

Reference: FOI.ICB-2526/072

Subject: Contact Details for Legal Correspondence from Third Parties

I can confirm that the ICB does hold the information requested; please see responses below:

QUESTION	RESPONSE
<p>After reviewing your website and other publicly available information, I have not been able to identify the appropriate contact details for third parties (such as suppliers or service providers) to send formal legal correspondence to your organisation.</p> <p>Please could you confirm the following:</p>	
1. Whether your organisation has one or more specific teams, departments, or named individuals responsible for receiving formal legal correspondence from third parties.	The ICBs lead for legal advice is the Chief of Staff. Depending on the area of business, legal correspondence is sent to individual teams as appropriate and should be sent to the ICB Customer Service Team if no other email address is known.
2. The relevant postal address(es), email address(es), and telephone number(s) that such correspondence should be directed to. If responsibility differs by type of issue (e.g. contractual, procurement-related, legal) or by region, please provide the details for each as applicable.	All legal correspondence should be sent to our offices: Floor 2, North Wing, 100 Temple Street, Bristol BS1 6AG or via Customer Services bnssg.customerservice@nhs.net Tel: 0117 900 2655 or 0800 073 0907 (freephone).
3. If this information is already published, please confirm where it can be found.	This information is not routinely published.

The information provided in this response is accurate as of 19 June 2025 and has been approved for release by Rob Hayday, Chief of Staff for NHS Bristol, North Somerset and South Gloucestershire ICB.