

JMcK/JN

27 October 2017

Ms Farrah Wilson

Response via email: [mailto: request-432453-c1538332@whatdotheyknow.com]

Dear Ms Wilson

I am writing in response to your email of 16 September 2017 and your request for information under the Freedom of Information (Scotland) Act 2002.

1. Please provide a copy of the college's policy and procedure on procurement of temporary agency staff.

The College's procurement policy and procedure is attached. This covers all aspects of procurement within the College.

2. Please provide details of all recruitment agency staffing costs, for Ayrshire College since merger, please breakdown these costs year on year until present date.

Financial Year	Total Cost
01.08.13 – 31.07.14	£93,848.29
01.08.14 – 31.07.15	£115,367.68
01.08.15 – 31.07.16	£102,719.91
01.08.16 – 31.07.17	£131,552.45

3. Please advise the names of all recruitment agencies used by Ayrshire College since merger.

Adecco
Hays
Dakota 6
Edgeware Associates
HR Consultancy
Search
Boston Rose
Michael Page

27 October 2017

Ms Farrah Wilson

2

4. Please provide a copy of all procurement exercises for these agencies to secure the college's business and provide best value.

The College itself has not conducted any formal procurement exercises and as such we do not hold this information.

For temporary agency workers the College uses APUC's temporary agency staffing services framework. For certain specialist requirements the services of other recruitment agencies have been used.

5. Please advise year on year how many agency workers were hired within Ayrshire College since merger, additionally please advise the role attached to the section/team/department.

Financial Year	Number of Agency Workers Hired	Role
01.08.13 – 31.07.14	7	7 x Administration Assistant
01.08.14 – 31.07.15	9	9 x Administration Assistant
01.08.15 – 31.07.16	6	2 x Clerk of Works 2 x Lecturer 2 x Admin Assistant
01.08.16 – 31.07.17	10	1 x Lecturer 2 x Finance Assistant 7 x Admin Assistant

6. Please advise year on year how many agency workers were offered a full time contract by Ayrshire College at the same role as they worked as an agency worker?

Financial Year	Number Hired by the College
01.08.13 – 31.07.14	2
01.08.14 – 31.07.15	3
01.08.15 – 31.07.16	0
01.08.16 – 31.07.17	1

27 October 2017

Ms Farrah Wilson

3

7. Please advise at present how many temporary ongoing agency workers you have within Ayrshire College.

Two

8. Please advise how many of the agency workers have an ongoing rolling contract without an explicit cease of contract date?

Two

If you are unhappy with our response to your FOI request, the FOI Act gives you the right to complain. If you wish to complain, the issues you raise will initially be considered by staff not involved in the handling of your original request through an internal review. You will receive a substantive response as soon as possible. We aim to complete internal reviews within 20 working days of receipt. In exceptional circumstances it may take longer than 20 working days to complete an internal review; in such cases, we will notify you in writing. Complaints or requests for internal review should be submitted no more than two months after we sent a substantive reply to your original request.

Requests for internal reviews should be addressed to:

Allyson Sharp
Information and Customer Relations Advisor
Ayrshire College
Kilmarnock Campus
18-21 Hill Street
Kilmarnock
KA1 3HY

Email: allyson.sharp@ayrshire.ac.uk

If you are dissatisfied with the College's response to your internal review, you will have a further right of appeal to the Scottish Information Commissioner. You can contact the Information Commissioner by writing to:

Office of the Scottish Information Commissioner
Kinburn Castle
Doubledykes Road
St Andrews
KY16 9DS
01334 464613
01334 464611

Email: enquiries@itspublicknowledge.info

27 October 2017

Ms Farrah Wilson

4

You can now make Freedom of Information (FOI) appeals online, using the new online appeal service – click at the link below:

www.itspublicknowledge.info/Appeal

Yours sincerely

A handwritten signature in black ink, appearing to read 'Jane McKie'. The signature is fluid and cursive, with a large loop at the beginning.

Jane McKie
Vice Principal
People and Skills