



Our Reference:

BY EMAIL ONLY

20 March 2015

Dear

**Request for Information**

Thank you for your email dated 5 March 2015 requesting information on recruitment at the Homes and Communities Agency (HCA). For ease of reference we have answered each of your questions in turn, below:

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

Yes in the last two years the HCA has used external recruitment agencies to hire for contingent and contract roles.

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

The following are the five highest paid external recruitment agencies in the last two years:

Adecco UK Ltd  
Hays Accountancy and Finance  
Michael Page  
Morgan Hunt UK Ltd  
Experis Ltd

**3. 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.**

The HCA follows Government Procurement Framework agreements, and does not pay more than 15% or £5,000.

- 4. 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**

We cannot predict vacancies for the coming year. This is because all vacancies have to go to the HCA Vacancy Control panel for review and approval and only approved vacancies can be recruited to. All live vacancies are posted on the Civil Service Jobs website (the HCA website provides a link to the Civil Service jobs site), Jobs Go Public and specific professional/technical job boards relevant to the role(s).

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

Live vacancies are advertised on the following websites:

Civil Service jobs website: <https://www.civilservicejobs.service.gov.uk/csr/jobs.cgi>

Jobs Go Public: <http://www.jobsgopublic.com>

A link to the Civil Service jobs site can be found on the HCA Website recruitment page: <https://www.gov.uk/government/organisations/homes-and-communities-agency/about/recruitment>

- 6. 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.**

The HCA follows Government Procurement Framework agreements. In exceptional circumstances where framework suppliers cannot source contingent/temporary labour for a role, alternative recruitment agencies would need to match or better the framework pricing structures in order for the HCA to procure their services.

- 7. 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?**

See above answer for Question 6.

If you have any questions regarding this response or any further queries you can contact us at the following addresses and quote your unique reference number found at the top of this letter:

**Email:** [mail@homesandcommunities.co.uk](mailto:mail@homesandcommunities.co.uk)

**Mail:** Information Access Officer  
Homes and Communities Agency  
Fry Building

Homes and Communities Agency  
Fry Building, 2 Marsham Street, London, SW1P 4DF

0300 1234 500  
[homesandcommunities.co.uk](http://homesandcommunities.co.uk)

2 Marsham Street  
London  
SW1P 4DF

If you are unhappy with the way Homes and Communities Agency has handled your request you may ask for an internal review. You should contact

Head of Legal Services  
Homes and Communities Agency  
Fry Building  
2 Marsham Street  
London  
SW1P 4DF

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

Naomi McMaster  
Information Access Officer  
Homes and Communities Agency