

Ref: FOI/GS/ID 9069

**Please reply to:**  
FOI Administrator  
Trust Management  
Maidstone Hospital  
Hermitage Lane  
Maidstone, Kent  
ME16 9QQ  
Email: [mtw-tr.foiadmin@nhs.net](mailto:mtw-tr.foiadmin@nhs.net)  
[www.mtw.nhs.uk](http://www.mtw.nhs.uk)

25 April 2024

## **Freedom of Information Act 2000**

I am writing in response to your request for information made under the Freedom of Information Act 2000 in relation to Office supplies.

*You asked: All questions are shown as received by the Trust.  
Please can you respond to the following request for Information.  
The details I require are:*

- 1. Spend on Office supplies and associated products for the below financial years.
  - a. 1st April 2022 – 31st March 2023*
  - b. 1st April 2023 – 31st March 2024**
- 2. Start date & duration of Contract?*
- 3. Is there an extension clause in the contract and, if so, the duration of the extension?*
- 4. Has a decision been made yet on whether the contract is to be either extended or renewed?*
- 5. Who is the senior officer (outside of procurement) responsible for the contract?*
- 6. Name of Incumbent Supplier?*
- 7. How long have you traded with them?*
- 8. If you publish your register of contracts and purchasing, can you please provide a website link.*
- 9. In addition, can you confirm if you have a contract in place for Tail End Spend.*

Trust response:

1.
  - a. Circa 90k
  - b. Circa 90k
2. Annual 1 year

3. No

4. No

5. Maidstone & Tunbridge Wells NHS Trust receives a number of requests for details relating to the professional lives of our staff from private individuals and organisations, some of whom are involved in recruitment and marketing. On very rare occasions it might be considered in the public interest to disclose some information but in such cases the views of the individual staff concerned is always sought.

Information relating to staff that is not currently publicly available on our website will not be released under Freedom of Information Act 2000 Section 40(2) (personal information) as it relates to the personal information of employees. The Trust follows guidance issued by the Information Commissioner's Office on the disclosure of personal data including direct contact details.

The Trust Executive structure chart is available on the Trust website [www.mtw.nhs.uk](http://www.mtw.nhs.uk) This role falls under the Finance Directorate.

However, we can release the department generic email address:

[mtwtr.procurement@nhs.net](mailto:mtwtr.procurement@nhs.net)

6. Bates

7. 10 Years

8. Under Section 21 the information you requested is available from the trust website using the following link/s: <https://www.mtw.nhs.uk/freedom-of-information/recent-foiresponses/> the link should take you to the Data to Support FOI FAQ's page where you need to click on the Procurement dropdown. If the document does not open please copy and paste the link into your browser.

Alternatively, from our website home page, click the Freedom of Information Tab, then the Data to Support FOI FAQ's tab and then the Procurement dropdown at the bottom of the page where you will find all the information.

This information is updated on a regular basis and is exempt under Section 22 of the Act.

9. No