

Derby City Council – Response
ID Reference FOI294142455
Date 20/08/2025

Contract Register, Procurement Strategy, and Contact Details

Information Requested	Response
<p>1. Contract Register</p> <p>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.</p> <p>Where available, we are particularly interested in the following fields (though this is not a strict requirement):</p> <ul style="list-style-type: none"> •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 	<p>Section 21 Information accessible by other means</p> <p>This exemption applies because the information is publicly available on the Councils Website and can be found at: Open data and transparency - Derby City Council</p> <p>Procurement Information (Tenders and Contracts).</p>



<ul style="list-style-type: none"> •Managing Department •Award Date •Participating Organisations •Procurement Category •Framework or Tender References •Central Purchasing Body •Classification Codes (CPV, Pro-Class, etc.) <p>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.</p>	
<p>2. Total Number of Active Contracts</p> <p>Please confirm the total number of contracts currently listed as active.</p>	<p>See above</p>
<p>3. Procurement Strategy (2025/2026)</p> <p>Please provide your organisation's Procurement Strategy for 2025/2026.</p> <ul style="list-style-type: none"> •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. 	<p>Please see our website for our Procurement policy statement.</p>

<p>4. Contact Information</p> <p>If possible, please provide the name, job title, phone number, and email address for the following roles:</p> <ul style="list-style-type: none"> •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 <p>If direct contact details are restricted due to GDPR, please indicate the best department or method of contact.</p>	<p>Responsible officer for API access or data sharing (if applicable) –</p> <p>Lee Haynes, Head of Digital Enablement & Automation, 01332 888604 Lee.Haynes@derby.gov.uk</p> <p>Individual managing the contract register –</p> <p>Teresa Gerrard, Head of Procurement, 01332 642402, Teresa.Gerrard@derby.gov.uk</p> <p>Finance Director –</p> <p>Alison Parkin, Director of Finance, 01332 642674, Alison.Parkin@derby.gov.uk</p> <p>Head/Director of Procurement or Purchasing</p> <p>Teresa Gerrard, Head of Procurement, 01332 642402, Teresa.Gerrard@derby.gov.uk</p> <p>Head/Director of ICT –</p> <p>Mark Walker, Head of ICT Infrastructure and Cyber Security, 01332 643180, Mark.Walker@derby.gov.uk</p> <p>Head of Estates and Facilities –</p> <p>Michael Kay, Head of Accommodation, Facilities and H&S, 01332 641940, Michael.Kay@derby.gov.uk</p> <p>Ben White, Head of Estates & Property Review, 01332 642997, Ben.White@derby.gov.uk</p> <p>Relevant Committee Member, Councillor, or Board Member for Procurement/Finance –</p> <p>Councillor Kathy Kozlowski, Cabinet Member for Governance and Finance, 01332 643640 Kathy.Kozlowski@derby.gov.uk</p>
<p>5. Additional Notes</p> <ul style="list-style-type: none"> •If your contract register is available via an online portal, please ensure all records are accessible (as some portals may only show summary data). 	



- If your organisation uses a contract management system or CRM, please confirm whether it allows for data exports.
- If you intend to withhold spend figures, please note that we are requesting an overall total or indicative spend only – not a line-by-line financial breakdown.

Please note, the following applies, if the response includes council officers (or other officers) names.

If you are a company that intends to use the names and contact details of council officers (or other officers) provided for direct marketing, you need to be registered with the Information Commissioner to process personal data for this purpose. You must also check that the individual (whom you wish to contact for direct marketing purposes) is not registered with one of the Preference Services to prevent Direct Marketing. If they are you must adhere to this preference. You must also ensure you comply with the Privacy Electronic and Communications Regulations (PECR). For more information follow this Link www.ico.org.uk

For the avoidance of doubt the provision of council (and other) officer names and contact details under FOI does not give consent to receive direct marketing via any media and expressly does not constitute a 'soft opt-in' under PECR.

