



HR and Finance Team Information

28 April 2020

Request for Information.

Thank you for your request received on 09 March in which you asked:

Dear National Assembly for Wales,

I hope you can help. I am looking to find out information relating to recruitment specifically in your Accounts and HR teams.

The information I require is detailed below:

- 1. How many members of staff are in you Accounts / Finance team?*
- 2. Can you provide an organisational chart for this team?*
- 3. How many members of staff are in your HR & Recruitment team?*
- 4. Can you provide an organisational chart for this team?*
- 5. What was your agency spend in 2018 and do you have a predicted spend in 2019? If you could be specific to the Accounts and HR teams that would be preferable.*
- 6. What recruitment framework are you part of and what agencies do you use?*

Thank you in advance for the information.

Please see the response below.

1. There are currently 13 members of staff within the Financial Services team, excluding 1 vacancy.
2. A structure chart for the Financial Services team is attached as Annex A to this response. Please email information-request@senedd.wales to receive this information.
3. There are currently 26 members of staff within the Human Resources team (which includes recruitment), excluding 2 vacancies.

Bae Caerdydd
Caerdydd
CF99 1NA
Cardiff Bay
Cardiff
CF99 1NA

Ffôn/Tel: 0300 200 6544
E-bost/Email: Ceisiadau-gwybodaeth@cynulliad.cymru
Information-request@assembly.wales

4. A structure chart for the Human Resources team is attached as Annex B to this response. Please email information-request@senedd.wales to receive this information.
5. There was no agency spend for either the Financial Services team or the Human Resources team in 2018 and 2019.
6. We do not use agencies for TS – Executive Band 1 positions unless there are exceptional circumstances i.e. fail to recruit on a number of occasions. Where we do need to use agencies for TS - Executive Band, we use the National Procurement Service (NPS) Wales Framework, that include agencies not necessarily based in Wales. However, this has not been utilised in the last financial year.

Where we have failed to appoint from the NPS framework or have required assistance with the recruitment of specialist posts, such as at Director Level or Public Appointments, we have consulted appropriate recruitment agencies.

Yours sincerely

**Freedom of Information Manager
National Assembly for Wales**

Your request has been considered according to the principles set out in the [Code of Practice on Public Access to Information](#). If you have any questions regarding this response please contact me. If you feel you have cause for complaint, please follow the guidance below.

Cause for concern or complaint with your FOI response?

If you are dissatisfied with the Assembly's handling of your request, you can request an internal review within 40 working days of the date of this response. Requests for an internal review should be addressed to the Freedom of Information Manager at:

Information-request@assembly.wales or in writing to

The National Assembly for Wales

Governance and Assurance

Cardiff Bay

Cardiff

CF99 1NA

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