

UK SBS PS17019 Recruitment Agency for Fixed Term and Permanent ICT roles across UK SBS and  
Research Councils

Thursday the 16<sup>th</sup> March 2017

Polaris House, North Star Avenue, Swindon, SN2 1ET

Presenters;

Al Staunton-Lambert (UK SBS, Procurement)

Rachel Wilson (UK SBS, Recruitment)

Kayleigh Rough (UK SBS, ISS)

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Bidder Day Minutes

Please refer to the attached "ICT Supplier Day Presentation 16th March 2017" slide pack.

Al Staunton-Lambert welcomed everyone and presented the agenda of the day (slides 1 & 2) and also today's speakers. The slide pack was then presented verbatim by Rachel Wilson (slides 3 & 4) and Kayleigh Rough (slides 5 & 6)

Upon the conclusion of the presentation we undertook a Question and Answer session. The questions posed were as follows;

Questions and Answers

1. When do you envisage the tender being launched?  
The specification is still being shaped but we intend to publish this as soon as possible
2. When your internal recruitment campaign has been exhausted, will you share the history of the particular role that requires filling?  
Yes, we will work with the successful supplier and share all relevant information to ensure the best possible candidates are obtained.
3. Will the successful supplier be able to speak with hiring managers regarding a vacancy?  
Yes. Day to day communication will be with the recruitment team but the successful supplier will be able to speak to the hiring manager initially to understand more about the role, challenges, culture and environment.
4. What are the challenges you face with problematic position you are trying to fill?  
The infrastructure and engineering areas are often required and there is the potential need to add to head counts or fill vacancies quickly when required.
5. Are there cultural factors when an employee joins UK SBS or the Research Councils?

The Employee Benefits package is extensive and there are offers across wide variety of schemes.

6. How big is UK SBS ISS?

Currently 156 employees in UK SBS .Each Council has some internal ISS resource, roughly 20-50 roles per Council that will fall under the ISS umbrella.

7. How many suppliers do you envisage to contract with as a result of this procurement exercise?

The specification is still being shaped and this will be made clear in the final tender documentation.

8. Will there be historical data shared in the tender documentation?

The UK SBS recruitment team manage on average 1200 fixed term/permanent roles across UK SBS and the Research Councils per annum. Of these, in the last year, circa 100 were ISS roles. With the impending changes to IR35 regulations, it is anticipated that this number will rise as we reduce contractor resource across the organisations.

9. What does a UK SBS or Research Council employment interview consist of?

This depends on a particular vacancy; typically it would be a panel interview. There could be elements of testing for a technical role; we would discuss the selection process when releasing a role to the successful supplier.

10. Do you have any issues with the salaries you offer?

We do have constraints and pay scales apply as well as internal approvals, however conversations can be had in advance to determine any flexibility around the salary for individual roles. The benefits package can be used to attract candidates to join us, including the very generous annual leave entitlement, pension scheme and family friendly flexible working policies.

11. Will there be support for re-location of a new employee?

This depends on the role in question and will be viewed on a case by case basis.

12. Are security clearances required for new starters?

Yes. All employees are screened to the Baseline Security Standard (BPSS). This can take up to 3-4 weeks as standard practice.