

The Library
University of East Anglia
Norwich Research Park
Norwich NR4 7TJ
United Kingdom

Email: foi@uea.ac.uk
Tel: +44 (0) 1603 593 523
Fax: +44 (0) 1603 591 010
Web: <http://www.uea.ac.uk>

[REDACTED]

27 March 2015

Dear [REDACTED]

Freedom of Information Act 2000 – Information request (ref: FOI_15-052)

We have now considered your request of 05 March 2015 regarding UEA's use of external recruitment agencies. Our response is provided on pages 3-4 of this letter, together with a copy of your original request, and within the attached document 'Appendix A_UEA Procurement policy.pdf'. We hope this response will meet your requirements.

It is not, however, possible to provide all the requested information. In line with your rights under section 1(1)(a) of the Act to be informed whether information is held, we confirm that the University does not hold some of the requested information. Specifically, we do not hold information relevant to question 1 of your request.

We did email you on 11 March 2015 asking for clarification of your request but as we have not received any further information from you, our response is based on our understanding of your request as set out in our email of 11 March 2015. Specifically, whilst the University has employed external recruitment agencies for some services such as the provision of temporary workers for absence cover, we consider this to be outside the scope of 'recruitment of permanent or contract roles' as requested.

Conversely, we do utilise externally sourced staff to provide security services for our Library but these are secured from a security services firm as part of a larger security services contract. We would not consider this firm to be a 'recruitment agency' as such. Rather, we would consider a 'recruitment agency' to be a firm that specialises in the recruitment and placement of staff that have staff 'on their books' who they can place in an organisation.

This definition also excludes the use of 'head-hunter' firms who are global executive search firms that connect the organisation with applicants but do not actually place individuals in post.

Should you wish to revise your request to include any of the above activities, please so advise us and we will consider the revised request as a new request and provide a response within the statutory timeframe of 20 working days.

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.

You have the right of appeal against this response to your request for information. If you wish to appeal, please set out in writing your reasons for appealing and send to the above address.

You must appeal our response 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 whose [contact details](#)¹ can be found on their website.

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

Yours sincerely

David Palmer
Information Policy and Compliance Manager
University of East Anglia

¹ https://ico.org.uk/Global/contact_us

Response to Freedom of Information Act 2000 request (FOI_15-052)

Q1. In last 2 years has your organisation used external recruitment agencies to hire for permanent or contract roles?

[Information not held - s.1(1)(a), Freedom of Information Act]

The University does not hold the requested information for the reasons noted in the letter above.

Q2. In list format what are the five highest paid external recruitment agencies with the total amount paid in the last 2 years?

Not applicable - See the response to question 1.

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.

Not applicable - See the response to question 1.

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

Any and all current vacancies are posted on our Human Resources [Current Vacancies web page](#)² and on the [jobs.ac.uk](#) website³. The description of each post includes the salary, type of position, and the hiring manager for that particular post.

Q5. On which websites are these jobs advertised? Please clearly provide a link/list to where these jobs are advertised.

Any and all current vacancies are posted on our Human Resources [Current Vacancies web page](#).⁴ We also advertise vacancies on the [jobs.ac.uk](#) website.⁵

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.

Selection of recruitment agencies is conducted in line with the National Education Recruitment Advertising and Resourcing Services (NERARS) Agreement negotiated by the Southern Universities Purchasing Consortium. A copy of the Agreement can be seen on the [Southern Universities Purchasing Consortium website](#).⁶

² <https://www.uea.ac.uk/hr/vacancies>

³ <http://www.jobs.ac.uk/>

⁴ <https://www.uea.ac.uk/hr/vacancies>

⁵ <http://www.jobs.ac.uk/>

⁶ <http://www.supc.ac.uk/buy/agreements-suppliers/agreements/agreement/2195/>

In terms of employing agencies at UEA, where appropriate the agencies on the consortia should be used. Normal procurement policy should as contained within the attached document Appendix A_UEA Procurement Policy.pdf should be followed.

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?

There is no purchase threshold specifically related to recruitment agencies below which external agencies can be used without going through a formal tender process. However, general limits defining the use of a formal tender process within existing UEA purchasing policy guidance as contained within the attached document Appendix A_UEA Procurement Policy.pdf should be followed.

External agencies can be used where an appropriate agency is not on the consortium contract.