

**Compliance Team – Health Records**

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## FOI REQUEST NUMBER 78 2015

**Request:**

Freedom Of Information Enquiry

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

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

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.

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

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

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.

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?

**Response:**

Thank you for your recent request under the Freedom of Information Act, I can confirm the following:-

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?

**We are unable to answer this question without clarification. Can you confirm what you are asking - do you mean what agencies do we pay the most to because of volume, or what agencies are most expensive by hourly rates?**

**Sanctuary are the agency we use the most and have the most volume of business. HCL are the most expensive by rates – as they have a custom rate for one member of staff on a band 6. They only have one member of staff working for us.**

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.

**Current contracts only cover Nursing and Admin 1-4, therefore we are unable to give a comprehensive breakdown.**

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

**Please see attached.**

**The Trust will have a varied number of healthcare and non-clinical roles that will require advertising. In terms of actual vacancies, the Trust currently has the following roles by band and location (see attached). It is not possible to provide full contact details for each vacancy. All recruitment is coordinated centrally. Contact details for the Resourcing Team can be found here: <http://www.nsft.nhs.uk/work-for-us/Pages/Contact-our-resourcing-team.aspx> Information regarding payscales can be found here. <http://www.nhsemployers.org/your-workforce/pay-and-reward/pay>**

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

**All our job roles are advertised on NHSJobs and our 'work for us page' – this links to NHSJobs. Occasionally specific jobs will be advertised on specialist sites, BMJ, Nursing Times etc.**

**[http://www.jobs.nhs.uk/extsearch?client\\_id=121326](http://www.jobs.nhs.uk/extsearch?client_id=121326)  
<http://www.nsft.nhs.uk/work-for-us/Pages/default.aspx>**

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.

**Procurement undertaken to date via CCS frameworks. Agencies for temporary assignments are selected from a list of 59 approved agencies which have been through a rigorous checking process to join the London Procurement Process (LPP) Framework. The next recruitment to that framework isn't until 2016. Once an agency from the framework has been approached or approached us, they then submit their rates which we check against what they have already submitted to the framework. Once they have been checked and are accurate, the agency sign a service level agreement with us and are added to the NHS Professionals cascade for the trust. At that point, their staff can be booked and they can see shifts for temporary workers.**

**Details about the LPP Framework are here: Please contact them for further information:**

<http://www.lpp.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?

**Agencies are almost never used off framework – only in very exceptional circumstances which are highly unusual. This must be authorised at a high level if it does happen. We always seek to source staff from agencies within the LPP Framework.**

The Trust provides a complaints procedure to deal with complaints about the Trust's handling of requests for information. If you feel you need to make a complaint, in the first instance, you should contact a Non-Executive Director via the Chair of the Trust. If you feel you have exhausted our internal complaints procedure, you also have the right and may feel you wish to write to the Information Commissioner who can be contacted on telephone number 01625 545740 or at [www.ico.gov.uk](http://www.ico.gov.uk).

Non-Medical Roles

Payscale	Level 6 Account Code	Central Norfolk	Corporate Services	Great Yarmouth & Waveney	Secure Norfolk West	Secure Services	Substance Misuse	Suffolk Access & Assessment	Suffolk East	Suffolk Wellbeing Service	Suffolk West	Support Services	Grand Total
Band 1	Housekeepers		12.92	-1.00		0.25							12.17
Band 2	Admin	1.55	11.39	0.26	1.20	2.35	0.00	2.00	0.58	0.00	6.12		25.45
	Housekeepers		1.22										1.22
	Maintenance		0.34										0.34
	Pharmacists											1.80	1.80
	Support Workers										0.40		0.40
Band 3	Admin	2.15	6.00	0.97	1.11	-0.11	4.30	0.20	3.34	0.00	-0.02	0.88	18.82
	Maintenance		4.00										4.00
	Pharmacists											0.20	0.20
	Support Workers	9.77		2.21	2.57	17.12	2.00	0.00	5.51		10.83		50.01
	Therapists	0.00	0.50	0.20	0.00	0.00			-2.50				-1.80
Band 4	Admin	7.36	14.21	0.50	1.00	-0.84	0.82	0.00	2.76	0.00	3.23	1.14	30.18
	Maintenance		6.57										6.57
	Pharmacists											2.00	2.00
	Psychologists	1.60		-3.90	0.50	0.00		1.00	1.00	0.00			0.20
	Therapists	0.00		0.52		0.20		0.00	1.45		1.87		4.04
Band 5	Admin	-1.00	12.52	-1.00	0.00	0.00			0.00		-1.00	1.05	10.57
	Mental Health Practitioners	6.06		0.58	13.90		0.40		2.00		-0.40		22.54
	Nurses & Cmhn	2.78		13.17	0.80	22.49	3.56	1.00	13.86		14.15	0.22	72.03
	Therapists	-0.40		-1.40	0.50	1.40			-1.00	5.20	-0.10		4.20
Band 6	Admin		16.10	0.00	0.00	0.00	-1.00				1.00	-3.00	13.10
	Mental Health Practitioners	6.01		4.01	-3.88				2.50		-0.20		8.44
	Nurses & Cmhn	-3.93	0.30	1.63	-0.29	0.40	1.80	3.78	0.72	1.20	9.71	3.19	18.51
	Pharmacists											3.00	3.00
Band 7	Admin	0.00	2.73						-1.00				-0.50
	Mental Health Practitioners	2.20		3.00	4.69								0.00
	Nurses & Cmhn	2.14		-1.71	0.00	1.91	2.47	0.00	-0.06		-0.31	1.00	5.44
	Nursing Social Workers Qual	2.00		0.00		0.00							2.00
	Therapists	-1.19	0.01	0.36	-2.64	0.80		0.00	1.17	5.93	-0.20		4.24
Band 8a	Management	-1.00	10.37	0.00	-0.50			0.60	0.00	0.00	0.00	3.60	13.07
	Pharmacists											2.24	2.24
	Psychologists	-1.97		-0.05	3.20	1.00		0.60	2.60		2.27		7.65
	Therapists	-0.10		0.32		0.20			0.00	0.00	0.80		1.22
Band 8b	Management	0.00	3.37	1.00	0.00				-0.60		0.00	-1.80	1.97
Band 8c	Management		1.29					0.00				2.00	3.29
Band 9	Management		1.00									0.00	1.00

Medical Roles

Payscale	Level 6 Account Code	Central Norfolk	Corporate Services	Great Yarmouth & Waveney	Secure Norfolk West	Secure Services	Substance Misuse	Suffolk Access & Assessment	Suffolk East	Suffolk Wellbeing Service	Suffolk West	Support Services	Grand Total
Consultant	Snr Drs Incl Locums	0.13	0.00	3.60	3.50	1.30	0.20	0.10	1.40		0.25	0.38	10.86
Staff Grade Doctor	Snr Drs Incl Locums	2.10		-0.70	0.40	0.40	1.00		1.00		0.00		4.20
Associate Specialist	Snr Drs Incl Locums	0.20		0.00	-1.00		0.00	0.00	2.25		1.60		3.05