



23 January 2018

Information Rights & Compliance Team  
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Our Ref: FOI 2795

Thank you for your request concerning our procurement function.

Your request has been considered and processed in accordance with the requirements of the Freedom of Information (FOI) Act 2000.

**1) What percentage of the Trust's addressable spend transaction volume is operated through an electronic catalogue?**

Approximately 15%.

**2) What percentage of the Trust's addressable spend transaction volume is covered by electronic purchase orders?**

Approximately 60%.

**3) What percentage of the Trust's addressable spend transaction volume is covered by a contract?**

We do not hold this information<sup>1</sup>.

**4) What is the current vacancy rate in the trust's procurement department (please give answer in percentage)?**

0%.

**5) What was the trust's procurement department's employee turnover in 2016-17 (please give answer in percentage)?**

0%.

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<sup>1</sup> Section 1(1) Any person making a request for information to a public authority is entitled  
(a) to be informed in writing by the public authority whether it holds information of the description specified in the request, and  
(b) if that is the case, to have that information communicated to him.

Should you require further clarification, please do not hesitate to contact me.

Please find enclosed an information sheet regarding copyright protection and the Trust's complaints procedure in the event that you are not satisfied with the response.

Yours sincerely

*Sue Smith*

**Sue Smith**  
**Information Rights Officer**

Enc: Copyright Protection and Complaints Procedure Information Leaflet.

If you would like to complete a short survey in relation to your Freedom of Information request please scan the QR code below or click [here](#).

