

**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: 4th June 2026

Your ref: FOI

Our ref: FOI 2026 / 463

Reply contact name is: Nick Penny

Dear XXXXXX,

I write in connection with your request for information dated 18th May 2026 concerning Policy Documents.

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 Policy & HR Teams - I am now able to respond as follows.

You wrote (and Our Response)

I would be grateful if you could provide copies of relevant policies or guidance documents relating to:

- Phased return to work:

See the attached Attendance Management Policy and Procedure & the attached Capability Procedure.

- Reasonable adjustments:

See the attached Equal Opportunities Policy and Procedures. This policy contains the Making Reasonable Adjustments – Guidance for Managers.

See also Attendance Management Policy and Procedure (section 19) & the Capability Procedure (section 20).

- Management of employees with mental health conditions:

See attached Wellness and Stress Management Procedure.

See also Attendance Management Policy and Procedure & the Capability Procedure.



INVESTOR IN PEOPLE

- Role changes and consultation processes:

See the attached Attendance Management Policy and Procedure.

- Use of messaging applications or non-corporate communication channels for work purposes:

See the attached Social Media and Internet Messaging Policy and Guidance and the attached Acceptable Use Policy.

Please Note – Other Guidance Notes

I have liaised with our HR Team who have advised that there are no specific other guidance notes that are used for the above outside of the policies themselves.

In order to support reasonable adjustments or mental health conditions for instance, we may look at individualised solutions for people but this would be in accordance with the policies provided.

Please Note – Policy Documents

Three of the Policy Documents provided to you have been redacted – where necessary – to remove 3rd party information to which you are not entitled to. This constitutes the names of the persons mentioned in the above policies – this information is exempt under the following :-

- Section 40 Personal Information

Section 40 is an absolute exemption and there is no obligation on an Authority to justify or explain its' use. However in this case – and under our Section 16 obligation to be as helpful as possible to an applicant – I am happy to provide some context.

Any disclosure under FOI is a disclosure to the world, not just the recipient. Whilst the authors or persons' responsible for these policies may be known to you (even anecdotally) they are not known to members of the general public.

It would be unfair to place these names into the public domain as it could elicit unnecessary additional demand placed on these individuals due to the receipt of direct E mails that would otherwise be handled elsewhere on receipt.

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 40: 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