



**NORFOLK**  
CONSTABULARY  
*Our Priority is You*

Mr John Walker  
[request-1669-9ab608fc@whatdotheyknow.com]

Norfolk Constabulary

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Jubilee House  
Falconers Chase  
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12<sup>th</sup> September 2008

Dear Mr Walker

**Freedom of Information Request Reference N<sup>o</sup>: FOI/353/08**

I write in connection with your request for information received by the Norfolk Constabulary. I apologise for the lateness of our response, which is due to the sheer volume of requests we have received in recent weeks. I hope this has not caused significant inconvenience. I note you seek access to the following information:

- 1. Details of the general procedures involved in selecting external training providers for your organisation**
- 2. Details of the tendering procedures involved in selecting external training providers for your organisation**
- 3. Copies of the tenders issued for all training courses which were eventually won by Common Purpose**
- 4. Copies of any and all contracts between your organisation and Common Purpose**
- 5. Details of how your organisation audits the integrity and value of courses run by external training providers**

I can confirm that information relevant to your request is **held** by the Norfolk Constabulary.

**Extent of Searches to Locate Information:**

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



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

### Part 1.

There is no specific external training provider selection process – we use the normal Constabulary procurement procedure. Therefore, there is no information held in response to this part of your request, but I refer you to the response to Part 2 below.

### Part 2.

Where the goods or services are not available using an existing framework contract such as OGC/ACPO or ESPO the tendering procedures are as follows:-

1. The route taken varies dependant on value.
2. Under £30,000 up to five written quotations are required and user departments have delegated authority to obtain these in accordance with Contract Standing Orders.
3. Over £30,000 and up to £139,893 a formal tender document is prepared by the Corporate Procurement Unit and advertised on [www.Bluelight.gov.uk](http://www.Bluelight.gov.uk)  
Selection is made to the provider that can demonstrate the most economically advantageous tender based on a pre set list of criteria.
4. Over £139.893 again, a formal tender document is prepared by the Corporate Procurement Unit and advertised in The Supplement to the Official Journal of the European Union. Procedures may be Restricted, Open or Negotiated dependant on the requirement. All tender documentation would be available electronically on [www.Bluelight.gov.uk](http://www.Bluelight.gov.uk). The tendering method we use most is Restricted.
5. Once the advertisement is issued, all respondents who express an interest are sent a pre-qualification questionnaire which, once completed and returned, are evaluated by “Committee” in order to draw up a short list of a minimum of five potential bidders.
6. Only those that are short-listed receive a copy of the Tender document.
7. Once the tender has been completed and is returned either electronically or physically, it is opened under strictly controlled conditions. We prefer the electronic method as this provides the most accurate audit trail with each step electronically tagged.
8. Award is made usually to the Most Economically Advantageous Tender, by a “Committee” of three. Again, this is usually made up by one member of the procurement team and two senior user/customers. They score each submission received, based on a defined set of criteria. For example: Price, Service Delivery, On Going Support, References, Financial Standing, Technical ability. The criteria for award is not the same as the pre-qualification selection criteria.  
Each score is then applied to a matrix and averaged in accordance with EU requirements and best practice.

### Part 3

Norfolk Constabulary has not awarded a contract to the Common Purpose organisation. Therefore, the response to this part of your request is no information held.

### Part 4

See response to Part 3.

### Part 5

The evaluation method will depend on the type of training and through what route it has been obtained. Where training is provided as part of a Constabulary-wide programme, evaluation is conducted by the Training and Development Department and involves asking delegates whether the training was fit for purpose, met their training needs and they are confident they could transfer the new knowledge/skills to their workplace. It also monitors the quality and equity of the training provision to make sure it meets the aims of our diversity strategy, equality schemes and relevant Race Relations legislation. Where training is obtained by individual Departments to meet the personal and career development needs of individual staff members evaluation will occur through the Personal Development Review process on an individual basis.

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 “**Administrative Process**”. You can access the disclosure log via the following web-link:

[http://www.norfolk.police.uk/foi\\_disclosurelog.cfm?bctrail=0,540](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**  
**Data Protection & Freedom of Information Manager**  
**Professional Standards Department**

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](http://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**