

Response to Request for Information

Reference FOI 001342
Date 20 July 2017

HR Software System/Employees

Request:

I would like to know the following information:

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; [Unit 4 Business World on! Supplied by Unit 4](#)
 - 1.2 Recruitment & On-boarding and Off-boarding: [internal Sharepoint solution](#)
 - 1.3 Disciplinary & Grievance process: [Unit 4 Business World on! Supplied by Unit 4](#)
 - 1.4 Sickness & Absence process: [Unit 4 Business World on! Supplied by Unit 4 and OPAS supplied by Warwick International Computing Systems](#)
 - 1.5 Leave management: [Unit 4 Business World on! Supplied by Unit 4](#)
 - 1.6 Performance & Learning – Learning platform and catalogue of learning is [provided by Learning pool](#)
 - 1.7 Payroll: [Unit 4 Business World on! Supplied by Unit 4](#)
2. How many employee new starters are there per annum?* [707 new starters in 2016.](#)
3. How many employee leavers are there per annum?* [540 leavers in 2016.](#)
4. How many employee grievance processes are received per annum?* [27 grievance investigations in 2016.](#)
5. How many employee absence & sickness monitoring processes are started per annum?* [1659 formal management of attendance meetings in 2016.](#)
6. How many employee disciplinary procedures are started per annum?* [48 disciplinary investigations in 2016.](#)
7. What is the current number of employees in the HR department of the Council? [There are 23 employees in the HR Advice Team.](#)
8. What is the current total number of employees in the Council? [There are currently 4340 employees \(not including schools\)](#)