

Official

Ref: FOI-305

23 September 2021

1. Thank you for your email of 17 March 2021 in which you requested information from UK Anti-Doping ('UKAD') under the Freedom of Information Act 2000 ('the Act').

Response

2. UKAD confirms that it holds the information requested and provides its responses below:

Question 1: *In the last 2 years has your organisation used external recruitment agencies to hire for permanent or contract roles?*

Response: Yes

Question 2: *In list format what are the five highest paid external recruitment agencies with the total amount paid in the last 2 years?*

Response: In the financial years 2019-20 and 2020-21, the five highest paid external recruitment agencies were:

- Reed Specialist Recruitment Limited;
- Michael Page International;
- The Graduate Project Ltd;
- Law Absolute Limited; and
- Better Placed London Ltd.

The total amount paid by UKAD to these five agencies cumulatively was £128,141.93.

Question 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: Officer Manager – Salary £20,000 Fees 15% of salary = Total recruitment fees paid £3000*

Response: The table below illustrates the highest paid vacancy by recruitment agency:

1. Reed Specialist Recruitment Ltd	Communications Officer	£27.37/hour
2. Michael Page International	Finance and Payroll Assistant	£21.00/hour
3. The Graduate Project Ltd	Quality and Audits Officer	£23,000 (equivalent)
4. Law Absolute Ltd	Lawyer	£58,000
5. Better Placed London Ltd	Communications Manager	£39,000

The fee structure paid to recruitment agencies is 15% of the agreed salary.

Question 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***

Response: As at the date the request was received, there were no live vacancies for external roles. Any future roles would have been advertised internally in the first instance.

Question 5: *On which websites are these jobs advertised? Please clearly provide a link/list to where these jobs are advertised*

Response: Any external vacancies would have been advertised on www.ukad.org.uk/vacancies.

Question 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*

Response: There is no formal procurement process for selecting new recruitment agencies. UKAD contacts various agencies if it is decided that assistance is required for a role. UKAD chooses recruitment agencies based on the quality of candidates on offer and the competitiveness of fees.

Question 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?*

Response: No

Conclusion

1. If you are dissatisfied with the handling of your request, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your request and should be addressed via email to: foi@ukad.org.uk. Please remember to quote the reference number above in any further communications.

2. If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Yours sincerely

UK Anti-Doping