



University of East Anglia

Information Services Directorate

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██████████

11 August 2016

Dear ██████████

Freedom of Information Act 2000 – Information request (ref: FOI_16-144)

We have now considered your request of 13 July 2016 for information relating to contracts to supply temporary agency workers.

Our response is on pages 2-3 of this letter, together with a copy of your request.

We hope this information will meet your requirements; however if you are not satisfied you have the right of appeal. If you wish to appeal, please set out in writing your reasons for appealing and send to the above address. You must appeal within 60 calendar days of the date of this letter. Any appeal received after that date will not be considered nor acknowledged. This policy has been reviewed and approved by the Information Commissioner's Office.

You also have a subsequent right of appeal to the Information Commissioner's Office. Further information is available on their website:

https://ico.org.uk/Global/contact_us, or by telephone on 0303 123 1113.

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Please quote our reference given at the head of this letter in all correspondence.

Yours sincerely

Dave Palmer
Information Policy and Compliance Manager
University of East Anglia

Response to Freedom of Information Act 2000 request (FOI_16-144)

1. Please advise the total staff headcount that are employed directly by University of East Anglia, with each part-time employee counted as one employee. Please exclude all temporary agency workers from this figure.

Total staff headcount as of the date of the request, 14 July 2016, excluding temporary workers, is 3387.

2. Please identify each supplier that University of East Anglia has a contract with to supply temporary agency workers.

3. Please identify: a. the type of contract that University of East Anglia has with each of these suppliers (preferred supplier list/ framework/ etc. If framework, please indicate b. which - e.g. MSTAR/ YPO/ Panel London/ Pan London/ NPS All Wales/ Crown Commercial Services/ etc; and c. whether this is on a neutral/ master/ hybrid vendor model, or the lot number.

4. Please advise for each contract identified within (2) above of: a. the current end date of the contract; b. the date(s) that any break clause(s) can be enabled; and c. the length of time of any extension that can be enabled.

5. Please advise of the full name of the main contact at University of East Anglia who is responsible for the main (or majority of the) contract(s) identified within (2) above, together with their:

a. job title;

b. group (either team, division or department, whichever is the smallest identifiable group);

c. telephone number;

d. email; and

e. full postal address, inc postcode.

The above requested information requested is presented within the table below:

Supplier	Hays Specialist Recruitment	Blue Arrow Ltd
Contract type	Framework	Framework
Framework	The SUPC Framework Agreement for Temporary Agency Staffing Services	The SUPC Framework Agreement for Temporary Agency Staffing Services
Model or Lot	Lot 2 (Ancillary Roles)	Lot 2 (Ancillary roles)
End date	8 March 2018	8 March 2018
Break clause date	Not applicable	Not applicable
Extension length	1 year	1 year
Contact	Clare Cole Head of Facilities Support - Cleaning University of East Anglia Norwich Research Park Norwich NR4 7TJ	Darren Fennah Head of Catering and Hospitality - Catering University of East Anglia Norwich Research Park Norwich NR4 7TJ

	Tel: 01603 59 2112 Email: clare.cole@uea.ac.uk	Tel: 01603 59 1711 Email: d.fennah@uea.ac.uk
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6. Please identify all suppliers that University of East Anglia has sourced a temporary agency worker from - but does not have a contract with - from 1 April 2015 to 31 March 2016.

Prosper Business Recruitment Ltd

Contract Personnel Ltd

Georgian Recruitment Services Ltd T/A Select Appointments

OSR Recruitment Services Ltd

Workforce Support Ltd

7. For each temporary agency supplier (either a. contracted as identified within (2) above; b. non-contracted as identified within (6) above; and c. all temporary workers University of East Anglia has sourced directly), how much has been spent on each supplier (or directly), from 1 April 2015 to 31 March 2016?

Our response is presented in the table below:

Supplier	Expenditure
Hays Specialist Recruitment Ltd	£264,312.58
Blue Arrow Ltd	£47,955.18
Prosper Business Recruitment Ltd	£26,046.00
Contract Personnel Ltd	£25,489.72
Georgian Recruitment Services T/A Select Appointments	£14,962.85
OSR Recruitment Services Ltd	£6,337.94
Workforce Support Ltd	£2,376.00