

**Force Disclosure Unit**

Wiltshire Police HQ

London Road

Devizes

Wiltshire

SN10 2DN

Tel 101 ext. 62005

[www.wiltshire.police.uk](http://www.wiltshire.police.uk)[disclosure@wiltshire.pnn.police.uk](mailto:disclosure@wiltshire.pnn.police.uk)

XXXXXXXXXX

By email

Date: 24<sup>th</sup> March 2021

Our ref: FOI 2021/256

Reply contact name is: Abigail Standidge

Dear XXXXX,

I write in connection with your request for information dated 19<sup>th</sup> March 2021 concerning Force pensions.

I am required by the Freedom of Information Act 2000 to handle all requests in a manner that is blind as to the identity and motives of the requestor. Any information released as a response to a request is regarded as being published and therefore in the public domain without caveat.

Following receipt of your request, research was conducted by the Finance Operations Manager at Wiltshire Police.

Your request for information has now been considered and I am able to respond as follows.

**You wrote:**

1. Did your force provide information on pension arrangements to officers who joined service between 1 April 2012 – 31 March 2015?

If the answer to 1 above is yes, please also provide the following information:

2. Was the information provided to joiners generic (standard wording), or bespoke (tailored to individual circumstances)?
3. Was the information provided individually to each new officer, or made available in a shared environment? If shared environment, please detail all settings in which information was made available.
4. Was the information provided electronically, in writing, or both?
5. Please provide copies of the information provided to these joiners in respect of their pension arrangements

**Our response**

Finance Operations Manager response:-



*In 2012, Wiltshire Council were the Force's Pensions Administrators. In 2013, the Force moved across to Capita. The Force is now with another Pension Administrator, XPS.*

*The Force Payroll Manager would have spoken to new recruits as part of their induction courses, advising new officers who the administrators were, providing contact details of the administrators etc.*

*Due to this being over 6 years ago, we would not hold a record of any wording given to new recruits or any paperwork given out.*

I am satisfied that all the relevant information has been passed to me and been considered in the light of your request within the time constraints applicable under the legislation.

Wiltshire Police would like to thank you for the interest that you have shown in the Force.

Yours sincerely

Abigail Standidge  
**Force Disclosure Decision Maker**

Wiltshire Police offers a re-examination of your case under its review procedure.



**Force Disclosure Unit**  
Wiltshire Police HQ, London Road, Devizes, Wiltshire SN10 2DN  
Telephone 101 ext 62005



## **Freedom of Information Request Appeals Procedure**

### **1. Who Can Ask for a Review**

Any person who has requested information from Wiltshire Police, which has been dealt with under the Freedom of Information Act, is entitled to complain and request an internal review, if they are dissatisfied with the response they received.

### **2. How to Request a Review**

Requests for review of a Freedom of Information request must be made in writing to the:

Force Disclosure Unit  
Wiltshire Police Headquarters,  
London Road, Devizes,  
Wiltshire,  
SN10 2DN

Email at [disclosure@wiltshire.pnn.police.uk](mailto:disclosure@wiltshire.pnn.police.uk).

The reference number, date of the request and details of why the review is being requested must be included. Requests for review should be brought to the attention of the Force Disclosure Unit within 20 working days of the Force's response to the original FoI request.

### **3. Review Procedure**

Receipt of a request for review will be acknowledged in writing to include confirmation of the reasons for the review. The review will be conducted by another Decision Maker, who is independent from the original Decision Maker. The Force Disclosure Unit will set a target date for a response. The response will be made as soon as is practicable with the intention to complete the review within twenty working days. In more complex cases the review may take up to 40 working days.

The Independent Decision Maker will conduct a review of the handling of the request for information and of decisions taken, including decisions taken about where the public interest lies in respect of exempt information where applicable. The review enables a re-evaluation of the case, taking into account the matters raised by the complaint.

### **4. Conclusion of the Appeal**

On completion of the review the Independent Decision Maker will reply to the complainant with the result of the review. If the complainant is still dissatisfied following the review they should contact the Information Commissioner to make an appeal. The Information Commissioner can be contacted via the following details:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Tel: 01625 545 700  
Fax: 01625 524 510  
Email: [mail@ico.gsi.gov.uk](mailto:mail@ico.gsi.gov.uk)

**Please note that the ICO's offices will be closed for the foreseeable future and are therefore unable to receive correspondence via post.**

If you should wish you contact them, please visit <https://ico.org.uk/global/contact-us/>