



Edward McMenamin  
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7 December 2021

Dear Edward

**Re: FOI request 21.25**

Thank you for your email of 1 December 2021, in which you enquire about National Museums Liverpool - OH Services.

Your request has been handled as a request for information under the Freedom of Information Act 2000.

We are now able to respond to your request.

*How many full-time members of staff do you employ?*

223 staff are full time. Our FTE is 494.

*Are Occupational health services provided to employees?*

Yes

*What are the addresses of the buildings where onsite occupational health services are provided?*

No onsite OH services are provided

*Is the Occupational Health service outsourced or managed in-house?*

The OH provision is outsourced

If the service is outsourced, who is the incumbent provider?

*Kays Medical*

What is the total contract value?

*Estimated at £8460 per year. Fixed cost of £4500 for the EAP service plus an estimated cost based on the average number of OH referrals each year.*

What other services are included in the contract?

*Employee Assistance Programme provision*

Who provides the other services?

*Spectrum Life*

When is the contract due for review?

*30 September 2023*

When is the tender due for release?

*Anticipated to be May/June 2023*

How will it be re-tendered?

*Via NML's tender process, advertised via the Government Contract Finder portal*

When will the tender notice be issued?

*Notice to the current provider if unsuccessful at tender is a minimum of one month's notice, therefore notice would be given by 31 August 2023.*

Where will the tender notice be issued?

*Currently expected to be via the Government Contract Finder portal*

Who is responsible for the management of the service?

*If this refers to internally, People Business Partner.*

Who is responsible for the management of the contract?

*People Business Partner*

Who will be the main person leading the formal tender process?

*Expected to be People Business Partner*

I hope that this meets your requirements.

If you are dissatisfied with this response you may request an individual internal review of our handling of your request by submitting a complaint quoting reference FOI 21.25.

If you ask for an internal review, it would be helpful if you could say why you are dissatisfied with this response. As part of any internal review of our handling of your information request will be reassessed by staff who were not involved providing you with this response.

If you remain dissatisfied after this internal review, you have a right of complaint to the Information Commissioner as established by section 50 of the Freedom of Information Act.

**Doric McMillan**

**Lead Risk & Compliance Officer**

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