



**Derry City & Strabane**  
District Council

Comhairle  
**Chathair Dhoire &  
Cheantar an tSratha Báin**

**Derry Cittie & Stràbane**  
Destrict Coouncil

Ref: FOI / 917

21 November 2016

Mr

Email: @xcdhr.com

Dear Mr

**Freedom of Information Act 2000 Request HR and Payroll**

I refer to your FOI request as above and respond as follows:

Q.1 - Departmental structure of the HR and Payroll department within the council.

Response: Payroll: Payroll Manager, 5 payroll officers.  
HR: HR Lead Officer, 5 HR Officers, 6 HR Assistants

Q.2 - Please can you also advise which Recruitment/HR/Payroll/Finance system you use?

Response: Payroll - Complete Human Resource Integrated Solution (CHRIS 21 – Payroll Software) – supplied by 'Frontier Software PLC'.  
HR – Personnel Administration Management System (PAMS)

Q.3 - When do these system contracts expire?

Response: CHRIS 21 – 'Payroll Software' contract is an 'Open' contract. This contract will continue in full force and effect during license term and maintenance term respectively, unless terminated by not less than 3 months' notice by the customer, served at any time on or after the first anniversary of commencement date (April 2002).  
PAMS - Contracts renewed on a yearly basis.

Q.4 - Do you have online Performance Management and Expense Claims? If so, what are they? when do these contracts expire?

Response: Performance Management – Covalent, bought outright.  
We do not have online expense claims

Q.5 - How many staff do you employ?

Response: Currently we have 1225 active records on our Payroll including 1185 employees and 40 elected members.

**Derry**

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98 Strand Road  
Derry  
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**Strabane**

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Q.6 - What yearly support and maintenance costs are you paying for these HR & Payroll systems?

Response: Payroll - Annual Maintenance Charges are currently - circa £8,100+Vat.  
HR – Annual support & Maintenance £8,045+Vat

Q. 7 -Please can you confirm Names, Email addresses and where possible Telephone numbers of senior management within the directorate.

Lead Officer Assurance: [denise.mcdonnell@derrystrabane.com](mailto:denise.mcdonnell@derrystrabane.com) Ext 6605

Lead Officer HR: [paula.donnelly@derrystrabane.com](mailto:paula.donnelly@derrystrabane.com) Ext 6950

If you are dissatisfied with our response you have rights of review and appeal; these rights consist of two review processes. Firstly our internal review procedure is available by contacting:

John Kelpie  
Chief Executive  
Derry City and Strabane District Council  
98 Strand Road  
Derry BT48 7NN  
Tel 028 71253253 or email [john.kelpie@derrystrabane.com](mailto:john.kelpie@derrystrabane.com)

Secondly, you can appeal directly by contacting the Information Commissioner at:

Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
CHESHIRE SK9 5AF  
Tel: 0303 123 1113 (local rate) or email: [casework@ico.org.uk](mailto:casework@ico.org.uk)

Yours sincerely

**Lead Assurance Officer**


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