

Ms Kayleigh Clark
request-519937-5c870d23@whatdotheyknow.com

Our Ref **FOI HQ 18190**

Dear Ms Clark

1 November 2018

Thank you for your request dated 14 September 2018 under the Freedom of Information (Scotland) Act 2002 (FOISA) for the information noted below and your subsequent clarification confirmation dated 26 September 2018 which advised PSL relates to 'preferred supplier list'.

RFI1 *Could you please tell me if you have a PSL in place for all recruitment and if so what would need to be done to apply to be registered onto this PSL.*

RFI1 Response

The information you require is not held by the Scottish Prison Service as there is no preferred supplier list in place for all recruitment.

RFI2 *If there is no PSL what would be the process to follow?*

RFI2 Response

Recruitment to vacancies in the SPS is generally managed in-house; however there are occasions where agency workers are used to meet temporary resourcing needs. With regards to temporary resourcing/recruitment SPS utilises the Scottish Government Framework for Temporary Staff, in the first instance. There may be instances where the agencies within the Framework are unable to meet the needs of the SPS, due to the nature of the work for example. In these instances, SPS would identify an alternative agency(s) who had an individual(s) who appeared to meet the business need. Generally, selecting on best fit for the organisation, whilst taking into account the associated costs/benefits.

RFI3 *Could you also provide me with a list of all agencies you use for recruitment as well as the spend for all recruitment between September 1st 2017 to date.*

RFI3 Response

Information on the agencies within the Scottish Government Framework for Temporary and Interim Staff can be found on the [Scottish Government website](#). Between 1st September 2017 and 28th September 2018, SPS used the following agencies for temporary staffing:

ASA International Ltd
Aventas Group
Blueprint Recruitment Limited

Brightwork Ltd
Fairways Recruitment (Scotland) Limited
Harvey Nash plc t/a Harvey Nash Consulting (Scotland) Ltd
Hays Accountancy Personnel
Kinetic plc
Manpower UK Ltd
Palmaris Services Ltd
Parity Professionals Limited
Pertemps Recruitment Partnership Limited

We can confirm between 1st September 2017 and 28th September 2018, SPS spend on recruitment agencies (temporary staffing) was £1,650,080.54.

RFI4 *If you could separate what the spend was for that would be great. For example: Education, Catering, Prison Officers etc...*

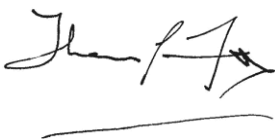
RFI4 Response

We do endeavour to provide information whenever possible. However, in this instance the costs of locating, retrieving and providing the information requested would exceed the upper cost limit. Retrieving this information would necessitate a search of financial records for each individual payment in order to identify role area fulfilled. Under section 12 of FOISA public authorities are not required to comply with a request for information if the authority estimates that the cost of complying would exceed the upper cost limit, which is currently set at £600 by Regulations made under section 12.

We have now completed our search for the information you request.

If you are unhappy with this response to your request, you may ask us to carry out an internal review, by writing to The Chief Executive, Calton House, 5 Redheughs Rigg, Edinburgh, EH12 9HW. Your request should explain why you wish a review to be carried out, and should be made within 40 working days of receipt of this letter, and we will reply within 20 working days of receipt. If you are not satisfied with the result of the review, you then have the right to make a formal complaint to the Scottish Information Commissioner.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Tom Fox', with a horizontal line underneath.

Tom Fox
Head of Corporate Affairs