

29 January 2019

1. Thank you for your freedom of information request received on 21 January 2019.
2. The information you requested is as follows:
  1. *How many (an approximate number please) of your staff work "Flexi-time" or similar?*
  2. *Do the staff manually record their hours worked OR does the Department use a particular software to manage/record the "Flexi-time"?*
  3. *Who at the Department is responsible for the software(s)?*
  4. *Value of contract (annually)?*
  5. *What is the contract term?*
  6. *When was it signed?*
  7. *What is the notice period?*
  8. *Was it bought through a Procurement framework?*
  9. *Does it interface to other software (eg: Payroll/HR, Resource Planning etc.) ?*
  10. *Which HR and Payroll softwares does the Department use? We do not hold any information in scope of this request.*
3. Regarding the requests under headings 1, 3, 4, 5, 6, 7, 8, 9, 10, we do not hold any information in scope of these requests.
4. Regarding request number 2:
  2. *Do the staff manually record their hours worked OR does the Department use a particular software to manage/record the "Flexi-time"?*
6. I can confirm that the organisation holds information within scope of your request 2). This information is:

*Staff who work flexi-time record hours on an Excel spreadsheet.*

7. By way of background, we employ approximately 25 people and flexi-time is available to all staff.

**Complaints and comments**

8. I would like to explain that if you are dissatisfied with any aspect of our response to your request for information please send full details within two calendar months of the date of this email to: [info@hmcpsi.gov.uk](mailto:info@hmcpsi.gov.uk) marked for my attention.
9. You have the right to ask the Information Commissioner (ICO) to investigate any aspect of your complaint. Please note that the ICO is likely to expect internal complaints procedures to have been exhausted before beginning an investigation.