



Trade Remedies  
Authority

Trade Remedies Authority  
Premier House  
60 Caversham Road  
Reading  
RG1 7EB

Ref: FoI 02-24/25  
24 June 2024

Freedom of Information: Use of agencies for recruitment of staff

Thank you for your email of 30 May 2024 to the Trade Remedies Authority (TRA), in which you requested the following information for the last 24 months:

1. *Has the department used agencies to recruit temporary/contractor staff? Please provide a breakdown of your answer to question 1, splitting the spend by job title/specialism.*
2. *Has the department used agencies to recruit permanent staff? Please provide a breakdown of your answer to question 2, splitting the spend by job title/specialism.*
3. *What frameworks do you have access to when hiring temporary/contractor staff?*
4. *What frameworks do you have access to when hiring permanent staff?*
5. *What recruitment managed services do you have in place for hiring temporary/contractor staff?*
6. *What recruitment managed services do you have in place for hiring permanent staff?*
7. *The contact name and contract details the person responsible for dealing with temporary/contractor recruitment?*
8. *The contact name and contact details of the person responsible for dealing with permanent recruitment?*

Under the Freedom of Information Act 2000 ('the Act'), you have the right to:

- know whether we hold the information you require
- be provided with that information (subject to any exemptions under the Act which may apply).

The TRA's response is as follows:

1. *Has the department used agencies to recruit temporary/contractor staff? Please provide a breakdown of your answer to question 1, splitting the spend by job title/specialism.*

**The TRA has used agencies to recruit temporary/contractor staff for the following roles:**

**Programme Manager  
HR Resourcing & Administration  
Project Manager  
Personal Assistant  
Transformation Lead  
Administrator  
Finance Business Partner  
Economic Advisor  
Verification Specialist  
Accountant**

**The TRA is a small public body. Due to the low number of staff employed on a temporary basis, we consider providing a breakdown of the spend by each job title could lead to personal data about those individuals being disclosed. Therefore, we wish to apply section 40(2) of the Freedom of Information Act and withhold the requested information. Section 40(2) states that information is exempt if it constitutes personal data of a third party (other than the applicant). Given the low numbers there is a risk that those who have a knowledge of the TRA would be able to determine the individual payments made to its temporary/contractor staff.**

2. *Has the department used agencies to recruit permanent staff? Please provide a breakdown of your answer to question 2, splitting the spend by job title/specialism.*

**No.**

3. *What frameworks do you have access to when hiring temporary/contractor staff?*

**We consider this information to be reasonably accessible to you by searching [agreement CCS \(crowncommercial.gov.uk\)](https://www.crowncommercial.gov.uk). We therefore wish to rely on section 21 of the Freedom of Information Act (information already reasonably accessible) and withhold the requested information.**

4. *What frameworks do you have access to when hiring permanent staff?*  
**As per response to question 3.**

5. *What recruitment managed services do you have in place for hiring temporary/contractor staff?*

**Hayes and Public Sector Resourcing**

6. *What recruitment managed services do you have in place for hiring permanent staff?*

**Government Recruitment Service**



## Trade Remedies Authority

7. *The contact name and contract details the person responsible for dealing with temporary/contractor recruitment?*

The People Team at [resourcing.enquiries@traderemedies.gov.uk](mailto:resourcing.enquiries@traderemedies.gov.uk)

8. *The contact name and contact details of the person responsible for dealing with permanent recruitment?*

The People Team at [resourcing.enquiries@traderemedies.gov.uk](mailto:resourcing.enquiries@traderemedies.gov.uk)

### Appeals procedure

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 and should be addressed to Knowledge and Information Management:

Knowledge and Information Management  
Trade Remedies Authority  
Premier House  
60 Caversham Road  
Reading  
RG1 7EB

Email: [InformationRights@traderemedies.gov.uk](mailto:InformationRights@traderemedies.gov.uk)

Please remember to quote the reference number above in any future communications.

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,

Information Rights

Trade Remedies Authority

E: [InformationRights@trade.remedies.gov.uk](mailto:InformationRights@trade.remedies.gov.uk)