



NORFOLK
CONSTABULARY
Our Priority is You

Norfolk Constabulary

Freedom of Information Department
Jubilee House
Falconers Chase
Wymondham
Norfolk NR18 0WW

Tel: 01953 42 4487

Fax: 01953 42 4080

Email: freedomofinformxxxxx@xxxxxxx.xxn.police.uk

www.norfolk.police.uk

Non-Emergency Tel: 0845 456 4567

Mr J. Walker

Request-1491-8f9ff6cd@whatdotheyknow.com

Date: 11th September 2008

Dear Mr Walker

Freedom of Information Request Reference N^o: FOI/333/08

I write in connection with your request for information received by the Norfolk Constabulary. I note you seek access to the following information:

- 1. Copies of your organisation's policy documents relating to the selection of personnel for Common Purpose training**
- 2. Copies of ALL correspondence (emails, letter, memos etc) relating to the selection of personnel for Common Purpose training**

Extent of Searches to Locate Information:

To locate the information relevant to your request, searches were conducted within the Human Resources Department, and the Force Executive Department of the Norfolk Constabulary.

Result of the Searches to Locate Information Relevant to your Request.

Information relevant to part 1 of your request

The Norfolk Constabulary does not hold any recorded information relating to a policy of selection for training courses offered by a training provider called "Common Purpose".

Information relevant to part 2 of your request

A request under the Freedom of Information Act is for information and not documents. I have therefore interpreted your request as referring to 'all information about the selection of personnel for Common Purpose training.'

Any recorded correspondence between members of the Constabulary and their line managers relating to attendance on, or recommendation for, training courses aimed at personal development may be held within individual personnel files; may be held as part of a staff member's personal development record (PDR); or may be held as stored email, memo or handwritten notes in a staff member's or line manager's computer account or desk drawer.

As of the 31st of July 2008, the Norfolk Constabulary employed 1652 Police Officers and 1479 members of Police staff. To establish if any recorded information is held relating to



recommendation or selection of personnel for training courses the Norfolk Constabulary could conduct a manual search of all personnel files and PDRs.

The Norfolk Constabulary estimates that to manually search every personnel file and PDR would take in excess of 782 hours (this is based on an average of 15 minutes to manually read each persons personnel file and PDR record). This would exceed the appropriate limit for dealing with Freedom of Information requests, in terms of costs, and therefore Section 12(1) of the Freedom of Information Act applies. If a query of computer files based on the phrase 'Common Purpose' were conducted, all responses would have to be viewed manually to establish whether they referred to the selection of personnel. It is impossible to estimate the time it would take to search all desk drawers.

Section 12(1) of the Freedom of Information Act states that a public authority is not obliged to:

“...comply with a request for information if the authority estimates that the cost of complying with the request would exceed the appropriate limit.”

The Freedom of Information (Appropriate Limit and Fees) Regulations, defines the 'appropriate limit' for the Norfolk Constabulary as £450, and specifies that this sum equates to 18 hours work at a standard rate of £25 per hour.

Unfortunately we are unable to confirm if any recorded information is held regarding this aspect of your request, as to establish if the information is held would require us to manually search the records as explained above. In accordance with Section 17(5) of the Freedom of Information Act (2000), this letter serves as a **Refusal Notice** for this aspect of your request.

You may find it useful to know that Chief Officers will periodically discuss the suitability of staff members to attend training offered by Common Purpose.

I would like to thank you for your interest in the Norfolk Constabulary, and I can confirm that a copy of this response will be published in the “**Disclosure Log**” section of the Norfolk Constabulary’s web-site under the category “**Personnel**”. You can access the disclosure log via the following web-link:

http://www.norfolk.police.uk/foi_disclosurelog.cfm?bctrail=0,540

Should you have any further queries concerning this request, please contact me quoting the reference number shown above.

Yours sincerely,

Dawn Clarke

Freedom of Information Department

Tel: 01953 42 4487

A full copy of the Freedom of Information Act (2000) can be viewed on the 'Office of Public Sector Information' web-site;

<http://www.opsi.gov.uk/>

The Norfolk Constabulary is not responsible for the content, or the reliability, of the website referenced. The Constabulary cannot guarantee that this link will work all of the time, and we have no control over the availability of the linked pages.

Your Right to Request a Review of Decisions Made Under the Terms of the Freedom of Information Act (2000).

If you are unhappy with how your request has been handled, or if you think the decision is incorrect, **you have the right** to ask the Norfolk Constabulary to review their decision.

Prior to lodging a formal request for a review, you are welcome, and encouraged, to discuss the decision with the case officer that dealt with your request.

Ask the Norfolk Constabulary to look at the decision again.

If you are dissatisfied with the decision made by the Norfolk Constabulary under the Freedom of Information Act (2000), regarding access to information, you must notify the Norfolk Constabulary that you are requesting a review within **2 months** of the date of its response to your Freedom of Information request. **Requests for a review should be made in writing and addressed to:**

**Freedom of Information Decision Maker
Professional Standards Department
Norfolk Constabulary
Operations and Communications Centre
Jubilee House
Falconers Chase
Wymondham
Norfolk NR18 0WW**

In all possible circumstances the Norfolk Constabulary will aim to respond to your complaint within **2 months**.

The Information Commissioner.

After lodging a request for a review with the Norfolk Constabulary, if you are still dissatisfied with the decision, you can apply to the Information Commissioner for a decision on whether the request for information has been dealt with in accordance with the requirements of the Act.

For information on how to make application to the Information Commissioner please visit their website at www.informationcommissioner.gov.uk or contact them at the address shown below:

**The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Telephone: 01625 545 700**