

Preferred Supplier's List for Agency Workers & Interims

Introduction

In accordance with an Internal Audit recommendation; a list of the Agencies (see table below) approved by Human Resources has been compiled to assist recruiting Managers in the engagement of the Agency Workers & Interims.

The engagement of Agency Workers and Interims must be undertaken in accordance with the Human Resources Use of Agency Workers and Interims Policy Statement and Recruitment Guidelines (see Infonet). This states that:

- The HR Manager will be consulted prior to any decision to commence the engagement processes of an agency worker or interim to ensure alternative ways of meeting the short term need for staff have been considered and referenced.
- Recruitment of any Agency Staff or Interims will be undertaken following the Preferred Supplies List (PSL).

Contract Standing Orders must also be followed every time there is a requirement to:

- Enter into contracts for interim and agency workers

This Preferred Supplier List will run for a period of 12 months as detailed below

Preferred Supplier Lists (PSL) 1 November 2016 -31 October 2017		
Name of Recruitment /Employment Agency	Permanent Direct Recruitment	Temporary Recruitment
Reed Specialist Recruitment	Rates range from 10% - 20% on a sliding scale of salaries	18% on top of hourly rate Sliding scale temp to perm rate (free after 26 weeks)
Hays Specialist Recruitment	12% roles up to £20,000pa Sliding scale up to 17% thereafter	12% up to 15% on top of hourly rate. Sliding scale temp to perm rate (free after 52 weeks)
Pure Resolution Solutions	12% roles up to £25,000pa Sliding scale up to 18% thereafter	18% Sliding scale temp to perm rate (free after 52 weeks)
Pursuit Resourcing Group Ltd	12% roles up to £20,000pa Sliding scale up to 15% thereafter	18% on top of hourly rate up to 24% Sliding scale temp to perm rate (free after 26 weeks)
Brook Street	Rates range from 13% - 19% on a sliding scale of salaries	15% - 9.5% as hourly rate increases. Flat fee £1000 temp to perm (free after 12 weeks)

James Andrew Recruitment	12% of the total remuneration for first year	20% of the total candidate cost
Marks Consulting Partners	10% of the total remuneration for first year	% <u>rate to be confirmed</u> Temp to perm rate 10%
Nine Sharp	17.5% of the total remuneration for first year	17.5% on hourly rate Temp to perm rate to be clarified

The procedure and responsibilities of the Line Manager, HOS and CMT are all detailed in the Use of Agency Workers And Interims Policy.

All recruiting Managers will be required to adhere to the Preferred Supplier List (PSL) in accordance with Council Contract Standing Orders (CSOs). Written dispensation must be granted by the Head of Service and Human Resources Manager to move outside of the PSL, and be in accordance with the Use of Agency Workers And Interims Policy and CSOs.

Revision History

Date of this document: October 2016

Date of next planned revision: September 2017

Revision date	Summary of Changes	Changes marked
October 2016	New PSL, following Audit recommendation	No