

██████████  
By email

**Department:** Human Resources  
**Our ref:** MGLA180716-8826

**Date:** 29 July 2016

Dear ██████████

### **Freedom of Information request**

Thank you for your email which was received by the Greater London Authority on 18 July 2016.

Our response to your request is as follows:

- 1. Please advise the total staff headcount that are employed directly by Greater London Authority, with each part-time employee counted as one employee. Please exclude all temporary agency workers from this figure.*

As of July 2016 the total staff headcount was 791.

- 2. Please identify each supplier that Greater London Authority has a contract with to supply temporary agency workers.*

The GLA shares its procurement services with Transport for London (TfL) and will utilise TfL contracts wherever possible. Following an OJEU procurement exercise, TfL awarded framework agreements to Hays plc on 23 June 2014 for the provision of temporary staff recruitment services and the GLA uses these contracts.

- 3. Please identify: a. the type of contract that Greater London Authority has with each of these suppliers (preferred supplier list/ framework/ etc. If framework, please indicate b. which - e.g. MSTAR/ YPO/ Panel London/ Pan London/ NPS All Wales/ Crown Commercial Services/ etc; and c. whether this is on a neutral/ master/ hybrid vender model, or the lot number.*

The contracts awarded to Hays plc are Master Vendor contracts;

- Lot 1 – Master Vendor - Professional & Administrative Services (permanent/non-permanent roles)

- Lot 2 – Maser Vendor - IT & Technology Services (permanent and non-permanent roles)

4. *Please advise for each contract identified within (2) above of: a. the current end date of the contract; b. the date(s) that any break clause(s) can be enabled; and c. the length of time of any extension that can be enabled.*

The above agreements (Lot 1 and Lot 2) were let on a 3 year term until 22 June 2017 , with an optional 12 month extension.

5. *Please advise of the a. full name of the main contact at Greater London Authority who is responsible for the main (or majority of the) contract(s) identified within (2) above, together with their:*
- a. job title;*
  - b. group (either team, division or department, whichever is the smallest identifiable group);*
  - c. telephone number;*
  - d. email; and*
  - e. full postal address, inc postcode.*

The main contact for the GLA is:

Andrew Baxter, Resourcing Manager  
(Human Resources and Organisational Development)  
Greater London Authority,  
City Hall, The Queens Walk, More London,  
London, SE1 2AA  
Tel: 0207 983 4079  
Email: Andrew.Baxter@london.gov.uk

The main contact for TfL is:

David Furse, Commercial Manager  
(TfL Professional Services Frameworks)  
Transport for London  
16th Floor, Windsor House  
42-50 Victoria Street  
London, SW1H 0TL  
Tel: 020 3054 7352  
Email: DavidFurse@tfl.gov.uk

6. *Please identify all suppliers that Greater London Authority has sourced a temporary agency worker from - but does not have a contract with - from 1 April 2015 to 31 March 2016.*

The following suppliers were used via off framework agreements:

- Huntress Group
- Michael Page

7. *For each temporary agency supplier (either a. contracted as identified within (2) above; b. non-contracted as identified within (6) above; and c. all temporary workers Greater London Authority has sourced directly), how much has been spent on each supplier (or directly), from 1 April 2015 to 31 March 2016?*

The below figures are based on the total value of invoices raised with the reporting period requested:

- Hays plc, £1,110,738.40
- Huntress Group £50,783.68
- Michael Page £124,334.99

If you have any further questions relating to this matter, please contact me, ensuring that you quote the reference at the top of this letter.

Yours sincerely

**Andrew Baxter**  
Resourcing Manager

If you are unhappy with the way the GLA has handled your request, you may complain using the complaints procedure, available at: <http://www.london.gov.uk/mayor-assembly/gla/governing-organisation/freedom-information>.