

## Information Governance Department

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Ref: FOI2015/2531  
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Response Due: 2<sup>nd</sup> April 2015

27<sup>th</sup> March 2015

Dear ,

### INFORMATION REQUEST UNDER THE FREEDOM OF INFORMATION ACT 2000

We are now pleased to respond to your request for information under the Freedom of Information Act.

You asked:

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?

	13/14	14/15	Grand Total
PLACEMENT GROUP (UK) LTD		102,400	102,400
HCL PERMANENT LTD	12,722	3,850	16,572
BADENOCH AND CLARK LTD	12,879		12,879
DIANE CHARNOCK CONSULTING	5,000	7,200	12,200
AXON RESOURCING LTD		10,000	10,000

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.

Refusal Notice. The information that you have requested is exempt under Section 12 of the Freedom of Information Act because it will take more than 18 hours to retrieve and extract the relevant information.

Chairman: Robert Armstrong  
Chief Executive: Andrew Foster CBE

12. — (1) Section 1(1) does not oblige a public authority to comply with a request for information if the authority estimates that the cost of complying with the request would exceed the appropriate limit.

Regulation 4(3) of the Fees Regulations states that a public authority can only take into account the costs it reasonably expects to incur in carrying out the following permitted activities in complying with the request:

- determining whether the information is held;
- locating the information, or a document containing it;
- retrieving the information, or a document containing it; and
- extracting the information from a document containing it.

All public authorities should calculate the time spent on the permitted activities at the flat rate of £25 per person, per hour.

This means that the appropriate limit will be exceeded if it would require more than 18 hours work for all public authorities.

*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*

The Trust does not routinely forecast vacancies, and as we only deal with substantive recruitment. We cannot comment on what is likely to be recruited via agency. Therefore we can only provide a report on the vacancies currently being advertised – please see attached.

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

All jobs are advertised on the Trust website, and the Health Jobs UK website as a minimum;

<http://jobs.wwl.nhs.uk/>  
<http://www.healthjobsuk.com/>

Some vacancies may also be advertised on the following websites depending on eligibility

[www.healthjobsuk.com](http://www.healthjobsuk.com)  
[www.nursingnetuk.com](http://www.nursingnetuk.com)  
[www.nhsjobs.com](http://www.nhsjobs.com)  
[www.jobs.nhs.uk](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 as a general rule will look to utilise suppliers via National Framework Agreements. In the event that National Frameworks are not utilised the individual requirement would be reviewed on an ad-hoc basis and the most appropriate course of action would be taken in accordance with the process detailed in A7.

*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?*

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The Trust Standing Financial Instructions (SFI's) allow spends up to £5k exc VAT to be via a direct award, for spends between £5-50k quotations exercises need to be conducted, over £50k- OJEU limit a formal tender exercise needs to be conducted. A supplier on a framework agreement can be used regardless of the threshold as this will have already been awarded via a formal OJEU tendering process. The Trust reserve the right to waive their SFI's in certain circumstances.

I hope you find this information useful, however if you are not entirely satisfied with this response please do not hesitate to contact the Information Governance Department on 01257 256335. If we do not hear from you within 28 days we will assume that we have been able to accommodate your request under the Freedom of Information Act 2000.

Yours sincerely,



**Rob Forster**  
**Acting Chief Executive**

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If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you should write to: Information Governance Department, Wrightington, Wigan and Leigh NHS Foundation Trust, WrightingtonHospital, Hall Lane, AppleyBridge, Wigan, WN6 9EP

If you are not content with the outcome of your complaint, you may apply directly to the Information Commissioner for a decision. Generally the ICO cannot make a decision unless you have exhausted the complaints procedure at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF