

Our ref: FOI ID 4873

31 March 2015

Address southseftonccg.foi@nhs.net

NHS South Sefton CCG
Merton House
Stanley Road
Bootle
Merseyside
L20 3DL

Tel: 0151 247 7000

Dear Ms Parker

Re: Freedom of Information Request

Please find below the response to your recent Freedom of Information request regarding recruitment agencies used by NHS South Sefton CCG.

Request/[Response](#):

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?

[Please see appendix 1](#)

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.

[Please see appendix 1](#)

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

[Please see appendix 2](#)

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

Should any vacancies arise, these would be advertised via NHS jobs at:
www.jobs@nhs.net

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.

NHS South Sefton CCG only uses agencies who are on the Crown Commercial Services (CCS) framework (formerly GPS - Government Procurement Service) details of which can be found here <http://ccs-agreements.cabinetoffice.gov.uk/>

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?

NHS South Sefton CCG does not use external recruitment agencies which are not on any preferred supplier list.

Should you require any further information, clarification regarding this response or do not feel that your request has been answered as you would expect, please contact us to discuss.

We also wish to take this opportunity to inform you that a formal complaints and internal review process is available, which will be managed by a FOI Appeals Officer.

This can be formally requested and must be done within a reasonable period of time (3 calendar months) from the date this response was issued.

Where you are not satisfied with the response to a request for information that falls within the Environmental Information Regulations you should make a representation for a review to FOI Appeals Officer, southseftonccg.foi@nhs.net within 40 days of receipt of the response.

If you are not satisfied with our review under the Freedom of Information Act or the Environmental Information Regulations you may apply directly to the Information Commissioners Office (ICO) for a review of your appeal decision. Generally, the ICO cannot make a decision unless you have exhausted our complaints procedure. The ICO can be contacted at;

ICO, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
www.ico.gov.uk

Should you need any further clarification or assistance please do not hesitate to contact me quoting the above reference.

Yours sincerely,

Fiona Clark
Chief Officer
NHS South Sefton CCG

Agency	Total	South Sefton CCG	Role	Fee
AXON RESOURCING LTD	139,080	77,885	Deputy Director of Finance	£744.05 per day
SELICK PARTNERSHIP GROUP LTD	51,515	28,848	Finance Accountant Management Accountant	£30.06 per hour £19.71 per hour
HAYS SPECIALIST RECRUITMENT LTD	24,869	13,927	Business Manager	£21.07 per hour
FORREST RECRUITMENT LTD	27,069	15,159	Administrator	£17.04 per hour

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
Lead Analyst – Band 7 - Salary to be confirmed	Permanent	Becky Williams 0151 247 7000	Becky.williams@southseftonccg.nhs.uk Chief Analyst Performance Manager Officer
Chief Analyst – Band 8a - Salary to be confirmed	Permanent	Becky Williams 0151 247 7000	Becky.williams@southseftonccg.nhs.uk Chief Analyst Performance Manager Officer
Corporate Governance Manager – Band 7 - Salary to be confirmed	Permanent	Tracy Jeffes 0151 247 7000	Tracy.Jeffes@southseftonccg.nhs.uk Chief Delivery and Integration Officer Corporate
Communications and Engagement Officer - Band 6 - Salary to be confirmed	Permanent	Lyn Cooke 0151 247 7000	Lyn.cooke@southseftonccg.nhs.uk Head of Communications and Engagement Communications

