



Further to your information request FOI/EIR 25/26-143, please find your question and our response below.

**Request:**

**1. Contract Register**

Please provide a complete and current extract of your organisation's contract register or equivalent database. We are not asking you to compile new information or manually populate missing fields – we simply request the register in its existing form, preferably in Excel or CSV format.

Where available, we are particularly interested in the following fields (though this is not a strict requirement):

- Contract Title
- Supplier Name
- Estimated Spend (Total or Annual)
- Contract Duration and Total Period (including extensions)
- Contract Start and Expiry Dates
- Review Date
- Contract Description
- Contract Owner (Name, Job Title, Contact Details if available)
- Contract Notes
- Managing Department
- Award Date
- Participating Organisations
- Procurement Category
- Framework or Tender References
- Central Purchasing Body
- Classification Codes (CPV, Pro-Class, etc.)

Please don't spend time populating these fields if they aren't readily available – we welcome receiving the raw register as it exists in your system.

**2. Total Number of Active Contracts**

Please confirm the total number of contracts currently listed as active.

**3. Procurement Strategy (2025/2026)**

Please provide your organisation's Procurement Strategy for 2025/2026.

- If this is part of a multi-year strategy (e.g., 2024–2028), please provide the most recent version covering 2025/2026 or indicate when this will be available.
- If any parts are redacted, please identify the redacted sections and the reason.

**4. Contact Information**

If possible, please provide the name, job title, phone number, and email address for the following roles:

- Responsible officer for API access or data sharing (if applicable)
- Individual managing the contract register
- Finance Director
- Head/Director of Procurement or Purchasing
- Head/Director of ICT
- Head of Estates and Facilities

- Relevant Committee Member, Councillor, or Board Member for Procurement/Finance

If direct contact details are restricted due to GDPR, please indicate the best department or method of contact.

**Response:**

1. Please see: [Open Data: Procurement Information](#) for the full, up to date contract register which includes all existing/live contracts.

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3. East Cambridgeshire District Council does not have a procurement strategy.

4. Responsible officer for API access or data sharing (if applicable) – Karen Wright, ICT Manager

Individual managing the contract register – Victoria Higham, Information Officer

Finance Director – Ian Smith, Director Finance

Head/Director of Procurement or Purchasing – n/a (we are a small Local Authority and do not have a separate procurement department. All departments are responsible for their own procurement).

Head/Director of ICT – Karen Wright, ICT Manager.

Head of Estates and Facilities – Spencer Clark, Open Spaces & Facilities Manager

All email address follow the same format of: [firstname.lastname@eastcambs.gov.uk](mailto:firstname.lastname@eastcambs.gov.uk)

Tel: 01353 665555

This concludes your request FOI/EIR 25/26-143.

If information has been refused, please treat this as a Refusal Notice for the purposes of the Act.

If you disagree with our decision or are otherwise unhappy with how we have dealt with your request in the first instance you may approach [foi@eastcambs.gov.uk](mailto:foi@eastcambs.gov.uk) and request a review. A request for review must be made in no more than 40 working days from the date of this email.

Should you remain dissatisfied with the outcome you have a right under s50 of the Freedom of Information Act to appeal against the decision by contacting the Information Commissioner, Wycliffe House, Water Lane, Wilmslow SK9 5AF.