



University of East Anglia

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[REDACTED]

14 May 2018

Dear [REDACTED]

Freedom of Information Act 2000 – Information request (ref: FOI_18-088)

We have now considered your request of 13 April 2018 for information relating to the workforce at UEA and our Human Resources systems. For reference, we have copied your request on page 2 of this letter.

As requested, our response is within the Excel spreadsheet that was supplied with your request, attached as 'FOI_18-088 Appendix A'.

On this occasion it is not possible to provide all the requested information. In line with your rights under section 1(1)(a) of the Act to be informed whether information is held, we confirm that the University does not hold information relevant to question 3(d) of your request. We do not hold any record of the FTE for what you refer to as 'contingent' staff.

We hope this information will meet your requirements, however if you are not satisfied you have the right of appeal. If you wish to appeal, please set out in writing your reasons for appealing and send to the above address. You must appeal within 60 calendar days of the date of this letter. Any appeal received after that date will not be considered nor acknowledged. This policy has been reviewed and approved by the Information Commissioner's Office.

You also have a subsequent right of appeal to the Information Commissioner's Office. Further information is available on their website:

https://ico.org.uk/Global/contact_us, or by telephone on 0303 123 1113.

Please note that any material over which UEA has copyright is released on the understanding that you will comply with all relevant copyright rules regarding reproduction and/or transmission of the information provided.

Please quote our reference given at the head of this letter in all correspondence.

Yours sincerely

Dave Palmer
Information Policy and Compliance Manager
University of East Anglia

Freedom of Information request (FOI_18-088)

1. *'Please provide the following information for the people responsible for the following HR functions*

1a. *Overall HR*

1b. *HR/Workforce Planning*

2. *For the following financial years (2015/16 ; 2016/17), please provide the following information*

2a. *What is the organisations total gross pay costs (all expenditure on staff)*

2b. *What is the organisations total pay costs on your permanent workforce (staff that hold permanent contracts only)*

2c. *How much did the organisation spend on contingent (non-permanent) or temporary workers (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)*

3. *For the following financial years 2015/16, 2016/17), please provide the following information , providing the figure as the number of employees & full time equivalents (FTE)*

How many permanent workers did the organisation employ:

3a. *Number of employees*

3b. *Full Time Equivalent (FTE)*

On average, how many contingent (non-permanent) or tempoarary workder has the organisation engaged with (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):

3c. *Number of Employees*

3d. *Full Time Equivalent (FTE)*

4. *Please list the software the organisation uses for the following HR functions*

4a *HR*

4b. *Payroll (if the organisation uses multiple payroll software for different workers/payroll frequencies ie. substantive, agency/weekly, monthly payroll - please list all)*

4c. *Recruitment*

4d. *HR/Workforce Analytics*

4e. *Other employee/HR related system for tracking or planning*

5. *Please state which Enterprise Resource Planning (ERP) software the organisation utilises e.g. Oracle, SAP, PeopleSoft, Workday*

6. *Does the organisation have a HR data warehouse?'*