

Derek Bolton  
Corporate Information Security Manager

**Our Ref: FOI3337/DB/02**  
**Please ask for: Derek Bolton**  
**Direct dial: 01827 709 587**  
**E-mail: foimailbox@tamworth.gov.uk**

[Name Redacted]

27<sup>th</sup> March 2015

Dear [Name Redacted]

### **Freedom of Information – Request for Information**

With regards to your recent enquiry for information held by the Authority under the provisions of the Freedom of Information Act. Please find the information you requested below with reference in the box to your original enquiry for clarity where multiple answers are required.

#### **Details of Your 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?*

#### **The response to your request as follows:**

- 1) **No**
- 2) **N/A**
- 3) **N/A**
- 4) **This information is publicly accessible at: <http://www.tamworth.gov.uk/job-vacancies> Therefore exempt under Section 21 of the Act where we are not obliged to provide the information again where this is accessible.**
- 5) **As Q4 also on [www.wmjobs.co.uk](http://www.wmjobs.co.uk)**
- 6) **This information is publicly accessible at: <http://www.tamworth.gov.uk/tenders-and-contracts> Therefore exempt under Section 21 of the Act where we are not obliged to provide the information again where this is accessible.**
- 7) **Below £2000 only requires 3 written quotes**

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The Corporate Information Security Manager,  
Tamworth Borough Council,  
Marmion House,  
Lichfield Street,  
Tamworth,  
B79 7BZ

Details of Tamworth Borough Council's internal review and complaints procedure are attached, in accordance with the provisions of the Act.

Yours Sincerely

Derek Bolton  
Corporate Information Security Manager