



Cafcass National Office
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London
WC1B 3HF

Your ref: CAF 15-37
Our ref: Gov/CAF 15-37

Tel 0300 456 4000

27th March 2015

Re: Freedom of Information Request

Thank you for your email of 5th March 2015. Please see below for your requests for information in blue and our responses in black:

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

Cafcass has in the 2013/14 and 2014/15 (year to date) financial years used on a limited number of occasions external recruitment agencies to assist with hiring for permanent 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.

Please see a summary below of costs spent on external recruitment agencies in the 2013/14 and 2014/15 financial years, alongside the vacancies they were appointed to recruit for and the fee agreed with them:

Agency	Cost (includes VAT)	Finders Fee	Function	Financial Year
Penna	£14,400	Fixed	Corporate Manager	2013/14

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Elevation Recruitment	£5,095.35	15%	HR	2013/14
Michael Page	£6,495.48	15%	Communications	2013/14
Ashley Kate	£6,774.79	19%	HR	2014/15

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.

The current list of vacancies at Cafcass are available on the following websites:

- <http://jobs.theguardian.com/employer/432966/cafcass/>
- https://cafcali.webitrent.com/cafcali_webrecruitment/wrd/run/etrec105gf.open?wvid=4512361315

There are currently no plans for additional recruitment activities at this time, though business needs may change in the future.

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?

Cafcass select recruitment agencies through recruitment related Crown Commercial Services (CCS) Frameworks [Crown Commercial Service - GOV.UK](#). The process is managed by the local HR Business Partner with support from the Procurement Team, who can be contacted at HR@cafcass.gsi.gov.uk and Procurement@cafcass.gsi.gov.uk respectively. This is for a recruitment agency contract of any value, as a further competition was undertaken against the framework and there is therefore no purchase threshold.

We hope that you feel your question has been answered effectively. If you are unhappy with the decisions made in relation to your request, you may ask for an internal review to be

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undertaken. If you are dissatisfied with the way the internal review is handled or with the final decision made at that review about the information released, you are free to contact the Information Commissioner's office (www.informationcommissioner.gov.uk):

Post

Information Commissioner's Office
Wycliffe House, Water Lane,
Wilmslow,
Cheshire
SK9 5AF

Fax

01625 524 510

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0303 123 1113

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casework@ico.org.uk

Yours sincerely,

Governance Team

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Governance@cafcass.gsi.gov.uk

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Cafcass, the Children and Family Court Advisory and Support Service, is a non-departmental body of the Ministry of Justice
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