

**Force Disclosure Unit**

Wiltshire Police HQ

London Road

Devizes

Wiltshire

SN10 2DN

Tel 101 ext 62005

www.wiltshire.police.ukdisclosure@wiltshire.pnn.police.uk

XXXXXX – by E Mail

Date: 6th March 2024

Your ref: FOI

Our ref: FOI 2024 / 215

Reply contact name is: Nick Penny

Dear XXXXXX,

I write in connection with your request for information dated 20th February 2024 concerning Payroll, HR and Finance Solutions.

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.

Your request for information has now been considered and – having consulted our Business Intelligence, Finance and ICT Team - I am now able to respond as follows.

You wrote (and Our Response) :

1. What software do you use for your payroll, hr and finance solutions, how much annually do you spend on each, when does each contract expire?

We use Unit 4 Business ERP**Budget 2023/2024 £184k****Contract End March 2026**

2. Do you manage your payroll in-house or do you outsource it if so, who do you outsource it to?

It is managed in-house.

3. How many people do you pay each month using your payroll solution?

Please refer to the answer provided below for Q6 – note, Specials are not employees of Wiltshire Police however.

INVESTOR IN PEOPLE

4. How many pensioners do you pay using your payroll solution?

We do not pay pensioners – this is outsourced to XPS.

5. Do you use Microsoft power platform technologies such as Power Automate, Power Virtual Agents?

We use the full range of the Microsoft 365 suite of products.

6. What is the employee count at Wiltshire Police?

Our Establishment numbers change almost daily with transfers, retirees, secondments and so, however as at 1st February 2024 our headcount details (by type) were as follows :-

Officers	1,239
Staff	1,133
PCSO's	88
Specials	54

These numbers take into account secondments, career breaks and maternity leave.

7. Do you collaborate with other organisations in the delivery of HR & Payroll shared services? If so which organisation?

Not for payroll.

8. Do you work with any industry experts such as ATOS, KPMG, EY, Accenture etc?

Yes - We use Grant Thornton/Bishop Flemming/PSTax for various financial services, others are also used as and when required.

9. Who at Wiltshire Police is the head of service for HR and Payroll software or services and what is their role?

Dawn Young – Head of Finance

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,

Nick Penny
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.

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