

Date: 27/03/2015

FREEDOM OF INFORMATION ACT 2000 - Ref: FOI/012163

With reference to your FOI request that was received in connection with 'Recruitment agencies' please see response below.

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

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

ITM Healthcare £124k and Hunter Healthcare £12k

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.

TTM used for overseas nurse recruitment with fees based on 10% of salary. Hunter used for recruitment of Chief Nurse and Chief Operating Officer - this is current and represents the initial fee paid to date.

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

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information is available on NHS jobs - <http://www.jobs.nhs.uk/>

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

NHS jobs <http://www.jobs.nhs.uk/>

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.

The Trust would use recruitment agencies on framework agreements, where appropriate, or carry out its own sourcing exercise as and when it needs to select a new recruitment agency. Any procurement exercise would be undertaken by the Procurement Department.

Contact is - Dave Lewis, Head of Procurement - david.lewis@dgh.nhs.uk

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?

As long as it was approved by the appropriate authorising officer/officers the Trust could choose an external recruitment agency without going through a formal tender process up to the EU Public Procurement Regulations Threshold for this type of service which from 26/2/15 is £111,676 excluding VAT