of the contract*
  - IX. *The duration of the contract, please include information on any extensions period.*
  - X. *Who within the organisation is responsible for each of these contracts? name, Job Title, contact number and email address*

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

**You will note that the majority of the information remains the same as your previous request, and that the majority of the contracts are through NWSSP, as such you should submit the request to them for future contracts - [shared.services@wales.nhs.uk](mailto:shared.services@wales.nhs.uk).**

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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](mailto:FOI.VUNHST@wales.nhs.uk)  
Head of Information Governance  
Velindre University NHS Trust  
2, Charnwood Court  
Heol Billingsley  
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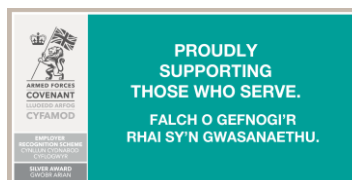
Should you wish to take your complaint further, if you are still unhappy with the decision after review, you can contact the:

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

Yours sincerely

**Non Gwilym**  
**Interim Director of Corporate Governance**  
Velindre University NHS Trust  
2 Charnwood Court  
Heol Billingsley  
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Cardiff  
CF15 7QZ

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## Appendix 1

WELSH BLOOD SERVICE	<u>Office/building cleaning</u>	<u>Lift service &amp; maintenance</u>	<u>Food/catering services</u>	<u>General Waste</u>	<u>Laundry Services</u>
Contract profile questionnaire for each type of contract	<b>*</b> <b>(see below)</b>	All Wales Contract	Not Contracted out	<b>*</b> <b>(see below)</b>	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	£111.755.64	£2,968.04	Not Contracted out	£12,854.00	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	March 2019	May 2023	Not Contracted out	01/08/2022	Not Contracted out
End date of the contract	February 2022	April 2028	Not Contracted out	01/04/2024	Not Contracted out
Duration of the contract and information on any extensions	Contract Extension until 31 <sup>st</sup> August 2024	5 year contract with no extension period	Not Contracted out	Contract Extension until 31/8/2028	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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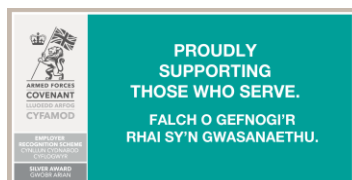
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VELINDRE CANCER SERVICE	<u>Office/building cleaning</u>	<u>Lift service &amp; maintenance</u>	<u>Food/catering services</u>	<u>General Waste</u>	<u>Laundry Services</u>
Contract profile questionnaire for each type of contract	Not Contracted out	All 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	£8904.12	Not Contracted out	£20,000	Not Contracted out
Description of the services	Not Contracted out	Maintenance on front & rear lifts	Not Contracted out	Removal of general, recycled & food 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	May 2023	Not Contracted out	01/09/2000	Not Contracted out
End date of the contract	Not Contracted out	April 2028	Not Contracted out	31/08/2024	Not Contracted out
Duration of the contract and information on any extensions	Not Contracted out	5 year contract with no extension period	Not Contracted out	3 year with one year extension	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](mailto:procurementservicesenquiries@wales.nhs.uk)

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