

WILTSHIRE POLICE



Police Headquarters
London Road
DEVIZES
Wiltshire
SN10 2DN

Date: October 3, 2025

Our ref: FOI 2025/575

Reply contact name:

Dear,

I write in connection with your request for information dated 11th June 2025.

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 I am able to respond as follows.

You Wrote:

I am submitting a Freedom of Information request in relation to your organisation's contract register, procurement strategy, and key contact information.

1. Contract Register

Please provide a complete and current extract of your organisation's contract register or equivalent database. We are not asking you to compile new information or manually populate missing fields – we simply request the register in its existing form, preferably in Excel or CSV format.

Where available, we are particularly interested in the following fields (though this is not a strict requirement):

Contract Title

Supplier Name

Estimated Spend (Total or Annual)

Contract Duration and Total Period (including extensions)

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Contract Start and Expiry Dates

Review Date

Contract Description

Contract Owner (Name, Job Title, Contact Details if available)

Contract Notes

Managing Department

Award Date

Participating Organisations

Procurement Category

Framework or Tender References

Central Purchasing Body

Classification Codes (CPV, Pro-Class, etc.)

2. Total Number of Active Contracts

Please confirm the total number of contracts currently listed as active.

3. Procurement Strategy (2025/2026)

Please provide your organisation's Procurement Strategy for 2025/2026.

If this is part of a multi-year strategy (e.g., 2024–2028), please provide the most recent version covering 2025/2026 or indicate when this will be available.

4. Contact Information

If possible, please provide the name, job title, phone number, and email address for the following roles:

Responsible officer for API access or data sharing (if applicable)

Individual managing the contract register

Finance Director

Head/Director of Procurement or Purchasing

Head/Director of ICT

Head of Estates and Facilities

Relevant Committee Member, Councillor, or Board Member for Procurement/Finance

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If direct contact details are restricted due to GDPR, please indicate the best department or method of contact.

5. Additional Notes

If your contract register is available via an online portal, please ensure all records are accessible (as some portals may only show summary data).

If your organisation uses a contract management system or CRM, please confirm whether it allows for data exports.

If you intend to withhold spend figures, please note that we are requesting an overall total or indicative spend only – not a line-by-line financial breakdown.

Regarding S12, my understanding is that every organisation is required to maintain a contract register and make it publicly available via their website. Could you please confirm why your organisation is not maintaining or releasing this information to the public?

Response:

On reviewing your original Freedom of Information request, the response provided and your request for an Internal Review, I uphold the original exemption of Section 12(1) being applied to Question One.

To provide some further context, on receiving this Internal Review I liaised with the relevant person / department who confirmed that Section 12(1) is applicable to this Question. This is as the Contract Information is not stored in a central location and one singular place, neither is it held in a format which allows for easy retrieval. Wiltshire Police does not currently have a reporting tool which would allow for the export of this requested information from our contact register. This means that to locate, retrieve and extract the requested information for this question would require members of the Office of the Police and Crime Commissioner (OPCC) to review multiple pages of information that is contained within two separate software packages (per contract). This would be over 350 individual contracts. This would exceed the 18 hour work limit to locate, retrieve and extract the data and therefore, Section 12 applies.

Ordinarily under our Section 16 obligation to provide advice and assistance, I would advise you of a way in which to refine your request. However, due to the difficulties as outlined above, I cannot think of a way in which this can be achieved.

Section 17 of the Freedom of Information Act 2000 requires the Wiltshire Police, when refusing to provide such information (because the information is exempt) to provide you the applicant with a notice which: (a) states that fact, (b) specifies the exemption in question and (c) states (if that would not otherwise be apparent) why the exemption applies.

The exemption applicable to the information requested is:

Section 12: Exemption where cost of compliance exceeds appropriate limit
Section 1(1) does not oblige a public authority to comply with a request for information if the authority estimates that the cost of complying with the request would exceed the appropriate limit.

In accordance with section 17 of the Act, this letter represents a Refusal Notice for this particular request.

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.

Kind Regards,

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



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.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:

Keeping Wiltshire Safe

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

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/>