

Nicola Hesketh
Project and Information Co Ordinator

Our Ref: FOI5116/NH/02
Please ask for: Nicola Hesketh
Direct dial: 01827 709 587
E-mail: FOImailbox@tamworth.gov.uk

[Name Redacted]

2nd May 2018

Dear [Name Redacted]

Freedom of Information – Request for Information

With regards to your recent enquiry for information held by the Authority under the provisions of the Freedom of Information Act. Please find the information you requested below with reference in the box to your original enquiry for clarity where multiple answers are required.

Details of Your Request

*I am writing to you under the Freedom of Information Act 2000 to request information on the organisations HR functions and Workforce. Please provide this information by completing the attached spreadsheet.
Ref: FOI5116 Copy original*

The response to your request as follows:

Please see attached spreadsheet

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This council also believes in transparency of information, this includes requests made under the Freedom of Information Act and the Environmental Information Regulations and we reserve the right to publish these requests in our Disclosure Log along with the response, the requestors name and/or company where the information is requested on a regular basis. Care shall be taken not to publish your email address or physical address where it is considered personal information as defined under the Data Protection Act 1998.

Project and Information Coordinator,
Tamworth Borough Council,
Marmion House,
Lichfield Street,
Tamworth,
B79 7BZ

Details of Tamworth Borough Council's internal review and complaints procedure are attached, in accordance with the provisions of the Act.

Yours Sincerely

Nicola Hesketh
Project and Information Coordinator

HR Workforce FOI

Please provide the information below, if it is not possible to provide the information requested due to the information exceeding the cost of compliance limited identified in Section 12, please provide advice and assistance, under the Section 16 obligations of the act, as to how i can refine my request.

1. Please provide the following information for the people responsible for the following HR functions	Name	Job Title	Email Address
1a. Overall HR	Zoe Wolicki	HR Manager	Enquiries@tamworth.gov.uk
1b. HR/Workforce Planning	As above		
2. For the following financial years, please provide the following information	2015/16	2016/17	
2a. What is the organisations total gross pay costs <i>(all expenditure on staff)</i>	£11,327,627.00	£11,524,944.00	
2b. What is the organisations total pay costs on your permanent workforce <i>(staff that hold permanent contracts only)</i>	£11,189,105.00	£11,278,782.00	PLEASE NOTE THIS FIGURE INCLUDES OUR CASUAL STAFF
2c. How much did the organisation spend on contingent (non-permanent) or temporary workers <i>(this includes any temporary or contract workers such as agency workers, casual workers, temps, self-employed workers / contractors, inc. PSCs, umbrella companies, and all types of short and long term contractors)</i>	£138,522.00	£246,162.00	
3. For the following financial years, please provide the following information, providing the figures as the number of employees & full time equivalent (FTE)	2015/16	2016/17	
How many permanent workers did the organisation employ:			
3a. Number of Employees	328	323	
3b. Full Time Equivalent (FTE)	294	291	
On average, how many contingent (non-permanent) or temporary workers has the organisation engaged with: <i>(this includes any temporary or contract workers such as agency workers, casual workers, temps, self-employed workers / contractors, inc. PSCs, umbrella companies, and all types of short and long term contractors)</i>			
3c. Number of Employees	135	142	
3d. Full Time Equivalent (FTE)	22	29	
4. Please list the software the organisation uses for the following HR functions			
4a. HR	iTrent		
4b. Payroll <i>(if the organisation uses multiple payroll software for different workers/payroll frequencies ie. substantive, agency/weekly, monthly payroll - please list)</i>	iTrent		
4c. Recruitment	iTrent		
4d. HR/Workforce Analytics	iTrent		
4e. Other employee/HR related systems for tracking or planning	Tensor		
5. Please state which Enterprise Resource Planning (ERP) software the organisation utilises e.g Oracle, SAP, PeopleSoft, Workday	iTrent/Tensor		
6. Does the organisation have a HR data warehouse?	No		