



**Gofynner am/  
Please ask for:** Information Governance  
and Compliance

**Tel:** 01443232000

**E-bost/E-mail:** DataProtection@southwales-fire.gov.uk

**Our ref:** IG000094

**Dyddiad/Date:** 28/01/2020

## RE: Request for Information held by SWFRS

Your request ref: IG000094 has been dealt with under the Freedom of Information Act 2000.

You asked us:

I would like the organisation to review my freedom of information request below, that's focused around contract data for services around facilities management.  
For each of the different contracts below, can you please provide me with all the information using the questions below?

1. Office and building cleaning – Service contract that is focus around office, commercial and building cleaning services.  
**Bespoke, annual spend approx. £300,000, service provided – cleaning office areas and toilets. Number of sites 47, start date 2018, end date 2023.**
2. Lift service and maintenance – Service contract for lift service and maintenance.  
**Cardiff Lift, annual spend approx. £5,000, service provided- lift maintenance, number of sites 6, start date, 2018 end date 2023.**
3. Food – Service contract that is focused around catering services.  
**SWFRS currently have no catering service contracts in place.**
4. General waste services contracts – The organisation's primary general waste service contract.  
**10 unitary authorities, approx. £50,000, service provided –collection of trade waste, number of sites 47, renewed annually.**
5. Laundry services where clothes and linen can be washed and ironed.  
**SWFRS currently have no laundry service contracts in place.**

Pencadlys Gwasanaeth Tân ac Achub De Cymru,  
Parc Busnes Forest View, Llantrisant, Pont-y-clun, CF72 8LX.

Ffôn 01443 232000 • Ffacs 01443 232180  
www.decymru-tan.gov.uk

Rydym yn croesawu gohebiaeth yn y gymraeg a'r saesneg - byddwn yn ymateb yn gyfartal i'r ddau ac yn ateb yn eich dewis iaith heb oedi.

**CODI YMWYBYDDIAETH - LLEIHAU PERYGL**

South Wales Fire and Rescue Service Headquarters,  
Forest View Business Park, Llantrisant, Pontyclun, CF72 8LX.

Telephone 01443 232000 • Fax 01443 232180  
www.southwales-fire.gov.uk

We welcome correspondence in Welsh and English - we will respond equally to both and will reply in your language of choice without delay.

**RAISING AWARENESS - REDUCING RISK**



Contract profile questionnaire for each type of contract:

(Please see answers above in red)

1. Supplier/Provider of the services
2. Total Annual Spend – The spend should only relate to each of the service contract 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. The start date of the contract
6. The end date of the contract
7. The duration of the contract, please include information on any extensions period.
8. Who within the organisation is responsible for each of these contracts? Name, Job Title, contact number and email address.

*With regard to your request for direct contact details, SWFRS operates a single point of contact policy. All callers are requested to contact the Service via HQ Reception on 01443 232000. The call will be directed to the most appropriate department/individual to deal with your call.*

*This is the same for email correspondence. Please direct all emails enquiries to [swfs@southwales-fire.gov.uk](mailto:swfs@southwales-fire.gov.uk) so that your request can be directed as appropriate.*

*This policy is in operation to ensure that calls/emails are dealt with more efficiently – as structures/posts can change, this prevents emails being sent to individuals whose role may have changed. It also prevents individuals from receiving unwarranted calls/correspondence.*

*This stance is supported by guidance from the Information Commissioner's Office*

*which states that:*

*“The presumption is in favour of protecting privacy, so the release of personal information will only be fair if there is a genuine reason to disclose. This involves a three-stage test. A public authority will generally have to satisfy itself that:*

- *there is a legitimate interest in disclosure;*
- *the legitimate interest can only be met, or fully met, by the disclosure of information which identifies individuals (i.e. the disclosure is necessary to that purpose); and,*
- *the disclosure would not involve unwarranted detriment to the individual's privacy or other rights and legitimate interests.*

*In this instance you have not provided any indications a legitimate interest in disclosure of such information – or demonstrated that the release of such information is vital to that interest.*

Pencadlys Gwasanaeth Tân ac Achub De Cymru,  
Parc Busnes Forest View, Llantrisant, Pont-y-clun, CF72 8LX.

Ffôn 01443 232000 • Ffacs 01443 232180  
[www.decymru-tan.gov.uk](http://www.decymru-tan.gov.uk)

Rydym yn croesawu gohebiaeth yn y gymraeg a'r saesneg - byddwn yn ymateb yn gyfartal i'r ddau ac yn ateb yn eich dewis iaith heb oedi.

**CODI YMWYBYDDIAETH - LLEIHAU PERYGL**

South Wales Fire and Rescue Service Headquarters,  
Forest View Business Park, Llantrisant, Pontyclun, CF72 8LX.

Telephone 01443 232000 • Fax 01443 232180  
[www.southwales-fire.gov.uk](http://www.southwales-fire.gov.uk)

We welcome correspondence in Welsh and English - we will respond equally to both and will reply in your language of choice without delay.

**RAISING AWARENESS - REDUCING RISK**



If you have any queries regarding your Freedom of Information request, please contact us at [Dataprotection@southwales-fire.gov.uk](mailto:Dataprotection@southwales-fire.gov.uk) quoting the reference number above in any future communication.

If you are dissatisfied with the way that your information request has been handled, you can request an internal review by writing to:

Information Governance and Compliance Officer  
South Wales Fire and Rescue Service  
Forest View Business Park  
Llantrisant  
CF72 8LX

If you remain dissatisfied with the handling of your request, you have the right to appeal to the Information Commissioner at:

Information Commissioner's Office-Wales,  
2nd Floor,  
Churchill House,  
Churchill Way,  
Cardiff,  
CF10 2HH.

There is no charge for making an appeal.

Yours Faithfully

**Information Governance and Compliance**

[Dataprotection@southwales-fire.gov.uk](mailto:Dataprotection@southwales-fire.gov.uk)

Pencadlys Gwasanaeth Tân ac Achub De Cymru,  
Parc Busnes Forest View, Llantrisant, Pont-y-clun, CF72 8LX.

Ffôn 01443 232000 • Ffacs 01443 232180  
[www.decymru-tan.gov.uk](http://www.decymru-tan.gov.uk)

Rydym yn croesawu gohebiaeth yn y gymraeg a'r saesneg - byddwn yn ymateb yn gyfartal i'r ddau ac yn ateb yn eich dewis iaith heb oedi.

**CODI YMWYBYDDIAETH - LLEIHAU PERYGL**

South Wales Fire and Rescue Service Headquarters,  
Forest View Business Park, Llantrisant, Pontyclun, CF72 8LX.

Telephone 01443 232000 • Fax 01443 232180  
[www.southwales-fire.gov.uk](http://www.southwales-fire.gov.uk)

We welcome correspondence in Welsh and English - we will respond equally to both and will reply in your language of choice without delay.

**RAISING AWARENESS - REDUCING RISK**