

**Information Management Section
Criminal Justice Division**

16th November 2005

Dear XXXX

FREEDOM OF INFORMATION REQUEST REFERENCE NO: XXXX

I write in connection with your request for information dated 03/11/2005, which was received by Greater Manchester Police on 03/11/2005. I note you seek access to the following information:

- **Who is responsible for booking management and personal development training with external training providers?**
- **Who is responsible for booking IT technical training (i.e. for police IT staff) with external training providers?**
- **Who is responsible for booking PC applications (eg. Microsoft word) training with external training providers?**
- **Can we have the contact details for above person/people?**
- **What is the process for booking training courses within GMP? For individual public scheduled courses? For courses run at a police site using external trainer?**
- **Who decides what training is required; delegate, manager or HR?**
- **Who decides what training company to book with; delegate, manager or HR?**
- **What is their training budget, spend per month/year?**
- **The number of courses booked per month/year?**
- **The type of courses booked, i.e technical v non-technical?**
- **Do you have any preferred suppliers?**

Following receipt of your request searches were conducted within Greater Manchester Police to locate information relevant to your request. I will respond to each part of your request in numerical order as follows:

1. Each Unit Head identifies management and personal development needs with the individual and books the course required.
2. As above.
3. As above.
4. As above, each Unit Head identifies the training need and books the course accordingly.
5. A training needs form would be completed by the individual requiring the training and this would be sent to the Unit Head. GMP do occasionally bring in external trainers, these are approved and vetted people.

6. Training requirements are discussed between the individual and line manager.
7. As above.
8. The Force External Training Budget for 2005/06 is £1,252,167.
9. We are unable to produce this figure.
10. As above
11. Any suppliers or external trainers that we bring in would have to go through a tender process and be approved and vetted.

Complaint Rights

Your attention is drawn to the attached sheet, which details your right of complaint.

Yours sincerely,