

**Date:** 29 September 2021

**Our Reference:** FOIA-2021-105

**RE: Your request for information under the Freedom of Information Act 2000**

I write in response to your Freedom of Information Act 2000 ('FoIA 2000') request, dated 20/09/2021, in which you requested information on which softwares were being used to manage the College's estate.

**Decision**

When a request for information is made under FoIA 2000, a public authority has a general duty under section 1(1) of the Act to inform an applicant whether the requested information is held. There is then a general obligation to communicate that information to the applicant.

In line with section 1(1) of the FoIA, I can confirm the College **holds some information** relevant to your request. Where we do not hold the requested information, it has been clearly stated. Please find the information you requested in the table below:

Activity	Tasks	Name of software used	Version used	Managed in-house or outsourced to third parties?
<b>Space and Facilities Management</b>	Facilities planning	No information held.	No information held.	Outsourced
	Resource scheduling	LTM	06.05.07	In-house
	Utilisation and optimisation analytics	LTM MS Excel	06.05.07 M365	In-house In-house
	Floor plan visualisations	AutoCAD LT Trueview	2021 2019	In-House

<b>Maintenance Management</b>	Proactive maintenance scheduling	MS Excel	M365	In-house Outsourced
	Reactive maintenance scheduling	No information held.	No information held.	Outsourced
	Work order administration	No information held.	No information held.	Outsourced
	Estate strategy planning	MS Word/Excel	M365	In-house
	Reporting and disclosures	MS Word	M365	In-house
<b>Estate Portfolio Management</b>	Estate strategy planning	MS Word/Excel	M365	In-house
	Reporting and disclosures	LTM MS Excel/powerpoint	06.05.07 M365	In-house
<b>Sustainability and Energy Management</b>	Energy consumption measurement and reporting	MS Excel	M365	In-house
	Waste management	MS Excel	M365	In-house
	Carbon emissions tracking	MS Excel	M365	In-house
<b>Capital Project Management</b>	Project planning and design	MS Excel/ Project AutoCAD LT	M365 2021	In-house
	Cost and resource planning and management	MS Excel	M365	In-house
<b>Financial Planning</b>	Financial planning & management	MS Excel	M365	In-house

Your rights can be found below.

Yours sincerely,

**Kate Kaufman | Legal Advisor**  
**Information Management and Legal Team**  
**College of Policing**

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## **Your right of review**

Under the Freedom of Information Act 2000 you have a right to request an internal review if you are dissatisfied with our handling of your request. Review requests should be made in writing (by email or post) within 40 working days from the date of our original response. We will aim to respond to your review request within 20 working days.

## **The Information Commissioner's Office (ICO)**

If, after lodging a review request you are still dissatisfied, you may raise the matter with the ICO. For further information you can visit their website at <https://ico.org.uk/for-the-public/official-information/>. Alternatively, you can contact them by phone or write to them at the following address:

**Information Commissioner's Office**  
**Wycliffe House**  
**Water Lane**  
**Wilmslow**  
**Cheshire**  
**SK9 5AF**  
**Phone: 0303 123 1113**