

Response

Thank you for your request for information regarding recruitment. Please find our 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?

Hays Office Support	45,900.00
Hudson Global Resources	47,215.05
Kelly Services (UK) Ltd	36,328.83
Wright Solutions	12,600.00
Penna Plc	56,649.90

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.

Wright Solutions – Head of HR
Penna PLC – 3 x Programme Directors
Hays Office Support – Senior Manager - Projects

The salary of senior staff (given in £5000 bandings) and pay scales of junior staff are published on the Gambling Commission's website, available [here](#). This is a requirement of the Government's transparency agenda which all public authorities are required to adhere to. We do not disclose individuals' specific salaries as this is considered personal data. It would be disproportionate for us to publically disclose specific salaries as individuals have a legitimate expectation that their personal details will not be disclosed unnecessarily. The Data Protection Act 1998 requires the processing of personal data to be fair and lawful.

The public interest requirements are satisfied by the information already published. The details of specific salaries are therefore exempt under section 40(2) of the Freedom of Information Act 2000.

With regard to the fees paid in relation to specific roles, providing this would reveal the salary of individuals so it is exempt for the reasons laid out above. In addition, this information is commercially sensitive and is therefore exempt under section 43 of the Freedom of Information Act 2000. Fees will vary between agencies and between jobs. If we were to disclose the specific fees paid to agencies, rival groups would be able to undercut each other in future negotiations which would be prejudicial to the commercial interests of the undercut agency. This is explained in the attached document.

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 following are future vacancies that are currently planned. These future roles may be subject to change

Role	Contract Type
Manager - Sector & Thematic	Permanent
Administrator - Management Information	Permanent
Administrator - Business Support	Permanent
Manager - RGSB	Permanent
Manager - HR Business Partner	Permanent/Interim
Senior Manager - Forensic Financial Investigator	Permanent
Compliance Assistant	Permanent
Senior Officer - Licensing Team Leader	Permanent
Specialist - Remote Investigator	Permanent
Senior Manager - Evidence and Analysis	Permanent
Senior Officer - ICT Infrastructure	Permanent
Senior- Officer Helpdesk Administrator	Permanent
Senior Officer - Systems Tester	Permanent
Finance Business Partner	Permanent

All recruitment is managed by the our HR department who can be contacted at recruitment@gamblingcommission.gov.uk or by phone on 0121 230 6666.

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

Live vacancies are advertised via the Gambling Commission website www.gamblingcommission.gov.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.

It is recommended that all government agencies sign up/use National Frameworks established by Crown Commercial Services. However not all collaborative frameworks are suitable for organisations, therefore procurement and HR would work on a specification of requirement and complete a tender exercise. Dependent on the budget for using this service depends on the number of contractors who receive the Expression of Interest but it ranges between 3-6 in order to show value for money and competitiveness.

As the Commission does not have a contract with an agency, I am unable to advise of a date of when this exercise is renewed or started. The exercise would usually be undertaken by

Joanne Cook (Procurement Officer) and a chosen member of the relevant department. The Management Accountant for HR is made aware of potential expenditure from this budget.

Procurement contact details are: Joanne Cook, Tel 0121 230 6518, email j.cook@gamblingcommission.gov.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?

£10,000

I hope you find this information useful.

Review of the decision

If you are unhappy with the service you have received in relation to your Freedom of Information request and wish to make a complaint or request a review of our decision, you should write to FOI Team, Gambling Commission, 4th floor, Victoria Square House, Victoria Square, Birmingham, B2 4BP.

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

Request

1. In last 2 years has your organisation used external recruitment agencies to hire for permanent or contract roles?
2. In list format what are the five highest paid external recruitment agencies with the total amount paid in the last 2 years?
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.
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
5. On which websites are these jobs advertised? Please clearly provide a link/list to where these jobs are advertised.
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.

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?