

FOI number: **HBC_FOI_2019032**
Date FOI Received: **12/01/2019**
Department: **Human Resources**
Title: **Attendance and flexi software**
Description: **Information on the makeup of staff and the attendance and flexitime software used to manage this including cost and integration in to other systems.**

Request: *(As Redacted sent by requestor)*

Use of Time & Attendance and Flexible Working Hours ("Flexi-time") software systems by the Council

I am an independent business consultant conducting private research into the use of Time & Attendance systems and other similar softwares by UK Public Sector organisations. I would appreciate your cooperation under the Freedom of Information Act 2000, in collating the following information.

1. How many of your staff work "Flexi-time" or similar?
2. How many of your staff work shift work?
3. What is the name of software (s) used to manage "Flexi-time" & shift working staff?
4. Who is responsible for the software(s)?
5. Value of contract (annually)?
6. What is the contract term?
7. When was it signed?
8. What is the notice period?
9. Was it bought through a framework?
10. Does it interface to other software (eg: Payroll/HR, Resource Planning etc.)?

Thank you for your cooperation in this matter and I am happy to receive this information by email/in an electronic format.

Yours faithfully

Response: *(Response as Redacted sent by service)*

Please find our response below:

1. How many of your staff work "Flexi-time" or similar? **218**
2. How many of your staff work shift work? **6**
3. What is the name of software (s) used to manage "Flexi-time" & shift working staff? **Etarmis**
4. Who is responsible for the software(s)? **Administered by Human Resources**
5. Value of contract (annually)? **£1,792.27**
6. What is the contract term? **Annual**
7. When was it signed? **2012**

8. What is the notice period? **One month**
9. Was it bought through a framework? **No**
10. Does it interface to other software (eg: Payroll/HR, Resource Planning etc.)? **No**

If you have any queries about the processing of your request then please do not hesitate to contact me. Further information explaining the Council's process for responding to information requests together with a complaints/appeals procedure is available in our reception or via our website at:

<https://www.hertsmere.gov.uk/Your-Council/Official-Publications--Guides--Policies/Access-to-Information.aspx>

The Information Commissioner oversees the application of the Freedom of Information Act. You may contact the Information Commissioner at:

Information Commissioners Office

Wycliffe House, Water Lane

Wilmslow

Cheshire SK9 5AF

Telephone: 01625 545700

Website: www.informationcommissioner.gov.uk

Please include the above reference number on all correspondence related to this request.

Thank you for your request.

Kind regards
Information Services