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24th March 2015

Email:

Dear

I am writing in response to your enquiry under the Freedom of Information Act 2000 (FOIA) reference FOI/15/03/06.

You requested the following information:

**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?**

The recruitment agencies charges (finder's fees) for the financial year 2012/13 were £80,383 and the recruitment agencies charges for the financial year 2013/14 were £100,784. These fees will have arisen mainly because the Trust will initially employ an agency staff member and when the role is eventually advertised through NHS Jobs, the agency staff member was the successful candidate in the recruitment and selection process. The Trust predominately use Gatenby Sanderson limited for the recruitment of Non- Executive Directors.

The five highest paid external recruitment agencies over the last two financial years were as follows:

Supplier	Year 2012/2013	Year 2013/2014
Gatenby Sanderson Ltd	£29,408	£34,351
Earl Street Employment Consultants Ltd	£ 5,400	£22,340
Kelta HR	£22,297	£ 1,358
Byron Recruitment Ltd		£12,000
Acertus Search and Select	£11,965	
Key Recruitment Ltd	£ 6,045	
James Chase Solutions		£ 5,814
<b>TOTAL</b>	<b>£75,115</b>	<b>£75,863</b>

**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.**

I have to advise that I am unable to provide any further information on the basis of the exemption contained within s43 (2) of the FOI Act ( Commercial Interests). The Trust accepts that there is a public interest in how public money is spent; however there is also a need to withhold information that would prejudice the commercial interest of the Trust and/ or third parties. In assessing the public interest, the Trust takes the view that this would be the case in this instance. The Trust considers that this information, in conjunction with other information that might already or will be in the public domain, could lead to the commercial interests of the Trust together with the companies we use being adversely affected.

**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**

This information is published in the public domain via NHS Jobs website and can be viewed by clicking on the following link:

[www.jobs.nhs.uk](http://www.jobs.nhs.uk)

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

Please see the response to Question 4.

**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.**

Appropriate agencies would be appointed based on the nature of the recruitment requirement.

We are withholding this name on the basis of the exemption within s40(2) Data Protection. This exemption covers the personal data of third parties. Please use the following email address:

[Procurement@secamb.nhs.uk](mailto:Procurement@secamb.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?**

We attempt to use existing framework suppliers where appropriate irrespective of value.

I hope you find this information helpful.

If, for whatever reason you are unhappy with our response, you are entitled to pursue any dissatisfaction through South East Coast Ambulance NHS Foundation Trust's (SECAMB) Internal Review Procedure at:

South East Coast Ambulance Service NHS Foundation Trust  
40-42 Friars Walk  
Lewes  
East Sussex  
BN7 2XW  
Email: [complaints@secamb.nhs.uk](mailto:complaints@secamb.nhs.uk)

Should you remain unhappy with the outcome of any such internal review, you may request a decision from the Information Commissioner at:

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

If I can be of further assistance to you, please do not hesitate to contact me, quoting the above reference number.

Yours sincerely

Freedom of Information Coordinator  
South East Coast Ambulance Service NHS Foundation Trust