

Freedom of Information Request

FOI/CC/15/7

OISC RECRUITMENT INFORMATION

5 March 2015

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?

Kind Regards,

RESPONSE

2 April 2015

Dear,

I write further to your e-mail of 5 March 2015 in which you requested information regarding

OISC recruitment.

I am the Commissioner's Information Officer and it is my responsibility to reply to enquiries such as yours. I have included below the information which can be disclosed. Some of the information you have requested at question three is exempt under section 40 of the Freedom of Information Act (FOIA) and is therefore withheld. This exemption is explained further below:

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

Yes.

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

The OISC have used two recruitment agencies to hire permanent or contract roles within the last two years, Reed Specialist Recruitment at a total cost of £7,128, and Office Angels at a total cost of £2,731.97.

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.

Office Angels provided the OISC with administrative support at an hourly rate of £16.32.

The information relating to Reed Specialist Recruitment is exempt under section 40 (personal information) of the Freedom of Information Act (FOIA), as the information constitutes third party data. Section 40(2) provides that personal data about third parties is exempt information if one of the conditions set out in section 40(3) is satisfied. The recruitment using Reed Specialist Recruitment was for a sole post with the OISC. Should the information be disclosed it could identify the salary earned by the post holder. Under the FOI Act disclosure of this information would breach the fair processing principle contained in the Data Protection Act (DPA), where it would be unfair to that person.

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** – None at present.
- **What type of positions are they? (Contract or Permanent)** – Not applicable.
- **Who is the hiring manager, please provide their full details: Full name, Telephone number, Email, Job Title and Department** – Not applicable.

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

This information is not held as there are no current vacancies.

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.

The OISC's Procurement Policy would be used for the selection process as and when required. Responsibility for selecting recruitment agencies lies with [REDACTION], Head of Human Resources and Facilities Manager (REDACTION).

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?

The purchase threshold for recruitment is below £1,000.

If you are dissatisfied with the handling of your request, you have the right to ask for an



internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original request. Please quote the above reference number in any request for an internal review.

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. Details on how to do this are on his website at <http://ico.org.uk/>.

Regards

For and on behalf of the Immigration Commissioner