



Derry City & Strabane
District Council

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

Derry Cittie & Stràbane
Destrict Cooncil

Ref: FOI / 1156

10 April 2017

Mr
Email: @gmail.com

Dear Mr

Freedom of Information Act 2000 Request HR Employee References

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

1. Which department/person(s) deals with Employment References at your organisation and what is the name of the Head of Department?
Response: [HR Section and the Lead HR Officer is Paula Donnelly](#)
2. What is the average hourly rate of the person(s) dealing with Job References? (If outsourced, how much do you pay annually for this service?)
Response: [N/A](#)
3. How are Employment References requested for new starters? How are they chased up? (email/telephone/postal service/fax)
Response: [Reference Letters are requested by email and/or post and chased up by same.](#)
4. How are Employment References completed for ex-employees (email/telephone/postal service/fax)?
Response: [Derry City and Strabane District Council do not provide references for ex-employees but do provide a Statement of Employment if requested sent by email and/or post.](#)
5. How many hours (on average) does your company (or the outsourced company) spend, each month, requesting employment references for new candidates?
Response: [N/A](#)

Derry

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BT48 7NN

Strabane

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47 Derry Road
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[@dcsdcouncil](#)

6. How many hours (on average) does your company (or the outsourced company) spend, each month, chasing up employment references for new candidates?
Response: N/A
7. How many hours (on average) does your company spend (or the outsourced company), each month, completing employment references for former employees?
Response: N/A
8. How many leavers (on average) does your company have per month?
Response: 6 leavers per month
9. How many new starters (on average) does your company have per month?
Response: 8 New Starts per month
10. How many staff does your organisation employ at the moment?
Response: 857 staff

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
CHESHIRE SK9 5AF
Tel: 0303 123 1113 (local rate) or email: casework@ico.org.uk

Yours sincerely
Lead HR Officer