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8 August 2016

Otis Kuris

**Sent by e-mail**

Dear Otis,

**Ref: LPC/FOI/08.08.16**

Thank you for your e-mailof 25 July seeking answers to the following questions:

**1.** Please advise the total staff headcount that are employed directly by the Low Pay Commission, with each part-time employee counted as one employee. Please exclude all temporary agency workers from this figure.

**2.** Please identify each supplier that the Low Pay Commission has a contract with to supply temporary agency workers.

**3.** Please identify: **a.** the type of contract that the Low Pay Commission has with each of these suppliers (preferred supplier list/ framework/ etc. If framework, please indicate **b.** which - e.g. MSTAR/ YPO/ Panel London/ Pan London/ NPS All Wales/ Crown Commercial Services/ etc; and **c.** whether this is on a neutral/ master/ hybrid vender model, or the lot number.

**4.** Please advise for each contract identified within (**2**) above of: **a.** the current end date of the contract; **b.** the date(s) that any break clause(s) can be enabled; and **c.** the length of time of any extension that can be enabled.

**5.** Please advise of the **a.** full name of the main contact at the Low Pay Commission who is responsible for the main (or majority of the) contract(s) identified within (**2**) above, together with their:

**b.** job title;

**c.** group (either team, division or department, whichever is the smallest identifiable group);

**d.** telephone number;

**e.** email; and

**f.** full postal address, inc postcode.

**6.** Please identify all suppliers that the Low Pay Commission has sourced a temporary agency worker from - but does not have a contract with - from 1 April 2015 to 31 March 2016.

**7.** For each temporary agency supplier (either **a.** contracted as identified within (**2**) above; **b.** non-contracted as identified within (**6**) above; and **c.** all temporary workers the Low Pay Commission has sourced directly), how much has been spent on each supplier (or directly), from 1 April 2015 to 31 March 2016?

The Low Pay Commission (LPC) is a small advisory Non-Departmental Public Body, consisting of eight staff and funded by the Department for Business, Energy and Industrial Strategy (BEIS).

We have not used any external recruitment agencies to hire permanent or temporary staff during the period and therefore we cannot answer your questions 2-7.

All our recruitment of staff is carried out in accordance with BEIS policy guidelines and vacancies advertised through the Civil Service jobs website.

If you have any queries about this reply, please contact me quoting the reference number above.

Appeals procedure

If you are unhappy with the result of your request for information, you may request an internal review within two calendar months of the date of this letter. If you wish to request an internal review please contact me.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at:

Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Yours sincerely

Jarjan

Jay Arjan

Office and Finance Manager