

Information Released under Freedom of Information Act

Subject: Enquiry regarding Companies House use of external recruitment agencies

Date Released: 30 March 2015

Summary of request: The enquirer requested information on Companies House use of external recruitment agencies

Information Released

I have answered your questions in the same order as your enquiry.

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

Yes, Companies House has used external recruitment agencies to hire permanent roles.

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

The only agencies used for the years 2013 and 2014 were;-

- a) Hays Specialist Recruitment - £51,032.40
- b) Cadence Partners - £24,138.00
- c) X4 Group - £7,968.00
- d) Computer Futures - £7,800.00
- e) Roc Group - £4,836.60

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.

The only permanent roles that were filled were one Digital director and the rest of the positions were Java Developer and Web Developers.

Therefore, the recruitment costs paid for each of the above positions were approx;

- Digital Director - £28,900 - approx 23%
 Java Developer - £6,720 - approx 21% (averaged out)
 Web Developer - £7,200 - approx 20%

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**

Current Positions:

Band F Registrar of Scotland - Permanent - £40,824 - £ 52,217

Band D (IT) Lead Security Developer-Temp 12 months - £29,115 - £37,164

Band C (IT) Web Systems Support Analyst - Permanent - £24,594 - £ 29,115

Please use the following for contact details infopoint@companieshouse.gov.uk

Any future positions that may be considered by Companies House will be published as and when any positions arise.

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

<https://www.civilservicejobs.service.gov.uk/csr/index.cgi>

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.

All contract recruitment is run through current Crown Commercial Services frameworks, either Contingent Labour One (CL1) or the Digital Marketplace.

CL1 has been awarded and runs until 18/6/2016, the Digital Marketplace is ongoing and is refreshed on a 6 monthly basis.

Permanent recruitment when not dealt with by our HR department is via a Preferred Supplies List with terms and placement rates agreed by the Procurement Department.

This list is regularly reviewed and updated.

Contact details for the CCS frameworks

Contingnetlabourone@ccs.gsi.gov.uk

<https://www.digitalmarketplace.service.gov.uk/suppliers-guide/>

Contact details for permanent recruitment

HR - infopoint@companieshouse.gov.uk

Procurement - Srdavies@companieshouse.gov.uk

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?

No, all contract recruitment regardless of rate will go through either the CCS Frameworks, Permanent recruitment if not dealt with by our HR Recruitment team will go via the PSL suppliers.