

Erin Porter
Request-214124-666eee11@whatdotheyknow.com

24 June 2014
 KM/km

Dear Erin Porter,

Freedom of Information Application
Application Reference: CSfoi14145

Thank you for your application for information which Creative Scotland has treated as a Freedom of Information application under the Freedom of Information Act (Scotland) 2002. Your request was received on Wednesday 28 May 2014.

You requested the total spend on temporary workers employed via recruitment agencies in 2012, 2013 and 2014 to date, broken down by agencies used, number of employees and sectors of work. Please find this detail contained in the table below.

Year	Time Period	Spend (£'000)	Number of Agency Staff in Year	Departments
2011/12	Full Year	21	6	Statistics/Office Services
2012/13	Full Year	48	12	Finance/Funding Team/Office Services/PA
2013/14	Full Year	120	22	Finance/Funding Team/Office Services/PA
2014/15	To 20/06/14	8	4	Finance/Office Services

The agencies used during this period were Hays, Hudson and PRG.

You also requested advice as to how Creative Scotland reviews which agencies are used (government framework, mini competition or full tender) and when this is due for update.

Creative Scotland regularly reviews the recruitment agencies we use for temporary workers and make use of the Scottish Government preferred suppliers list to fill

suitable posts, where appropriate. The particular agency used is dependant on the actual role or temporary post that we have vacant, as we have particular agencies we use for administrative roles and others for more professional/skilled posts. Several agencies will work on any one vacancy.

We are currently in the early stages of making arrangements with a couple of agencies to set up a framework agreement with them to provide recruitment services to us. This arrangement will have to comply with Scottish Government procurement guidelines.

Creative Scotland has a comprehensive complaints procedure and in the event that you are dissatisfied with the handling of your request for information, please contact us.

Should you be dissatisfied with the way in which we have dealt with your request for information you may require us to review our actions and decisions in relation to that request ("a Requirement for Review").

A Requirement for Review must be in writing or other permanent form, state your name and address for correspondence, specify the request for information to which the requirement for review relates and explain the reason for your dissatisfaction.

A Requirement for Review must be received by us within 60 working days of the date upon which we received your Information Request (which was Wednesday 28 May).

Within twenty working days of receipt by it of a Requirement for Review, Creative Scotland will issue a notice in writing stating that it has:

- Confirmed the decision complained of;
- Amended the decision complained of;
- Substituted the decision complained of for a difference decision;
- Reached a decision for the first time (where the complaint was that no decision had been reached); or
- Decided that it need not comply with the Requirement for Review because the requirement was vexatious or that the request for information to which the Requirement for Review relates was either vexatious or was substantially similar or identical such that, in each case, there was no obligation on Creative Scotland to respond to that request for information.

and confirm its reasons for so doing.

If you are dissatisfied with notice issued by the Creative Scotland pursuant to any Requirement for Review (or with the absence of such a notice), then you may apply to the Scottish Information Commissioner for a decision as to whether your request for information has been dealt with properly.

Yours sincerely

[sent electronically]

Kirstin MacLeod

Government Relations & FOI

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