

West Lothian Council Social Policy Service  
West Lothian Civic Centre,  
Howden Road South,  
Livingston,  
West Lothian  
EH54 6FF

Email: [SocialPolicyIR@WestLothian.gov.uk](mailto:SocialPolicyIR@WestLothian.gov.uk)

25 November 2020

Email: [request-707160-ca1ccf51@whatdotheyknow.com](mailto:request-707160-ca1ccf51@whatdotheyknow.com)

Dear enquirer,

### **Freedom of Information (Scotland) Act 2002**

**FOI Request ID: 101006876726**

I refer to your request for information received on the 19<sup>th</sup> November 2020:

I am requesting information under the Freedom of Information Act 2000.

1. How do you currently handle care planning in your care homes - electronically or on paper?
2. If you you're using electronic care planning, who is the current supplier, what is the value of the contract and when will the contact expire?
3. If you use paper for care planning, do you have any plans for public tender within the next 12 months?
4. What are the contact details of the procurement officer?

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#### **WEST LOTHIAN COUNCIL RESPONSE**

1. How do you currently handle care planning in your care homes - electronically or on paper?

**Paper**

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2. If you you're using electronic care planning, who is the current supplier, what is the value of the contract and when will the contact expire?

**N/A**

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3. If you use paper for care planning, do you have any plans for public tender within the next 12 months?

**This is currently being considered.**

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4. What are the contact details of the procurement officer?

**The contact details for the Council's Corporate Procurement Unit are:**

West Lothian Civic Centre  
Howden South Road  
Livingston, West Lothian  
EH54 6FF

**Director:** Allister Short

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**Email:** [cpu@westlothian.gov.uk](mailto:cpu@westlothian.gov.uk)  
**Tel:** 01506 281814

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You are free to use the information supplied in this response for your own non-commercial research or private study purposes. The information may also be used for any other purpose allowed by a limitation or exception in copyright law, such as news reporting. Any such use must be in context and must not be misleading. Any other type of re-use, for example by publishing the information in analogue or digital form, including on the internet or commercial use, will require the permission of the intellectual property owner and copyright owner.

Further details as to how to apply to re-use information supplied by us can be found on our website at [www.westlothian.gov.uk/freedom-of-information](http://www.westlothian.gov.uk/freedom-of-information)

If you have any complaint about the Council's handling of your request for information, you may require the Council to review its actions and decisions in relation to this response. Please write, within 40 working days from the receipt of this information, to Carol Johnston, Chief Solicitor, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston EH54 6FF (Telephone: 01506 281605, email: [carol.johnston@westlothian.gov.uk](mailto:carol.johnston@westlothian.gov.uk)). The request should be in writing, email or other permanent format and should state your name, address and specify the original request for information and the reason for your dissatisfaction.

You may, within a further six months, if you are dissatisfied with the outcome or with the Council's failure to review its actions and decisions in relation to this response, apply in writing to the Scottish Information Commissioner, Kinburn Castle, Doubledykes Road, St Andrews, Fife, KY16 9DS (01334 464610; email [enquiries@itspublicknowledge.info](mailto:enquiries@itspublicknowledge.info)) requesting his decision in this matter. The application must be in the format and contain the information referred to in the paragraph above. The application should also state the reason for dissatisfaction with the Internal Review.

Yours Sincerely

West Lothian Health & Social Care Partnership

DATA LABEL: Official (Sensitive)

In accordance with our Corporate Policy you may be contacted shortly to obtain your views on how we handled your request.

**Director:** Allister Short

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**DATA LABEL PROTECT: PRIVATE AND CONFIDENTIAL**