

Our Reference

HM\ North East & North
Cumbria ICB\ FOI ICB496

NECS - Riverside House
Goldcrest Way
Newburn Riverside
Newcastle upon Tyne
NE15 8NY

Your Reference

01 September 2023

Tel: (0191) 217 2625
E-mail: Necsu.icbfoi@nhs.net

Freedom of Information Act 2000 – Request for Information – NHS North East & North Cumbria Integrated Care Board (ICB)

Thank you for your request received by North of England Commissioning Support (NECS) on 17 August 2023 for information held by NHS North East and North Cumbria Integrated Care Board (NENC ICB) under the provisions of the Freedom of Information Act 2000.

NENC ICB covers the areas of County Durham, Gateshead, Newcastle, North Cumbria, North Tyneside, Northumberland, South Tyneside, Sunderland and Tees Valley (which covers the 5 councils that make it up – Darlington, Hartlepool, Middlesbrough, Redcar & Cleveland and Stockton-on-Tees).

Details of Request

Please provide under FOIA a breakdown of all stationary supplied used by your organisation and specifically identify all purchases of A4 paper, the supplier and the costs for each order.

Clarification 18/08/23

1 A copy of the orders and invoices for any and all stationary orders for your organisation for the year 2023.

2 Specifically to include and identify all A4 paper supplies within those documents and the prices paid for any A4 paper.

If there are no A4 paper orders within that time frame then please include the last order before 2023 which included A4 paper within it.

Response

In accordance with section 12 of the Freedom of Information Act 2000, we have estimated that the cost of complying with the request would exceed the appropriate limit.

The appropriate limit is specified in the regulations and is set at £450 for NHS bodies based on a flat rate of £25 per person per hour.

This represents the estimated cost of one person spending more than 18 hours work in retrieving and extracting the information.

We estimate it will take multiple members of staff for each of the 13 NENC ICB buildings across the region to search through hundreds/thousands of oracle requests to retrieve the historical stationary orders which are placed with the relevant providers.

The multiple purchase orders and invoices extracted from the system will then need to be collated into a chronological order due to the invoicing system being very complex and detailed. The expectation and resource required to support this request would take some considerable time and we therefore approximate it would take 195 hrs to fulfil this request.

The calculation and rationale are as below:

- *13 ICB buildings on average will place 4 stationary orders per month.*
- *Jan 2023 – August 2023 = 8 months*
- *4 order per month x 8 months = 32 orders per building over the 8 months*
- *32 orders x 13 buildings = 416 orders across the ICB from Jan – August*
- *It will take 2 days of work per building to pull the information together.*
- *2 days = 15 hrs*
- *15 hrs x 13 buildings = 195 hrs*
- *195 hrs x £25 per hr = £4,875*

Therefore, the ICB can confirm that complying with all information within your request falls outside of the appropriate limit, however please be advised you also have the option to pay.

However, within the scope of the request the ICB can inform you that the main provider of stationery for the ICB is Banner https://www.supplies-team.co.uk/eS_NETHome.process and the normal cost of a box of paper is £30.31 which equals £6.26 per ream.

Section 16

Under Section 16 duty to provide advice and assistance, NENC ICB may be able to comply with a refined request.

You will need to resubmit the refined request via necsu.icbfoi@nhs.net

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you should write to the Senior Governance Manager using the contact details at the top of this letter quoting the appropriate reference number.

If you are not content with the outcome your complaint, you may apply directly to the Information Commissioner for a decision. Generally, the Information Commissioner cannot make a decision unless you have exhausted the complaints procedure provided by The North of England Commissioning Support Unit.

The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire

SK9 5AF

www.ico.org.uk

Any information we provide following your request under the Freedom of Information Act will not confer an automatic right for you to re-use that information, for example to publish it. If you wish to re-use the information that we provide and you do not specify this in your initial application for information then you must make a further request for its re-use as per the Re-Use of Public Sector Information Regulations 2015 www.legislation.gov.uk . This will not affect your initial information request.

Yours sincerely

Hilary Murphy

Hilary Murphy
Information Governance Officer