

F-2015-00082- HR questions relating to external recruitment agencies

31st March 2015

Summary of request

The Authority was asked several questions relating to its use of external recruitment agencies.

HFEA response

You have requested answers to the questions listed below. Please find the HFEA's response with each question.

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?

Section 43(2) of the Freedom of Information Act provides that information may be exempt information, subject to the public interest, if the release of the information would, or would be likely to, prejudice the commercial interests of any person, including the public authority holding it.

The HFEA is fully committed to the importance of transparency and the need to account for public funds. However, account has to be taken of the need to ensure that the commercial interests of third parties are not prejudiced or undermined by disclosure of information which could adversely impact on future business and, indeed, the confidence our suppliers have in us as an organisation. There is therefore a need to protect the legitimate commercial interests of our suppliers.

Whilst I accept the public interest in disclosing this information would promote greater transparency in the allocation of public money, in this case we consider that the public interest in favour of disclosing such information is outweighed by the necessity to protect the commercial interests of third parties. The public interest is best served by ensuring that companies are able to compete fairly and that there is competition for public sector contracts.

You may wish to be aware that goods or services can only be supplied to the HFEA by organisations that are registered with the Crown Commercial Service.

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.

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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

All current vacancies are available on our HYPERLINK "<http://www.hfea.gov.uk/9614.html>" website here. All future position will also be advertised in this location. Future positions will be decided by business need.

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

The HFEA website, NHS jobs and Civil Service Jobs.

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.

We are a public sector organisation and so have to abide by strict rules and us the Crown Commercial Service to find suppliers.

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?

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