Information Governance Team

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Dear Sir/Madam

Freedom of Information Act 2000 (FOIA)
Request ID: FOI640387950

Thank you for your request for information relating to HR establishment.

You have requested the following information:

Basically, I am seeking to calculate the ratio of employees to HR staff.

1. The total headcount for human resources and payroll department covering typical HR roles such as, but not limited to the following
- Head of HR
- HR Managers and Advisers
- payroll and pension staff
- recruitment staff
- Organisational development staff
- learning and development staff
- well being staff
-HR systems staff
- Employment services
- Equality and diversity staff
- employee relations staff

Category	Employee Headcount
EDI in employment	1

Employee relations	12
Head of Service / HR management team	4
Health & Safety	5
HR Business Partners	5
HR Metrics/Information reporting	7
Learning & development/training	4
Occupational Health	22
OD - Transformation/change	7
Pay, reward and job evaluation	4
Payroll & Pensions	42
Recruitment / Redeployment	16
Total	129

2. A list of the job titles/ function of staff and the numbers of staff with that job title/function

Post Title	Employee Headcount
A/ship & Career Pathways Officer	2
Administrative Officer	1
Administrator Recruitment	1
Business Solutions Specialist	2
Business Solutions Team Manager	1
Casual First Aid Trainer	3
Casual Occ Health Advisor - L1	1
Corporate L&D Advisor	1
Corporate L&D Lead	1
Corporate Learning & Dev Officer	1
Counsellor	3
Counsellor (Casual)	3
Digital Delivery Manager	1
Director of Human Resources	1
Empl Benefits & Finance Team Mgr	1
Employee Relations Lead	1
Ergonomic Assessor	1
Establishment Control Assistant	1
Establishment Control Lead	1
Hd of Occ Hlth, Safety & Wellbng	1
Head of People & Culture	1
Health & Safety Advisor	1
Health & Safety Support Officer	1
Health & Safety Team Leader	1
HR Advisor	3
HR Business Partner	5
HR Officer	5

HR Payroll Systems MI & Proj Off	2
HR Support Administrator	2
HR Support Assistant	1
HR Support Team Leader	1
HR Systems & Mgmt Info Team Mgr	1
Job Evaluation Technical Lead	1
Mgmt Information & Project Off	2
Occ Hlth & Counsllng Team Leader	1
Occupational Health Advisor - L1	1
Occupational Health Advisor - L2	2
OD Support Officer	1
OHSWS Administrator	3
Payroll & Benefits Officer	1
Payroll & Pensions Admin Asst	1
Payroll & Pensions Administrator	8
Payroll & Pensions Assistant	6
Payroll & Pensions Specialist	7
Payroll & Pensions Team Manager	5
Payroll & Pensions Trainee	2
Payroll Benefit Officer	1
Payroll Lead	1
Payroll Operations Manager	1
Payroll Pensions & Benefit Mgr	1
Project Support Assistant	1
Project Support Officer	1
Recruitment & Onboarding Bus Par	1
Resourcing & Compliance Asst	1
Resourcing Administrator	8
Resourcing Advisor	3
Resourcing Compliance Lead	1
Resourcing Lead	2
Senior Job Analyst	3
Snr Health & Safety Advisor	2
Snr Wellbeing & Ergonomic Lead	1
Systems MI & Project Analyst	1
Systems Support Analyst	1
Talent & Culture Advisor	1
Talent & Culture Business Partnr	1
Talent & Culture Officer	1
Wellbeing Nurse Lead	1
Wellbeing Practitioner	1
Workforce Diversity & Inclu Lead	1
Workforce Planning & App/ship Ld	1

3. Number of HR employees by salary grade (FTE)

Grade	Salary band	Employee Headcount
GRD1	£22,366	2
GRD2	£22,366 - £23,114	3
GRD3	£23,114 - £24,294	12
GRD4	£23,893 - £27,334	23
GRD5	£26,421 - £32,076	15
GRD6	£31,364 - £37,366	24
GRD6 casual		4
GRD7	£36,648 - £43,421	13
GRD8	£42,403 - £49,498	15
GRD9	£48,474 - £54,266	2
GRD10	£53,311 - £57,058	10
LQ casual		3
SM1	£76,398 - £84,230	1
SM2	£64,194 - £70,744	2
D2	£132,003 - £144,385	1

4. If any of your HR staff are dedicated to schools please identify that.

We do not have staff that are solely dedicated to supporting schools; team members work across all operational teams, supporting Core Council and Schools, depending on workload.

5. Headcount of Council and headcount of those in schools supported by HR department if any.

5,177 core Council staff.

3,640 LA Schools staff.

2,871 Academy schools staff supported by Payroll/Pensions, Occupational Health staff.

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For information, we publish a variety of information such as: FOI/EIR Disclosure Log, Publication Scheme, Facts about Coventry and Open Data that you may find of useful if you are looking for information in the future.

If you are unhappy with the handling of your request, you can ask us to review our response. Requests for reviews should be submitted within 40 days of the date of receipt of our response to your original request – email: infogov@coventry.gov.uk

If you are unhappy with the outcome of our review, you can write to the Information Commissioner,

who can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or email icocasework@ico.org.uk.

Please remember to quote the reference number above in your response.

Yours faithfully

Information Governance