

3rd July 2009

Our ref: R00121

Freedom of Information Request – Human Resources

Your request to SEEDA is:

- *Number of Employees in the Human Resources Department [during calendar year 2008]*
- *Names of HR Directors and HR Managers*
- *Organisational Chart*
- *How many perm hires into the HR team [calendar year] 2008*
- *How many contract/interim hires into the HR team [calendar year] 2008*
- *How many hires to date for the HR team [during calendar year 2008]*

Information requested

1. Number of Employees in the HR department in calendar year 2008

During the calendar year 2008, SEEDA's HR department comprised 14 employees.

Of this number, one HR Director had overall responsibility for HR-related issues, 4 were HR advisors, 3 focused on operations and management information and the remaining 6 had responsibility for various aspects of learning and development.

2. Names of HR Directors and Managers / 3. Organisation Chart

The names of all SEEDA's personnel operating within the HR department can be found by accessing SEEDA's organisation chart the following address:
http://www.seeda.co.uk/About_SEEDA/Organisation_Chart/docs/OrganisationCharts-SEEDA.pdf

4. Permanent hires into the HR team during calendar year 2008

During the calendar year 2008, SEEDA permanently hired 6 people into its HR team.



5. Contract/interim hires into the HR team during calendar year 2008

During the calendar year 2008, SEEDA appointed 5 people into its HR team on a contract or interim basis.

6. Number of hires to date for the HR team

11 people were hired into SEEDA's HR team during the period 1st January 2008 to 30th June 2009.