

## FREEDOM OF INFORMATION REQUEST

RF23-731

### **Request:**

Please provide copies of any equivalent procurement policy or contracts procedure that your Trust follows in order to purchase new licences, software or enter into any new contracts. This may include a checklist of actions for staff before an agreement is made or a redacted delegation of authority process.

(I would like to understand how your Trust makes decisions about how companies are chosen, the steps that are taken to reach those decisions (e.g. due diligence) and at what point senior management authority is required.

These documents should not be considered commercially exempt as they are general processes.)

### **Response:**

We can confirm East Kent Hospitals University NHS Foundation Trust (EKHUFT) holds the information you have requested.

Please see the attached EKHUFT 'Procurement to Payment Policy'

Further information is also available in the Trust's Standing Financial Instructions, which are published on the Trust's website, under the header "What we spend and how we spend it. Please see:

[Freedom of Information \(FOI\) | East Kent Hospitals University NHS Foundation Trust \(ekhuft.nhs.uk\)](https://ekhuft.nhs.uk)

**(DATE OF RESPONSE: 12 DECEMBER 2023)**