

Freedom of Information request

Date received: 05 March 2015

Date of response: 12 March 2015

Information request

Q1. In last 2 years has your organisation used external recruitment agencies to hire for permanent or contract roles?

Q2. In list format what are the five highest paid external recruitment agencies with the total amount paid in the last 2 years?

Q3. What is the fee structure charged for the five highest paid vacancies by the above five external recruitment agencies and the roles that were hired for? Example: Office Manager - Salary £20,000 Fees paid 15% of salary = Total recruitment fees paid £3000.

Q4. For the coming year what live vacancies does the organisation currently have for permanent or contract roles, please list these vacancies with the following;

- Current or future positions and an exact salary figure
- What type of positions are they? (Contract or Permanent)
- Who is the hiring manager, please provide their full details: Full name, Telephone number, Email, Job Title and Department

Q5. On which websites are these jobs advertised? Please clearly provide a link/list to where these jobs are advertised.

Q6. What is the process to selecting new recruitment agencies? Please provide the procurement process for selecting new recruitment agencies and what date is this conducted and by whom? Please provide full contact details.

Q7. Is there a purchase threshold below which allows the organisation to use external recruitment agencies which are not on any preferred supplier arrangements or contracts without going through a formal tender process?

Response

The process to appoint our Chairman and other Committee members is the responsibility of the Department for Work and Pensions (our sponsor Department).

Members of the Committee's secretariat are Civil Servants on loan from DWP and HM Revenue and Customs.

The Committee has not therefore engaged any external recruitment agencies over the past two years.