



# Ministry of Defence

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Our References: FOI2015/2578

[REDACTED]

[REDACTED]

1 May 2015

Dear [REDACTED]

Thank you for your emails to the Ministry of Defence (MOD) dated 5 March in which you requested the following information:

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?

I am treating your correspondence as a request for information under the Freedom of Information Act (FOIA) 2000. I can confirm that the Ministry of Defence holds information within the scope of your request.

I note that the MOD has received four identical requests from you both, and believe that you are working in concert with each other, in requesting information on the subject of external recruitment. In total the following requests have been received:

- Defence Science Technology Laboratory (DSTL) FOI2015/02578
- United Kingdom Hydrographic Office (UKHO) FOI2015/02575
- Defence Academy (DEFAC) FOI2015/02623
- Ministry of Defence Police (MDP) FOI2015/02547

We are providing one central response covering the four requests. The information and data you have requested is set out in Annexes below. Your attention is drawn to the following advice to explain the data provided:

Question 3 of your request is exempt from disclosure under Section 43 (2) of the FOI Act. This provides that information is exempt if its disclosure would, or would be likely to; prejudice the commercial interests of any person, including the public authority holding it. Section 43 is a qualified exemption which requires the MOD to complete a Public Interest Test (PIT) to determine whether information should or should not be released. Following the completion of the PIT it has been decided to withhold answers to your Question 3.

If you are not satisfied with this response or you wish to complain about any aspect of the handling of your request, then you should contact me in the first instance. If informal resolution is not possible and you are still dissatisfied then you may apply for an independent internal review by contacting the Information Rights Compliance team, 1<sup>st</sup> Floor, MOD Main Building, Whitehall, SW1A 2HB (e-mail [CIO-FOI-IR@mod.uk](mailto:CIO-FOI-IR@mod.uk)). Please note that any request for an internal review must be made within 40 working days of the date on which the attempt to reach informal resolution has come to an end.

If you remain dissatisfied following an internal review, you may take your complaint to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Please note that the Information Commissioner will not investigate your case until the MOD internal review process has been completed. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website, <http://www.ico.org.uk>.

Yours sincerely,

Defence People Secretariat FOI

Questions	Answer
1) In last 2 years has your organisation used external recruitment agencies to hire for permanent or contract roles?	No
2) In list format what are the five highest paid external recruitment agencies with the total amount paid in the last 2 years?	Not applicable DSTL is mandated to use the CCS (Crown Commercial Services), CL1 (Contingent Labour One) framework which was awarded to Capita Business Services.
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.	Withheld under Section 43 (2) of the FOI Act.
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	For current or future positions and an exact salary figure for external permanent roles please refer to Civil Service Jobs website where all external permanent DSTL roles are available to review.
5) On which websites are these jobs advertised? Please clearly provide a link/list to where these jobs are advertised.	<a href="https://www.civilservicejobs.service.gov.uk/csr/index.cgi">https://www.civilservicejobs.service.gov.uk/csr/index.cgi</a>
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.	Not applicable, DSTL does not use recruitment agencies. Not applicable as we do not have a supplier list for permanent recruitment.  Please refer to response in Q2 for contract roles.
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?	Not applicable, DSTL doesn't use external recruitment agencies.

Questions	Answer
1) In last 2 years has your organisation used external recruitment agencies to hire for permanent or contract roles?	No, MDP engaged HAVAS but only to undertake recruitment advertising for MDP. They do not supply staff for hire.
2) In list format what are the five highest paid external recruitment agencies with the total amount paid in the last 2 years?	Not applicable, MDP recruitment is managed through MOD centrally managed contracts.
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.	Withheld under Section 43 (2) of the FOI Act.
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	MDP is looking to maintain an external recruitment programme to recruit circa 300 officers per year. These are all permanent posts with a view to bringing MDP police officer staffing levels broadly into balance with complement by end of this year. New recruits starting salary is £21,110. Hiring Manager is technically the Chief Constable.
5) On which websites are these jobs advertised? Please clearly provide a link/list to where these jobs are advertised.	<a href="http://www.mod.police.uk/">http://www.mod.police.uk/</a>
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.	This is done centrally through MOD/Civil Service.
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?	Not applicable this is again done centrally through MOD/Civil Service.

Questions	Answer
1) In last 2 years has your organisation used external recruitment agencies to hire for permanent or contract roles?	Yes
2) In list format what are the five highest paid external recruitment agencies with the total amount paid in the last 2 years?	<ol style="list-style-type: none"> <li>1. Capita Business Services £4,031,652</li> <li>2. Jobseekers £174,886</li> <li>3. Hays £74,865</li> <li>4. Primetime £27,061</li> <li>5. Redrock Consulting £20,305</li> </ol>
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.	Withheld under Section 43 (2) of the FOI Act.
<p>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;</p> <p>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</p>	<p><b>Current Contractor recruitment</b></p> <p>Solutions Architect's (Equivalent perm role rate £38,125),</p> <p>Customer Services Manager (Equivalent perm role rate £38,125),</p> <p>Senior Software Developers (Equivalent perm role rate £29,861),</p> <p>Project Manager (Equivalent perm role rate £38,125)</p> <p><b>Current Perm recruitment:</b></p> <p>Navigational Specialists (salary range £23,917 – 28,217 &amp; RRA up to £7k),</p> <p>Solutions Architect's (salary range £38,125-£43900 &amp; RRA up to £10k),</p> <p>Senior Software Developers (salary range £29,861 – £34,036 &amp; RRA up to 3.9k),</p> <p>Software Developers (salary range £23,917 - £28,217),</p> <p>Trainee Software Developer (salary range £17,719 - £20,363)</p> <p><b>Future recruitment – Production Technician's (salary range £17,719 - £20,363)</b></p> <p><a href="mailto:recruitment@ukho.gov.uk">recruitment@ukho.gov.uk</a> Tel: 01823 723353</p>
5) On which websites are these jobs advertised? Please clearly provide a link/list to where these jobs are advertised.	UKHO website, ITJobboard.co.uk, stackoverflow.com, cwjobs.co.uk, technojobs.co.uk, securityclearedjobs.com, first4marinejobs.co.uk, nautilus.org, somerset-jobs.co.uk
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.	UKHO Procurement policy is to use pre-competed Government Frameworks - our current permanent recruitment needs are met through the HMRC resource framework and interim staff are provided via Contingent Labour 1 run by Crown Commercial 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?	£10,000.

Questions	Answer
1) In last 2 years has your organisation used external recruitment agencies to hire for permanent or contract roles?	No
2) In list format what are the five highest paid external recruitment agencies with the total amount paid in the last 2 years?	Not applicable DEFAC utilises Defence Business Services (DBS) who do not use agencies.
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.	Withheld under Section 43 (2) of the FOI Act.
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 are unable to provide you with a list of upcoming vacancies including the information you requested relating to salary, position type, and details of the hiring manager as this information is not held centrally.
5) On which websites are these jobs advertised? Please clearly provide a link/list to where these jobs are advertised.	<a href="https://www.civilservicejobs.service.gov.uk/csr/index.cgi">https://www.civilservicejobs.service.gov.uk/csr/index.cgi</a>
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.	Not applicable, DEFAC does not use recruitment agencies.
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?	Not applicable, DEFAC does not use external recruitment agencies.