



Derry City & Strabane
District Council

Comhairle
**Chathair Dhoire &
Cheantar an tSratha Báin**

Derry Cittie & Stràbane
Destrict Cooncil

Ref: FOI / 1153

10 April 2017

Ms

Email: @gmail.com

Dear Ms

Freedom of Information Act 2000 Request HR Software

I refer to your FOI request as above and respond as follows:

1/ What HR software system/s does the council currently use for following areas, please include Vendors name, Product name and version, include in-house / shared drives where applicable.

- 1.1 Employee Records
- 1.2 Recruitment & On-boarding and Off-boarding
- 1.3 Disciplinary & Grievance process
- 1.4 Sickness & Absence process
- 1.5 Leave management
- 1.6 Performance & Learning

Response

1.1-1.6:

Hallmark Solutions, Unit 14 McKibbin House Eastbank Road, Carryduff, Belfast BT8 8BD, PAMS Version 9.1.1 programme

1.7 Payroll

Response: Frontier Software PLC, (registered Company address = Frontier House, 63 Guildford, Road, Lightwater, Surrey, GU18 5SA) – (Payroll Software) Complete Human Resource Integrated Solution (CHRIS 21 - Payroll). (Version) Chris21 Update 8.10.06 – (Server) Microsoft Windows server 2008, Standard Edition, 32 Bit.

2/ How many employee new starters are there per annum

Derry

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98 Strand Road
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Strabane

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47 Derry Road
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www.derrystrabane.com

f Derry City & Strabane District Council
@dcsdcouncil

Response:
92 New Starts from 2016/2017

3/ How many employee leavers are there per annum
Response:
72 Leavers from 2016/2017

4/ How many employee grievance processes are received per annum
Response:
12 Grievances for 2016/2017

5/ How many employee absence & sickness monitoring processes are started per annum
Response:
675 for year 2016 – 2017

6/ How many employee disciplinary procedures are started per annum
Response:
7 Disciplinary procedures for 2016/2017

7/ What is the current number of employees in the HR department of the Council –
Response:
12

8/ What is the current total number of employees in the Council
Response:
689 Full Time employees, 168 Part-time employees (109.81 = FTE), 314 Casual employees, 40 Elected Members & 19 Non-Elected Members (as at 10th April 2017).

If you are dissatisfied with our response you have rights of review and appeal; these rights consist of two review processes. Firstly our internal review procedure is available by contacting:

John Kelpie
Chief Executive
Derry City and Strabane District Council
98 Strand Road
Derry BT48 7NN
Tel 028 71253253 or email john.kelpie@derrystrabane.com

Secondly, you can appeal directly by contacting the Information Commissioner at:

Information Commissioner
Wycliffe House
Water Lane

Wilmslow

CESHIRE SK9 5AF

Tel: 0303 123 1113 (local rate) or email: casework@ico.org.uk

Yours sincerely

Lead HR Officer



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