



[REDACTED]

30 October 2023

Dear [REDACTED],

**Freedom of Information request: FOI2023/00764**

Thank you for your Freedom of Information request received on the 5 October in which you requested the following:

**Your request:**

*I would like the organisation to review my freedom of information request below, that's focused around contract data for services around facilities management specifically around the services below:*

1. *Office and building cleaning – Service contract that is focused around office, commercial and building cleaning services.*
2. *Lift service and maintenance – Service contract for lift service and maintenance.*
3. *Food – Service contract that is focused around catering services.*
4. *General waste services contracts – The organisation's primary general waste service contract.*
5. *Laundry services - where clothes and linen can be washed and ironed.*

**Contract profile questionnaire for each type of contract:**

1. *Supplier/Provider of the services*
2. *Total Annual Spend – The spend should only relate to each of the service contracts listed above.*
3. *A description of the services provided under this contract please includes information if other services are included under the same contract.*
4. *The number of sites the contract covers*
5. *[ONLY FOR LIFT CONTRACT] The Brand name of the type of lifts used by the organisation*
6. *The start date of the contract*
7. *The end date of the contract*
8. *The duration of the contract, please include information on any extensions period.*
9. *Who within the organisation is responsible for each of these contracts? name, Job Title, contact number and email address.*

**Our response:**

I can confirm that UK Research and Innovation (UKRI) hold some information relevant to your request. Please see the information below.

Please find attached "FOI2023\_00764 Annex 1", which contains information on contracts related to office and building cleaning, lift service and maintenance, food and catering services, and general waste services. These can be found on the tabs labelled 'Cleaning', 'Lifts', 'Catering' and 'Waste'. Information is not held on any contracts relating to laundry services.

Included is information on the supplier of the service, the value of the contract, the directorate of UKRI to which the contract applies, the start and end dates of the contract, as well as the description, which includes specific details of any specific sites that the contract covers. A number of different brands of lifts are used across various sites, a list of these is also included in the 'Lifts' tab on the attached spreadsheet.

The UKRI procurement team are responsible for these contracts and can be contacted at: [commercial@ukri.org](mailto:commercial@ukri.org).

Please note that the name, job title and contact details of the person responsible for these contracts has been withheld. We consider that this information constitutes personal data and falls under the exemption at section 40(2) of the FOI Act. Section 40(2) exempts personal information such as names of individuals from disclosure if that information relates to someone other than the applicant, and if disclosure of that information would, amongst other things, contravene one of the data protection principles.

Disclosing this information would contravene the first Data Protection Principle as defined under Section 86 of the Data Protection Act 2018 and Article 5 of the UK General Data Protection Regulation (UK GDPR). Section 40(2) is an absolute exemption and does not require a public interest test.

As noted in our previous response, FOI2023/00425, UKSBS is now responsible for responding to Freedom of Information requests for contracts where they are the contracting authority and that are not for the exclusive use of UKRI. As UKRI is also located in sites that house multiple organisations, we would advise that further information that is relevant to UKRI may be available by submitting a request to [FOI@uksbs.co.uk](mailto:FOI@uksbs.co.uk).

If you have any queries regarding our response or you are unhappy with the outcome of your request and wish to seek an internal review of the decision, please contact:

Head of Information Governance  
Email: [foi@ukri.org](mailto:foi@ukri.org)

Please quote the reference number above in any future communications.

If you are still not content with the outcome of the internal review, you may apply to refer the matter to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted the review procedure provided by UKRI. The Information Commissioner can be contacted at: [www.ico.org.uk](http://www.ico.org.uk).

If you wish to raise a complaint regarding the service you have received or the conduct of any UKRI staff in relation to your request, please see UKRI's complaints policy: <https://www.ukri.org/about-us/policies-and-standards/complaints-policy/>

Yours sincerely,

  
Information Governance  
Information Rights Team  
UK Research and Innovation  
[foi@ukri.org](mailto:foi@ukri.org) | [dataprotection@ukri.org](mailto:dataprotection@ukri.org)