



I am submitting a Freedom of Information request in relation to your organisation's contract register, procurement strategy, and key contact information.

## **1. Contract Register**

Please provide a complete and current extract of your organisation's contract register or equivalent database. We are not asking you to compile new information or manually populate missing fields – we simply request the register in its existing form, preferably in Excel or CSV format.

Please click [here](#) for access to the publicly available Contracts Register. You shall find the Register as an Excel file within the column on the right-hand side.

Where available, we are particularly interested in the following fields (though this is not a strict requirement):

- Contract Title
- Supplier Name
- Estimated Spend (Total or Annual)
- Contract Duration and Total Period (including extensions)
- Contract Start and Expiry Dates
- Review Date
- Contract Description
- Contract Owner (Name, Job Title, Contact Details if available)
- Contract Notes
- Managing Department
- Award Date
- Participating Organisations
- Procurement Category
- Framework or Tender References
- Central Purchasing Body
- Classification Codes (CPV, Pro-Class, etc.)

We welcome receiving the raw register as it exists in your system.

## **2. Procurement Strategy (2025/2026)**

Please provide your organisation's Procurement Strategy for 2025/2026.

- If this is part of a multi-year strategy (e.g., 2024–2028), please provide the most recent version covering 2025/2026 or indicate when this will be available.
- If any parts are redacted, please identify the redacted sections and the reason.

Please click [here](#) for access to the publicly available Procurement and Commissioning Strategy 2024-2026. You shall find the Strategy as a pdf file within the column on the right-hand side.

### 3. Total Number of Active Contracts

132

Please confirm the total number of contracts currently listed as active.

### 4. Contact Information

If possible, please provide the name, job title, phone number, and email address for the following roles:

- Responsible officer for API access or data sharing (if applicable) [Rob Gregory](#)  
Assistant Director – Digital Transformation  
[r.gregory@wigan.gov.uk](mailto:r.gregory@wigan.gov.uk)
- Individual managing the contract register [Procurement Team collectively assist with Contracts Register maintenance – \[Procurement@wigan.gov.uk\]\(mailto:Procurement@wigan.gov.uk\)](#)
- Finance Director [Sarah Johnston](#)  
Director – Finance & Legal  
[s.johnston3@wigan.gov.uk](mailto:s.johnston3@wigan.gov.uk)
- Head/Director of Procurement or Purchasing [Andrea Glasspell](#)  
Assistant Director – Community Wealth & Health Building  
[a.glasspell@wigan.gov.uk](mailto:a.glasspell@wigan.gov.uk)
- Head/Director of ICT [Rob Gregory](#) (*see above for details*)
- Head of Estates and Facilities [Jonathan Lowe](#)  
Assistant Director – Property & Assets  
[j.lowe1@wigan.gov.uk](mailto:j.lowe1@wigan.gov.uk)
- Relevant Committee Member, Councillor, or Board Member for Procurement/Finance [Councillor Nazia Rehman](#)  
[n.rehman@wigan.gov.uk](mailto:n.rehman@wigan.gov.uk)

### 5. Additional Notes

- If your contract register is available via an online portal, please ensure all records are accessible (as some portals may only show summary data). [Please see response to Question 1 above.](#)
- If your organisation uses a contract management system or CRM, please confirm whether it allows for data exports. [No contract management system utilised at present.](#)

If you intend to withhold spend figures, please note that we are requesting an overall total or indicative spend only – not a line-by-line financial breakdown.