



Force Disclosure Unit

Wiltshire Police HQ

London Road

Devizes

Wiltshire

SN10 2DN

Tel 101 ext 62005

www.wiltshire.police.uk

disclosure@wiltshire.pnn.police.uk

XXXXXX – by email

Date: 9th July 2025

Your ref: FOI

Our ref: FOI 2025 / 575

Reply contact name is: Nick Penny

Dear XXXXXX,

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

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 not obliged to supply the information you have requested.

You wrote:

I hope this message finds you well. 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)



INVESTOR IN PEOPLE

- Contract Duration and Total Period (including extensions)
- 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.)

Please don't spend time populating these fields if they aren't readily available – we welcome receiving the raw register as it exists in your system.

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.
- If any parts are redacted, please identify the redacted sections and the reason.

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

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.

Our response:

The information that you are requesting for the majority of your request (specifically Q1) is not stored in a way which permits easy retrieval.

Our Contract Information is not held in one place, nor is it held in a format that allows the information you require to be searched for and accessed quickly.

We do not currently possess a reporting tool that would allow us to export the required information from our contract register(s) effectively. This means that to locate and gather the information you are requesting OPCC staff would need to visit multiple pages of information that is held on two separate software packages per contract to accumulate the data you require.

Given that we currently hold in excess of 350 individual contracts in our register(s), I am absolutely confident that to locate, retrieve and extract the information you seek would by far exceed the time obligations upon this authority to comply, and in so doing would exceed the fees limits. This is set at £450 calculated at a flat rate of £25 per hour for those work activities comprising of confirming the information is held, locating it, retrieving it and extracting it.

Please also note that if one part of the request engages a Section 12 response, the whole request will engage a Section 12 response. The reason being is due to the fact that locating, retrieving and extracting any further information would only add to the already exceeded time obligations.

Although excess cost removes the forces' obligations under the Freedom of Information Act, as a gesture of goodwill I have supplied information, relative to your request, retrieved or available before it was realised that the fees limit would be exceeded. I trust this is helpful, but it does not affect our legal right to rely on the fees regulations for the remainder of your request. What I am able to provide you are the answers documented below :-

Question 2

There are in excess of 350 individual contracts on our database.

Question 3

Please refer to our response to your FOI request 2024-993. In that response, you were provided with the OPCC Commissioning and Southwest Police Procurement Service strategy documents. These have not changed since our last response. The Wiltshire Police procurement strategy deadline is still not known.

Question 4

Specific contact details cannot be provided for the person responsible for API or data sharing as this information is exempt under Section 40 of the FOIA (Personal Information).

Section 40 is an absolute exemption and there is no requirement for Wiltshire Police to articulate the harm or examine the public interest in disclosure. Information that constitutes personal data is exempt under section 40(2) of the Freedom of Information Act if it is about a third party and disclosure to the public would contravene the data protection principles set out in Schedule 1 of the Data Protection Act 1998.

The job title for the persons responsible are the OPCC Strategic Support Officer and CEO. Any queries should be sent to the following E mail address in the first instance :-
pcc@wiltshire.police.uk

Question 5

Our contract system is currently not available on-line.

Ordinarily under our section 16 duty to provide advice and assistance, we would advise you how to refine your request in respect of question 1 to a more manageable level. However, due to the difficulties outlined above, I cannot see how this can be achieved in this particular case.

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 exemptions applicable to the information requested is:

Section 12: Exemption where cost of compliance exceeds appropriate limit

- (1) 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.

Section 40(2) : Personal Information

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.

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