



University of East Anglia

Information Services Directorate

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[REDACTED]

31 July 2017

Dear [REDACTED]

Freedom of Information Act 2000 – Information request (ref: FOI_17-166)

We have now considered your request of 03 July 2017 for information relating to the staffing structure of some units within UEA and the expenditure on temporary/interim staff and agencies employed within the last twelve months.

Our response is on page 2 of this letter, together with a copy of your request and within the attached file entitled FOI_17-166 Appendix A. As we did not receive a response to our requests of 03 and 26 July for clarification, our response is based on our initial understanding of your request.

We hope this response 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.

Please note that any material over which UEA has copyright is released on the understanding that you will comply with all relevant copyright rules regarding reproduction and/or transmission of the information provided.

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_17-166)

Please would you forward me the staffing structure (inclusive of names and full job titles) of your following departments.

HR Department

The requested information is available on the UEA website here:

https://www.uea.ac.uk/documents/2506781/0/organisation_chart.pdf/

Procurement Department

The staff members and positions within our Procurement team are available on the UEA website here: <https://portal.uea.ac.uk/procurement/meet-the-team>. The structure of the team is presented within the document entitled FOI_17-166 Appendix A.

Policy & Communications Department

The staff members and positions within our Communications team¹ are available on the UEA website here: <https://www.uea.ac.uk/about/media-room/meet-the-team>. The structure of the team is presented within the document entitled FOI_17-166 Appendix A.

Please can you also advise:

What the total spend on Temporary/Interim staff has been in the last twelve months

The total expenditure on temporary/interim staff for the period July 2016 to June 2017 was £695,203.28.

Which/if any recruitment consultancies have been used to provide these staff

The agencies used to provide staff noted above are listed below:

Broadland Guarding Services Ltd	Neil James T/A K9 Security
Contract Personnel Ltd	Norfolk County Council
Discreet Security Ltd	Norse Commercial Services
Empower Services Ltd	Norwich Security Specialists Ltd
Georgian Recruitment Services Ltd T/A Select Appointments	PP Recruitment Ltd T/A Principal People
Hays Specialist Recruitment Ltd	Prosper Business Recruitment Ltd
John Youngs Ltd	Pure Resourcing Solutions Ltd
K9 Security	Select Appointments

¹ Please note that as there is no University department that encompasses both policy and communications functions, we have provided information in relation to our current Communications team.