



## FREEDOM OF INFORMATION REQUEST

**FOI Reference number:** 41/2015

**Date:** 18 August 2015

**Request:**

This is a freedom of information request and I would like to request information around facilities management.

Please can you provide me with the organisation's existing contracts relating to facilities management for each of the categories below:

- A. Property and Building Services Maintenance
- B. Cleaning and Janitorial Services
- C. Security Services- From building and car park security to prisoner escorting services
- D. Catering Services

For each of the contract above can you please provide me with the organisation's primary/main contracts that are above £1,000.00. If there isn't

1. What is the type of contract please pick from one of the categories above? If the organisation has a fully managed contract please state "Managed".
2. Who is the supplier for this contract? Please can you provide me with the contract information for each individual supplier?
3. What is the annual average spend? Please can you provide me with the contract information for each individual supplier?
4. What is the contract duration? Please also provide me with any extensions that maybe offered to the supplier.
5. What is the contract expiry date? Please at least provide me with the month and year.
6. When will this contract be reviewed? Please at least provide me with the month and year.
7. Can you please provide me with the total number of sites the contract covers? An estimate will also be acceptable.

8. What services are provided under this contract? A brief description will be acceptable

9. Who is the main contact from within the organisation responsible for reviewing this contract? Can you please provide me with their full name, actual job title, contact number and direct email address?

10. Notes: If the contract information provided is going to be expiring within the next 3 months it would be helpful to know if you're going to renew or are planning to go to tender for a new contract for this particular service.

I'D BE VERY GRATEFUL IF YOU WOULD INPUT THE INFORMATION INTO THE SPREADSHEET ATTACHED.

**Answer:**

**Please note that this response is provided in the following format as a spreadsheet was not provided with this request.**

**A. Property and Building Services Maintenance**

1. Type of contract – Property and Building Services Maintenance (Managed)
2. Supplier – (Name redacted under Sect 38 of FOIA)\* through the NICS Property Management Framework
3. Annual spend 2014 / 15 – £50,000
4. Contract duration (including extensions) – 2 years, commencing 1 April 2014 with 2 x 1 year extensions
5. Contract expiry date – 31 March 2018
6. Contract review date – 1 April 2016
7. Number of sites the contract covers – 1 NIPB site i.e. Waterside Tower (NIPB Headquarters)
8. Services provided under the contract – provision of full reactive and planned preventative maintenance service including a helpdesk and consultancy service
9. Main contact within organisation responsible for reviewing this contract – Human Resources Officer, Tel: 02890 408500, Email: Information@nipolicingboard.org.uk
10. Position if contract expiring within the next 3 months – not applicable

**B. Cleaning and Janitorial Services**

1. Type of contract – Cleaning Services (Managed)
2. Supplier – (Name redacted under Sect 38 of FOIA)\*
3. Annual spend 2014 / 15 – £13,000

4. Contract duration (including extensions) – 2 years, commencing 1 October 2011 with 2 x 1 year extensions
5. Contract expiry date – 30 September 2015
6. Contract review date – reviewed 6 monthly
7. Number of sites the contract covers – 1 NIPB site i.e. Waterside Tower (NIPB Headquarters)
8. Services provided under the contract – cleaning of Waterside Tower to include daily clean of all kitchens, washrooms and communal areas
9. Main contact within organisation responsible for reviewing this contract – Human Resources Officer, Tel: 02890 408500, Email: [information@nipolicingboard.org.uk](mailto:information@nipolicingboard.org.uk)
10. Position if contract expiring within the next 3 months – contract to be extended until 1 April 2016, pending implementation of a new NICS collaborative cleaning contract

**C. Security Services- From building and car park security to prisoner escorting services**

1. Type of contract – Security Services, building & car park security (Managed)
2. Supplier – (Name redacted under Sect 38 of FOIA)\* through NICS Security & Ancillary Services Contract
3. Annual spend 2014 / 15 – £80,000
4. Contract duration (including extensions) – 3 years, commencing 1 August 2014 with 2 x 1 year extensions
5. Contract expiry date – 31 July 2019
6. Contract review date – reviewed 6 monthly
7. Number of sites the contract covers – 1 NIPB site i.e. Waterside Tower (NIPB Headquarters)
8. Services provided under the contract – include responsibility for opening and closing building and car park, monitoring cctv, meeting & escorting visitors, answering main NIPB telephone line & tannoy, postal & portering duties
9. Main contact within organisation responsible for reviewing this contract – Human Resources Officer, Tel: 02890 408500, Email: [information@nipolicingboard.org.uk](mailto:information@nipolicingboard.org.uk)
10. Position if contract expiring within the next 3 months – not applicable

## D. Catering Services

1. Type of contract – Catering service
2. Supplier – (Name redacted under Sect 38 of FOIA)\*
3. Annual spend 2014 / 15 – £9,500
4. Contract duration (including extensions) – 3 years, commencing 1 October 2010 with 2 x 1 year extensions
5. Contract expiry date – 30 September 2015
6. Contract review date – 1 October 2013
7. Number of sites the contract covers – 1 NIPB site i.e. Waterside Tower (NIPB Headquarters)
8. Services provided under the contract – preparation and serving as required, of hot and cold food for a range of events/meetings within the Policing Board
9. Main contact within organisation responsible for reviewing this contract – Communications & Board Support Manager, Tel: 02890 408500, Email: [Information@nipolicingboard.org.uk](mailto:Information@nipolicingboard.org.uk)
10. Position if contract expiring within the next 3 months – tender exercise currently ongoing for a new catering contract

- \* The exemption at section 38 (Health & Safety) of the Freedom of Information Act is a qualified exemption and as such the Policing Board is required to conduct a public interest test to determine if, in all the circumstances of the case, the public interest in maintaining the Section 38 exemption outweighs the public interest in disclosing the information.

In the circumstances of this request the Policing Board has determined that at this time the public interest in maintaining the exemption outweighs the public interest in disclosure, and therefore the redacted information is not being released.

A copy of our public interest test document is enclosed for your information.

If you have queries about this request or the decision please contact the Board quoting the reference number above. If you are unhappy with the service you have received and wish to make a complaint or request a review you should write to the Board's Chief Executive at the following address:

Northern Ireland Policing Board  
Waterside Tower  
31 Clarendon Road  
Clarendon Dock  
Belfast BT1 3BG

Email: [foi@nipolicingboard.org.uk](mailto:foi@nipolicingboard.org.uk)

If you are not content with the outcome of your complaint, you may apply directly to the Information Commissioner. Generally, the Information Commissioner's Office cannot investigate or make a decision on a case unless you have exhausted the complaints procedure provided by the Board. The Information Commissioner can be contacted at:-

The Information Commissioner's Office – Northern Ireland  
3rd Floor  
12 Cromac Place  
Gasworks  
Ormeau Road  
Belfast  
BT7 2JB.

Telephone: - 0303 1231114

Email: - ni@ico.org.uk

Please be advised that all Policing Board replies under Freedom of Information will be released into the public domain via our website @ [www.nipolicingboard.org.uk](http://www.nipolicingboard.org.uk).

Personal details in respect of your request have, where applicable, been removed to protect confidentiality.

## Exemption at Section 38 of the FOIA – Health and Safety

### PUBLIC INTEREST TEST CONSIDERATIONS

**Information being withheld** – Names of Organisations holding Contracts with the Policing Board.

#### Arguments that weigh in favour of disclosure

Release of the information would promote transparency, accountability and participation.

Providing the requested information is in line with the spirit of openness and transparency enshrined within FOI legislation.

#### Arguments that weigh in favour of maintenance of the exemption

Having regard to security considerations there are concerns that release of this information would, or would be likely to endanger the physical health and or, the safety of individuals.

Release of this information could be of interest to those looking to commit acts of crime or terrorism.

#### Decision

In all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing this information.