

Our Ref: F0188766

If telephoning ask for:
Cara Everitt

30 April 2018

Dear Ms Law

REQUEST FOR INFORMATION

Thank you for your recent request, received by SEPA on 19 April 2018, in which you asked for the following information:

Please can you provide me with the following information:

What has your temporary labour spend with recruitment agencies been in the last 12 months?

Which Recruitment Agencies have you used in the last 12 months?

What categories of staff does the above relate to and how is this broken down?

What process do recruitment agencies have to be part of to be considered to recruit for you ie framework, PSL etc. ?

I can confirm that we have handled your request under the terms of the Freedom of Information (Scotland) Act 2002.

Response

SEPA complies with the Temporary and Interim Agency Workers Framework managed and procured by Scottish Government which has three frameworks; Temporary Administration, Interim IT and Interim Professional. Each of these frameworks has procured the services of specific employment Agencies as below:

- Temporary Administration: Pertemps, Staffline Group and ASA Recruitment
- Interim IT: Harvey Nash Group, Parity Professionals and Spring Technology
- Interim Professional: ASA Recruitment, Harvey Nash Group and Parity Professionals

From 01 April 2017 to 31 March 2018 on average SEPA has used 12 Agency Workers per month covering a variety of roles including: Admin, Solicitors, Finance, Equalities, Scientist, IS, Deckhand and Information Security, the spend during this period is £347,494.97 which is inclusive of expenses.

If you are not satisfied with our response, you have up until 21 June 2018 to request a formal review from SEPA at:

Access to Information
SEPA
Strathallan House
Castle Business Park
Stirling
FK9 4TZ
Email: foi@sepa.org.uk

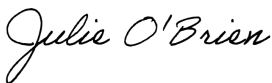
If you are still not satisfied, you can appeal to the Scottish Information Commissioner.

www.itspublicknowledge.info/appeal

Your unique reference number is F0188766. Please quote this in any future contact with us about your request.

If you have any queries in the meantime, please contact me.

Yours sincerely



Cara Everitt
Access to Information Co-ordinator

What to expect when making a Request for Information

Each request for information, under The Environmental Information (Scotland) Regulations 2004 or the Freedom of Information (Scotland) Act 2002, is formally logged by the authority. The request falls within a process that has two internal stages carried out by the authority; a right of appeal to the Scottish Information Commissioner followed by an appeal to the Court of Session on a point of law only.

- Stage 1 – Request for information
- Stage 2 – Formal Review
- Stage 3 – Appeal for decision by Scottish Information Commissioner (OSIC)
- Stage 4 – Appeal to the Court of Session on a point of law only.

Each enquiry will have a unique Reference Number which should be quoted when you contact us.

How you will be kept informed

You will receive an acknowledgement for your request and Formal Review. We aim to reply to all enquiries promptly, within 20 working days. You will receive a response along with the requested information and/or an explanation regarding any withheld information. We may also contact you if we require clarification or if we are issuing a fees notice.

What happens once your enquiry has been responded to?

If you are not happy with the response or have failed to receive a response, you have the right to request a Formal Review from SEPA.

We will ensure that all personal data is processed, recorded and retained in accordance with the requirements of the Data Protection Act 1998 throughout the handling of each request. You have a right to see information about yourself via submitting a Subject Access Request under the Data Protection Act 1998.

What to do if you are not happy with how your enquiry and review were handled

If you are unsatisfied with our Formal Review response or have failed to receive a response, you can then appeal to the Scottish Information Commissioner via the links below.

www.itspublicknowledge.info/appeal

<http://www.itspublicknowledge.info/home/ContactUs/ContactUs.aspx>

Should you wish to appeal against the Scottish Information Commissioner's decision, you have the right to appeal to the Court of Session on a point of law only. Any such appeal must be made within 42 days after the date of intimation of the decision.