

Information Governance

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5 January 2017
Reference no. 17180303

Dear

Request for Information: Freedom of Information Act

Thank you for your email of 12 December, making a request for information under the Freedom of Information Act. You requested the following information and the Trust can provide the information below in response:

Request and Response:

1) What percentage of the trust's addressable spend transaction volume is operated through an electronic catalogue? 88% of order lines processed through the electronic purchase order system are catalogue lines – 12% are non-catalogue.

2) What percentage of the trust's addressable spend transaction volume is covered by electronic purchase orders? 53%

3) What percentage of the trust's addressable spend transaction volume is covered by a contract? Not recorded

4) What is the current vacancy rate in the trust's procurement department (please give answer in percentage)? 11%

5) What was the trust's procurement department's employee turnover in 2016-17 (please give answer in percentage)? 11%

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 me and I will ensure the decision is reviewed. The Trust will consider undertaking a review if requested to do so within 40 working days of the date the response is received by the applicant, and will apply discretion if a longer period of time has passed.

Should you wish to make a complaint as a result of the outcome of such a review, you may apply directly to the Information Commissioner's Office (ICO) for a decision.

Generally, the ICO cannot make a decision unless you have exhausted the complaints procedure provided by the Trust for FoI Act matters.

The ICO can be contacted at:

The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Please contact me if there are any further queries.

Kind regards,

Yours sincerely,

Mark Underwood

Head of Information Governance