



**LEGAL SERVICES
BOARD**

Legal Services Board
One Kemble Street
London
WC2B 4AN

T 020 7271 0050
F 020 7271 0051

www.legalservicesboard.org.uk

Freedom of Information request

Date request received: 05 March 2015

Date of response: 27 March 2015

LSB reference: 20150305-01

Request and response:

I write in response to your email of 10 March 2015 in which you requested, under the Freedom of Information Act (FoIA), information about the LSB's recruitment processes. The responses to your questions are as follows:

Q1. In last 2 years has your organisation used external recruitment agencies to hire for permanent or contract roles?

Yes

Q2. In list format what are the five highest paid external recruitment agencies with the total amount paid in the last 2 years?

In the last two years, the LSB has used the following recruitment agencies:

Quadrant Search and Selection

Michael Page International

Penna PLC

Saxton Bampfylde

Hays Group

Boxall Wallace Wells

Graduate Recruitment Bureau

Totaljobs.com

Havas People Ltd.

The total amount spent in that period is £187,926.

Q3. 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: Office Manager - Salary £20,000 Fees paid 15% of salary = Total recruitment fees paid £3000.

We are not in a position to provide you with this information, as it is exempt from disclosure.

The LSB is a small organisation comprising of 32 posts in total - disclosing this information would make it possible for the salaries of individual members of staff to be ascertained. Such information falls within the category of personal data under the Data Protection Act, disclosure of which is exempt under section 40(2) of the FoIA

Q4. 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

There are currently no vacancies at the LSB

Q5. On which websites are these jobs advertised? Please clearly provide a link/list to where these jobs are advertised.

The advertising strategy for each position is determined on a case by case basis. All roles are always advertised on the LSB website.

Q6. 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.

We test the market at regular intervals, but there is no set timetable or process for this

Q7. 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?

As stated above, the LSB is a very small organisation and apart from when we first set up in 2009 our level of recruitment does not warrant a formal tender for agencies.

I hope that this has been of assistance, but if you are dissatisfied with our response to your request for information, you have the right to ask for an internal review or to submit a complaint (see LSB's Freedom of information – Complaints procedure:

http://www.legalservicesboard.org.uk/can_we_help/lbs_policies_procedures/freedom_of_information/index.htm)