



Freedom of Information Request Reference N^o: FOI 001367-18

I write in connection with your request for information received by Norfolk and Suffolk Constabularies on the 13 April 2018 in which you sought access to the following information:

I am writing to you under the Freedom of Information Act 2000 to request information on the organisations HR functions and Workforce.

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

Name	Job Title
1a. Overall HR	
1b. HR/Workforce Planning	

2. *For the following financial years, please provide the following information*

	2015/16	2016/17
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"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, please provide the following information, providing the figures as the number of employees & full time equivalents (FTE)*

	2015/16	2016/17
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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 temporary workers 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 systems 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?

CLARIFICATION:

Please include all staff, civilian staff and officers etc.

Response to your Request

The response provided below is correct as of 3 May 2018

Norfolk and Suffolk Constabularies have considered your request for information and our response is below.

1. The individuals responsible for HR and workforce planning are as follows:

Overall HR

Zoe Hack Director of HR Zoe.HACK@suffolk.pnn.police.uk

HR/Workforce Planning

Elizabeth Cook Head of HR Elizabeth.Cook@suffolk.pnn.police.uk

Pauline McIntosh Head of Resourcing Mcintoshp@norfolk.pnn.police.uk

2. Total gross pay for permanent and temporary workers, is provided in the tables below. The joint costs relate to the Norfolk or Suffolk element of the costs and none are therefore duplicated.

Norfolk Constabulary	2015/16 (£)			2016/17 (£)		
	Joint	Non joint	Total	Joint	Non joint	Total
Gross pay costs*	42,358,525	85,566,306	127,924,831	42,923,561	87,701,719	130,625,280
Agency	636,071	229,277	865,348	471,170	250,996	722,166
Total	42,994,596	85,795,583	128,790,179	43,394,730	87,952,715	131,347,445

Suffolk Constabulary	2015/16 (£)			2016/17 (£)		
	Joint	Non joint	Total	Joint	Non joint	Total
Gross pay costs*	32,612,316	63,427,047	96,039,363	32,646,088	62,632,386	95,278,474
Agency	489,718	112,107	601,825	358,354	93,879	452,233
Total	33,102,034	63,539,154	96,641,188	33,004,443	62,726,265	95,730,708

* Gross pay costs include temporary and permanent employees for Officers, Staff and PCSOs (excluding agency), as these figures are not split within financial records.

3. The total number of employees both permanent and temporary as at 31 March, is provided below. The Constabularies do not hold average figures:

Norfolk Constabulary	31 March 2016	31 March 2017
Permanent Employees	2784	2777
Permanent FTE	2554.26	2585.30
Temporary Employees*	200	177
Temporary FTE	43.5312	77.40271

Suffolk Constabulary	31 March 2016	31 March 2017
Permanent Employees	2129	1087
Permanent FTE	1983.39	1058.85
Temporary Employees*	200	153
Temporary FTE	37.17	30.46

* Please note that headcount figures include Agency Staff and Casual employees also. FTE is not recorded against these employee types, so FTE only relates to employees on fixed term contracts.

4. The organisation uses t-Police for all of the listed HR functions.
5. The Constabularies use t-Police for ERP software
6. The Constabularies has a data warehouse via t-Police and OBIEE

Should you have any further queries concerning this request, please contact Clair Pack, FOI Decision Maker, quoting the reference number shown above.

A full copy of the Freedom of Information Act (2000) can be viewed on the 'Office of Public Sector Information' web-site;
<http://www.opsi.gov.uk/>

Norfolk and Suffolk Constabularies are not responsible for the content, or the reliability, of the website referenced. The Constabulary cannot guarantee that this link will work all of the time, and we have no control over the availability of the linked pages.

Your Right to Request a Review of Decisions Made Under the Terms of the
Freedom of Information Act (2000).

If you are unhappy with how your request has been handled, or if you think the decision is incorrect, you have the right to ask the Norfolk and Suffolk Constabulary to review their decision.

Ask Norfolk and Suffolk Constabularies to look at the decision again.

If you are dissatisfied with the decision made by Norfolk and Suffolk Constabularies under the Freedom of Information Act (2000), regarding access to information, you must notify the Norfolk and Suffolk Constabulary that you are requesting a review within 20 days of the date of its response to your Freedom of Information request. Requests for a review should be made in writing and addressed to:

*Freedom of Information Decision Maker
Information Management Department
Suffolk Constabulary
Police Headquarters
Martlesham Heath
Ipswich
Suffolk
IP5 3QS
OR
Email: information@suffolk.pnn.police.uk*

In all possible circumstances Norfolk and Suffolk Constabulary will aim to respond to your request for us to look at our decision again within 20 working days of receipt of your request for an internal review.

The Information Commissioner.

After lodging a request for a review with Norfolk and Suffolk Constabulary, if you are still dissatisfied with the decision, you can apply to the Information Commissioner for a decision on whether the request for information has been dealt with in accordance with the requirements of the Act.

For information on how to make application to the Information Commissioner please visit their website at www.ico.org.uk or contact them at the address shown below:

The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Telephone: 01625 545 700