



**Temporary and Fixed Term Recruitment Services**

Guideline | Internal

<b>Title</b>	Temporary and Fixed Term Staffing
<b>Reference Number</b>	2022-1924-T&FT Staff-HR-NG-MW
<b>Start Date</b>	01/08/2023
<b>End Date</b>	31/07/2025
<b>Duration</b>	2 Years (possible extensions to 31/07/2026 or to 31/07/27)
<b>Pricing</b>	As per below schedules. Adjustments are only available via Formal Contract Variation (see contacts below to discuss)
<b>Contract Owner</b>	Directorate of People and Organisational Development (P&OD) <ul style="list-style-type: none"> <li>• Michael Platt, Talent Acquisition Manager: <a href="mailto:michael.platt@manchester.ac.uk">michael.platt@manchester.ac.uk</a></li> <li>• Jessica McGee, Talent Acquisition Co-ordinator: <a href="mailto:jessica.mcgee@manchester.ac.uk">jessica.mcgee@manchester.ac.uk</a></li> <li>• Sophie Sedgley, Talent Acquisition Co-ordinator: <a href="mailto:sophie.sedgley@manchester.ac.uk">sophie.sedgley@manchester.ac.uk</a></li> </ul>
<b>Procurement Contacts</b>	Central Procurement Office (CPO) <ul style="list-style-type: none"> <li>• Mark Worrall, Senior Procurement Officer: <a href="mailto:mark.worrall@manchester.ac.uk">mark.worrall@manchester.ac.uk</a></li> </ul>
<b>Recruitment Categories</b>	<ul style="list-style-type: none"> <li>• Lot 1 Administrative and Clerical Roles</li> <li>• Lot 2 Corporate Functions</li> <li>• Lot 3 IT Professionals</li> <li>• Lot 4 and 5 ARE NOT USED ON THIS CONTRACT</li> <li>• Lot 6 Ancillary Staff; 6A Manual Labour, 6B Professional Estates, 6C Catering</li> </ul> <p>Full details of suppliers and lots are provided in Schedule 1 below.</p>

**Contract Scope**

A formally contracted panel of recruitment agencies to provide **temporary and fixed term** staff for use across the University. The contract is split into several lots to provide **temporary and fixed term** staff across a range of areas and pay bands. The Directorate of People and Organisational Development will advise when it is appropriate to use this contract and details of how to do so are provided below.

**Temporary Staff** - means a person employed by the Agency and who works on a temporary basis for the University where payroll is processed by the Agency.

**Fixed Term Staff** - means a person introduced by the Agency to the University employed on University terms and conditions, and paid by the University, for a fixed-term period of time.

## **Contracted Suppliers**

All suppliers have been appointed following a formal competitive process. Suppliers have been evaluated to determine their suitability in respect of their economic and financial standing, their technical and professional capacity (including any relevant certifications etc.) and their ethical practices. All suppliers have signed up to acceptable terms of business and have provided highly competitive pricing (detailed in Schedule 1 below) that offers value for money to the University.

## **Supplier services**

Agencies will provide the following services:

- Supply candidates with the required skillset as outlined in the selection criteria of a job position description and who are a good cultural fit with the University of Manchester.
- Advertise and recruit to positions within an agreed timeframe and following a job brief discussion with the University of Manchester hiring manager.
- Test candidate suitability through evidenced competency based interviewing and skills testing before providing a shortlist of candidates to the University of Manchester hiring manager.
- Conduct all relevant employment screening checks in line with the University of Manchester Employment Screening Procedures.
- Produce monthly usage reports as prescribed by the University of Manchester. The agency will be subject to regular audit checks.

## **Using the contract**

To use this contract for **Temporary or Fixed Term Staff** placements please contact the Recruitment and Talent Acquisition Team to discuss your resourcing requirements and the use of external recruitment agencies via email at [People.talent@manchester.ac.uk](mailto:People.talent@manchester.ac.uk)

If the agencies on this contract are not suitable for your requirements, you can only use an alternative agency after receiving approval from the Directorate of People and Organisational Development by following the process detailed in Schedule 3.

## **Placing an order**

Once you have chosen a candidate you must inform the successful agency and raise a formal purchase order with them. This purchase order should contain details of the selection and quote this agreement reference (2022-1924-T&FT-HR-NG-MW) in order to ensure that the correct pricing is provided. Accounts Payable will not process invoices without a purchase order number.

## **Contract performance and feedback**

This contract is formally managed and monitored to ensure it, and the agencies on it, are performing as per the agreement. If you have any issues you should raise them with the Directorate of People and Organisational Development as detailed above.

## **Attachments with particulars**

Schedule 1: Agency name, lot fee and pricing structure

Schedule 2: Refund fees as a result of candidate no longer in employment

Schedule 3: Request for formal approval to use non-contracted agencies to recruit permanent staff

### **Lot 1 Administrative and clerical roles**

This lot is designed to cover office based support staff as well as clerical style support roles such as library staff, data entry, invigilation staff and summer admissions vacancies, including call handlers.

### **Lot 2 Corporate Functions**

This lot covers a wide range of more senior staff across HR, Finance, Procurement, Marketing and Communications, Legal, Project Management, Change Management, Head of Department roles, and Senior and Executive roles.

### **Lot 3 IT Professionals roles**

This lot covers the full range of IT, ITC, data, digital, cloud and technical roles. It covers the full scope from IT helpdesk staff, right through to senior IT managers.

### **Lot 6 Ancillary Staff**

This lot covers the full range of traditional ancillary and operational staff, as well including hospitality and event staff, waiting staff, front of house, retail staff, nursery workers, laboratory workers, and cloakroom staff. Roles within Estates such as Programme Managers, Estates Managers, Estates Professional Services roles; and bibliographic and content managers.

- **Lot 6A Ancillary Staff - Manual Labour**
- **Lot 6B Ancillary Staff - Professional Estates**
- **Lot 6C Ancillary Staff - Catering**

**Schedule 1 – Lot fee’s and pricing structure Temporary Staff Charges and Fixed Term Charges**

**Lot 1 Administrative and Clerical Temporary Staff Fees – Year 2 of the contract 01.08.2024-31.07.25**

UoM Band	Hourly Salary Rate 1 Aug 24 - Start of band	Hourly Salary Rate 1 Aug 24 - Top of band	Adecco	Aspire	Blue Arrow	Hays	Jobwise	Michael Page	Pertemps	Reed	Search	The Recruitment Co
1	£12.49	£12.49	£1.00	£2.00	£1.74	£1.80	£1.65	£1.85	£0.95	£1.38	£1.52	£1.15
2	£12.70	£13.52	£1.12	£2.09	£1.76	£1.80	£1.75	£2.27	£0.95	£1.38	£2.15	£1.15
3	£13.82	£14.64	£1.35	£2.42	£1.76	£2.00	£1.95	£2.27	£0.95	£1.68	£2.15	£1.18
4	£15.02	£16.76	£1.63	£2.71	£1.80	£2.40	£1.95	£2.90	£0.95	£1.68	£2.55	£1.25
5	£17.25	£19.71	£2.03	£3.13	£1.83	£3.10	£2.10	£3.61	£0.95	£2.61	£2.80	£1.57
6	£20.29	£24.81	£2.80	£3.72	£1.83	£3.10	£2.10	£4.34	£0.95	£3.25	£3.55	£1.69
7	£25.54	£31.28	£3.54	£4.07	£1.90	£3.10	£2.25	£6.00	£1.20	£3.91	£4.05	£1.95
8	£32.20	£38.33	£4.52	£5.96	£1.95	£3.10	£2.25	£7.43	£1.20	£5.55	£5.55	£2.60

The fees shown above and below are the contracted rates and they are the maximum that the agencies can charge you. Following contact with the agencies, the hiring manager may obtain reduced pricing for that particular piece of business accordingly.

**Lot 1 Administrative and Clerical Fixed Term Fees – Year 2 of the contract 01.08.2024-31.07.25**

UoM Band	Annual Salary Rate 1 Aug 24 - Start of band	Annual Salary Rate 1 Aug 24 - Top of band	Adecco	Aspire	Blue Arrow	Hays	Jobwise	Michael Page	Pertemps	Reed	Search	The Recruitment Co
1	£22,740	£22,740	9%	15%	10%	8%	10%	10%	8%	12.50%	10%	10%
2	£23,114	£24,600	10%	15%	10%	8%	10%	10%	8%	12.50%	10%	10%
3	£25,148	£26,642	10%	15%	10%	10%	12%	10%	8%	12.50%	10%	10%
4	£27,344	£30,505	10%	15%	10%	10%	12%	10%	8%	12.50%	10%	10%
5	£31,387	£35,880	11%	15%	12.50%	11%	12%	10%	10%	12.50%	10%	10%
6	£36,924	£45,163	11%	15%	12.50%	11%	12%	10%	10%	12.50%	10%	10%
7	£46,485	£56,921	12%	16%	12.50%	12%	12%	10%	10%	12.50%	10%	10%
8	£58,596	£69,757	12%	17%	12.50%	12%	12%	10%	10%	12.50%	10%	10%

**Lot 2 Corporate Functions Temporary Staff Fees – Year 2 of the contract 01.08.2024-31.07.25**

UoM Band	Hourly Salary Rate 1 Aug 24 - Start of band	Hourly Salary Rate 1 Aug 24 - Top of band	Adecco	Aspire	Hays	LA International	Michael Page	Pertemps	Reed	Search	Sellick	Venn
1	£12.49	£12.49	£1.11	£2.00	£1.80	£0.93	£1.85	£1.75	£1.38	£1.52	£2.25	£3.10
2	£12.70	£13.52	£1.24	£2.09	£1.80	£1.01	£2.27	£1.75	£1.38	£2.23	£3.00	£3.10
3	£13.82	£14.64	£1.49	£2.42	£2.00	£1.12	£2.27	£1.75	£1.68	£2.23	£3.00	£3.10
4	£15.02	£16.76	£1.86	£2.71	£2.40	£1.26	£2.90	£1.75	£1.68	£2.60	£3.00	£3.15
5	£17.25	£19.71	£2.22	£3.13	£3.10	£1.48	£3.61	£2.25	£2.61	£3.08	£3.50	£3.94
6	£20.29	£24.81	£3.03	£3.72	£3.10	£1.83	£4.34	£2.25	£3.25	£3.65	£4.00	£4.71
7	£25.54	£31.28	£4.12	£4.07	£3.95	£2.31	£6.00	£2.25	£3.91	£4.38	£5.00	£5.60
8	£32.20	£38.33	£5.06	£5.96	£4.50	£2.88	£7.43	£2.25	£5.55	£6.75	£6.00	£7.00

The fees shown above and below are the contracted rates and they are the maximum that the agencies can charge you. Following contact with the agencies, the hiring manager may obtain reduced pricing for that particular piece of business accordingly.

**Lot 2 Corporate Functions Fixed Term Fees – Year 2 of the contract 01.08.2024-31.07.25**

UoM Band	Annual Salary Rate 1 Aug 24 - Start of band	Annual Salary Rate 1 Aug 24 - Top of band	Adecco	Aspire	Hays	LA International	Michael Page	Pertemps	Reed	Search	Sellick	Venn
1	£22,740	£22,740	10%	15%	8%	10%	10%	8%	12.50%	10%	12.50%	8%
2	£23,114	£24,600	10%	15%	8%	10%	10%	8%	12.50%	10%	12.50%	8%
3	£25,148	£26,642	10%	15%	10%	10%	10%	8%	12.50%	10%	12.50%	8%
4	£27,344	£30,505	11%	15%	10%	10%	10%	8%	15%	10%	12.50%	8%
5	£31,387	£35,880	12%	15%	11%	10%	10%	10%	15%	10%	12.50%	8%
6	£36,924	£45,163	13%	15%	11%	10%	10%	10%	15%	10%	12.50%	8%
7	£46,485	£56,921	14%	16%	12%	10%	10%	10%	15%	10%	12.50%	8%
8	£58,596	£69,757	15%	17%	12%	10%	10%	10%	15%	10%	12.50%	8%

**Lot 3 IT Professionals Temporary Staff Fees – Year 2 of the contract 01.08.2024-31.07.25**

UoM Band	Hourly Salary Rate 1 Aug 24 - Start of band	Hourly Salary Rate 1 Aug 24 - Top of band	Adecco	Aspire	Certes	Hays	Jumar	LA International	Michael Page	Pertemps	Reed	Search	SThree	Venn
1	£12.49	£12.49	£1.11	£2.00	£1.07	£1.50	£2.01	£0.93	£1.85	£1.40	£1.41	£1.40	£1.50	£3.10
2	£12.70	£13.52	£1.24	£2.09	£1.22	£1.50	£2.01	£1.01	£2.27	£1.40	£1.41	£1.60	£1.75	£3.20
3	£13.82	£14.64	£1.49	£2.42	£1.47	£1.95	£2.31	£1.12	£2.27	£1.40	£1.74	£2.00	£2.00	£3.20
4	£15.02	£16.76	£1.86	£2.71	£1.83	£1.95	£2.31	£1.26	£2.90	£1.40	£1.74	£3.00	£2.50	£3.25
5	£17.25	£19.71	£2.22	£3.13	£2.17	£2.25	£2.90	£1.48	£3.61	£2.00	£2.76	£4.00	£3.00	£3.25
6	£20.29	£24.81	£3.03	£3.72	£2.59	£3.10	£3.59	£1.83	£4.34	£2.00	£3.47	£5.00	£4.00	£3.40
7	£25.54	£31.28	£4.12	£4.07	£3.07	£3.95	£4.26	£2.31	£6.00	£2.00	£4.19	£6.00	£5.50	£4.00
8	£32.20	£38.33	£5.06	£5.96	£3.65	£4.50	£5.91	£2.88	£7.43	£2.00	£6.00	£6.00	£6.50	£5.50

*The fees shown above and below are the contracted rates and they are the maximum that the agencies can charge you. Following contact with the agencies, the hiring manager may obtain reduced pricing for that particular piece of business accordingly.*

**Lot 3 IT Professionals Fixed Term Fees – Year 2 of the contract 01.08.2024-31.07.25**

UoM Band	Annual Salary Rate 1 Aug 24 - Start of band	Annual Salary Rate 1 Aug 24 - Top of band	Adecco	Aspire	Certes	Hays	Jumar	LA International	Michael Page	Pertemps	Reed	Search	SThree	Venn
1	£22,740	£22,740	10%	15%	11.25%	8%	10%	10%	10%	8%	12.50%	10%	7.50%	8%
2	£23,114	£24,600	10%	15%	11.25%	8%	10%	10%	10%	8%	12.50%	10%	10%	8%
3	£25,148	£26,642	10%	15%	11.25%	10%	10%	10%	10%	8%	12.50%	10%	10%	8%
4	£27,344	£30,505	11%	15%	11.25%	10%	10%	10%	10%	8%	15%	10%	10%	8%
5	£31,387	£35,880	12%	15%	11.25%	11%	10%	10%	10%	10%	15%	10%	10%	8%
6	£36,924	£45,163	13%	15%	11.25%	11%	10%	10%	10%	10%	15%	10%	10%	8%
7	£46,485	£56,921	14%	16%	11.25%	12%	10%	10%	10%	10%	15%	10%	10%	8%

8	£58,596	£69,757	15%	17%	11.25%	12%	10%	10%	10%	10%	15%	10%	11%	8%
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**Lot 6A Ancillary Staff - Manual Labour - Temporary Staff Fees – Year 2 of the contract 01.08.2024-31.07.25**

UoM Band	Hourly Salary Rate 1 Aug 24 - Start of band	Hourly Salary Rate 1 Aug 24 - Top of band	Adecco	Aspire	Axis	Barker Ross	C22	Hays	Resourcing Group	Search	The Recruitment Co	Venn
1	£12.49	£12.49	£1.00	£2.00	£1.68	£1.10	£2.69	£1.80	£2.24	£1.52	£1.15	£4.00
2	£12.70	£13.52	£1.12	£2.09	£1.96	£1.10	£2.92	£1.80	£2.49	£2.15	£1.15	£4.01
3	£13.82	£14.64	£1.35	£2.42	£2.28	£1.60	£3.14	£1.95	£3.04	£2.15	£1.18	£4.01
4	£15.02	£16.76	£1.63	£2.71	£3.02	£1.60	£3.36	£1.95	£3.55	£2.55	£1.25	£4.01
5	£17.25	£19.71	£2.03	£3.13	£3.61	£2.00	£3.78	£3.10	£3.78	£2.80	£1.57	£4.01
6	£20.29	£24.81	£2.80	£3.72	£4.20	£2.00	£4.31	£3.10	£4.25	£3.55	£1.69	£4.01
7	£25.54	£31.28	£3.54	£4.07	£5.06	£2.40	£4.94	£3.10	£4.88	£4.05	£1.95	£4.01
8	£32.20	£38.33	£4.52	£5.96	£6.00	£2.40	£5.73	£3.10	£5.27	£5.55	£2.60	£4.89

The fees shown above and below are the contracted rates and they are the maximum that the agencies can charge you. Following contact with the agencies, the hiring manager may obtain reduced pricing for that particular piece of business accordingly.

**Lot 6A Ancillary Staff - Manual Labour - Fixed Term Fees – Year 2 of the contract 01.08.2024-31.07.25**

UoM Band	Annual Salary Rate 1 Aug 24 - Start of band	Annual Salary Rate 1 Aug 24 - Top of band	Adecco	Aspire	Axis	Barker Ross	C22	Hays	Resourcing Group	Search	The Recruitment Co	Venn
1	£22,740	£22,740	9%	15%	10%	10%	10%	8%	10%	10%	10%	8%
2	£23,114	£24,600	10%	15%	10%	10%	10%	8%	10%	10%	10%	8%
3	£25,148	£26,642	10%	15%	10%	12.50%	10%	10%	10%	10%	10%	8%
4	£27,344	£30,505	10%	15%	10%	12.50%	10%	10%	10%	10%	10%	8%
5	£31,387	£35,880	11%	15%	10%	12.50%	10%	11%	10%	10%	10%	8%
6	£36,924	£45,163	11%	15%	10%	12.50%	10%	11%	10%	10%	10%	8%
7	£46,485	£56,921	12%	16%	10%	15%	10%	12%	10%	10%	10%	8%
8	£58,596	£69,757	12%	17%	10%	15%	10%	12%	10%	10%	10%	8%



**Schedule 1 - Lot 6B Ancillary Staff - Professional Estates - Temporary Staff Fees – Year 2 of the contract 01.08.2024-31.07.25**

UoM Band	Hourly Salary Rate 1 Aug 24 - Start of band	Hourly Salary Rate 1 Aug 24 - Top of band	Adecco	Aspire	Axis	Barker Ross	C22	Hays	Resourcing Group	Search	The Recruitment Co	Venn
1	£12.49	£12.49	£1.11	£2.00	£1.68	£1.10	£2.69	£1.50	£2.24	£1.52	£1.15	£4.00
2	£12.70	£13.52	£1.24	£2.09	£1.96	£1.10	£2.92	£1.50	£2.49	£2.15	£1.15	£4.01
3	£13.82	£14.64	£1.49	£2.42	£2.28	£1.60	£3.14	£1.50	£3.04	£2.15	£1.18	£4.01
4	£15.02	£16.76	£1.86	£2.71	£3.02	£1.60	£3.36	£1.95	£3.55	£2.55	£1.25	£4.01
5	£17.25	£19.71	£2.22	£3.13	£3.61	£2.00	£3.78	£2.25	£3.78	£2.80	£1.57	£4.01
6	£20.29	£24.81	£3.03	£3.72	£4.20	£2.00	£4.31	£3.10	£4.25	£3.55	£1.69	£4.01
7	£25.54	£31.28	£4.12	£4.07	£5.06	£2.40	£4.94	£3.95	£4.88	£4.05	£1.95	£4.01
8	£32.20	£38.33	£5.06	£5.96	£6.00	£2.40	£5.73	£4.50	£5.27	£5.55	£2.60	£4.89

The fees shown above and below are the contracted rates and they are the maximum that the agencies can charge you. Following contact with the agencies, the hiring manager may obtain reduced pricing for that particular piece of business accordingly.

**Lot 6B Ancillary Staff - Professional Estates - Fixed Term Fees – Year 2 of the contract 01.08.2024-31.07.25**

UoM Band	Annual Salary Rate 1 Aug 24 - Start of band	Annual Salary Rate 1 Aug 24 - Top of band	Adecco	Aspire	Axis	Barker Ross	C22	Hays	Resourcing Group	Search	The Recruitment Co	Venn
1	£22,740	£22,740	10%	15%	10%	10%	10%	8%	10%	10%	10%	8%
2	£23,114	£24,600	10%	15%	10%	10%	10%	8%	10%	10%	10%	8%
3	£25,148	£26,642	10%	15%	10%	12.50%	10%	10%	10%	10%	10%	8%
4	£27,344	£30,505	11%	15%	10%	12.50%	10%	10%	10%	10%	10%	8%
5	£31,387	£35,880	12%	15%	10%	12.50%	10%	11%	10%	10%	10%	8%
6	£36,924	£45,163	13%	15%	10%	12.50%	10%	11%	10%	10%	10%	8%
7	£46,485	£56,921	14%	16%	10%	15%	10%	12%	10%	10%	10%	8%



8	£58,596	£69,757	15%	17%	10%	15%	10%	12%	10%	10%	10%	8%
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**Lot 6C Ancillary Staff - Catering - Temporary Staff Fees – Year 2 of the contract 01.08.2024-31.07.25**

UoM Band	Hourly Salary Rate 1 Aug 24 - Start of band	Hourly Salary Rate 1 Aug 24 - Top of band	Aspire	Axis	Barker Ross	Blue Arrow	Search	The recruitment Co
1	£12.49	£12.49	£2.00	£1.68	£1.10	£1.74	£1.52	£1.15
2	£12.70	£13.52	£2.09	£1.96	£1.10	£1.76	£2.15	£1.15
3	£13.82	£14.64	£2.42	£2.28	£1.60	£1.76	£2.15	£1.18
4	£15.02	£16.76	£2.71	£3.02	£1.60	£1.80	£2.55	£1.25
5	£17.25	£19.71	£3.13	£3.61	£2.00	£1.83	£2.80	£1.57
6	£20.29	£24.81	£3.72	£4.20	£2.00	£1.83	£3.55	£1.69
7	£25.54	£31.28	£4.07	£5.06	£2.40	£1.90	£4.05	£1.95
8	£32.20	£38.33	£5.96	£6.00	£2.40	£1.95	£5.55	£2.60

*The fees shown above and below are the contracted rates and they are the maximum that the agencies can charge you. Following contact with the agencies, the hiring manager may obtain reduced pricing for that particular piece of business accordingly.*

**Lot 6C Ancillary Staff - Catering - Fixed Term Fees – Year 2 of the contract 01.08.2024-31.07.25**

UoM Band	Annual Salary Rate 1 Aug 24 - Start of band	Annual Salary Rate 1 Aug 24 - Top of band	Aspire	Axis	Barker Ross	Blue Arrow	Search	The recruitment Co
1	£22,740	£22,740	15%	10%	10%	10%	10%	10%
2	£23,114	£24,600	15%	10%	10%	10%	10%	10%
3	£25,148	£26,642	15%	10%	12.50%	10%	10%	10%
4	£27,344	£30,505	15%	10%	12.50%	10%	10%	10%
5	£31,387	£35,880	15%	10%	12.50%	12.50%	10%	10%
6	£36,924	£45,163	15%	10%	12.50%	12.50%	10%	10%
7	£46,485	£56,921	16%	10%	15%	12.50%	10%	10%
8	£58,596	£69,757	17%	10%	15%	12.50%	10%	10%

**Schedule 2: Refund fees as a result of a Fixed Term candidate no longer in employment**

If a fixed term candidate leaves the University of Manchester within three (3) months of the date of commencement, the University are entitled to a percentage refund which is detailed within the fees below. Alternatively the hiring manager may wish to negotiate and allow the agency the option to find a replacement free of charge within an agreed timescale. This should be agreed at a local level on a case by case basis.

The replacement options below apply under the following conditions:

- Fixed Term placement fee has been paid by the University within 30 days of date of invoice; and
- The University has notified the agency in writing within 7 days of the occurrence of a candidate departure.

**Lot 1 Administrative and Clerical**

Agencies	Weeks in continual employment				
	Non Commencement (Before Start Date) (% of fee refunded excl. VAT)	0 to 4 Weeks. Exc VAT	5 to 8 Weeks. Exc VAT	9 to 12 Weeks. Exc VAT	Over 12 Weeks. Exc VAT
Adecco	100%	50%	30%	20%	0%
Aspire	100%	75%	50%	25%	0%
Blue Arrow	100%	50%	30%	10%	0%
Hays	100%	75%	50%	25%	0%
Jobwise	100%	75%	50%	25%	0%
Michael Page	100%	91.67%	83.33%	75%	66.67%
Pertemps	100%	100%	50%	25%	0%
Reed	100%	90%	50%	30%	0%
Search	100%	75%	40%	20%	0%
The Recruitment Co	100%	60%	40%	20%	0%

**Lot 2 Corporate Functions**

Agencies	Weeks in continual employment				
	Non Commencement (Before Start Date) (% of fee refunded excl. VAT)	0 to 4 Weeks. Exc VAT	5 to 8 Weeks. Exc VAT	9 to 12 Weeks. Exc VAT	Over 12 Weeks. Exc VAT
Adecco	100%	50%	30%	20%	0%
Aspire	100%	75%	50%	25%	0%
Hays	100%	75%	50%	25%	0%
LA International	100%	100%	75%	50%	0%
Michael Page	100%	91.67%	83.33%	75%	66.67%
Pertemps	100%	100%	50%	25%	0%
Reed	100%	90%	50%	30%	0%
Search	100%	75%	40%	20%	0%
Sellick	100%	75%	50%	25%	0%
Venn	100%	100%	75%	50%	0%

**Lot 3 IT Professionals**

Agencies	Weeks in continual employment				
	Non Commencement (Before Start Date) (% of fee refunded excl. VAT)	0 to 4 Weeks. Exc VAT	5 to 8 Weeks. Exc VAT	9 to 12 Weeks. Exc VAT	Over 12 Weeks. Exc VAT
Adecco	100%	50%	30%	20%	0%
Aspire	100%	75%	50%	25%	0%
Certes	100%	80%	50%	25%	10%
Hays	100%	75%	50%	25%	0%
Jumar	100%	100%	80%	65%	50%
LA International	100%	100%	75%	50%	0%
Michael Page	100%	91.67%	83.33%	75%	66.67%
Pertemps	100%	100%	50%	25%	0%
Reed	100%	90%	50%	30%	0%
Search	100%	75%	40%	20%	0%
SThree	100%	100%	75%	50%	0%
Venn	100%	100%	75%	50%	0%

**Lots 6A, 6B, 6C Ancillary (Manual Labour, Professional Estates and Catering)**

Agencies	Weeks in continual employment				
	Non Commencement (Before Start Date) (% of fee refunded excl. VAT)	0 to 4 Weeks. Exc VAT	5 to 8 Weeks. Exc VAT	9 to 12 Weeks. Exc VAT	Over 12 Weeks. Exc VAT
Adecco	100%	50%	30%	20%	0%
Aspire	100%	75%	50%	25%	0%
Axis	100%	75%	50%	25%	0%
Barker Ross	100%	75%	50%	25%	0%
Blue Arrow	100%	50%	30%	10%	0%
C22	100%	75%	50%	25%	0%
Hays	100%	75%	50%	25%	0%
Resourcing Group	100%	100%	75%	50%	0%
Search	100%	75%	40%	20%	0%
The Recruitment Co	100%	60%	40%	20%	0%
Venn	100%	100%	75%	50%	0%

### **Schedule 3: Request for formal approval to go outside this contract to recruit permanent staff**

The Directorate of People and Organisational Development is responsible for processing and approving all requests from Faculties and Divisions seeking exemption from using the above contracted list of agencies. An exemption will only be considered in exceptional circumstances where the recruitment agency panel are unable to provide candidates due to the specialised nature of a role.

Requests for an exemption are considered on a case-by-case basis and a requesting Faculty or Division must be able to demonstrate that the recruitment agency panel cannot provide a suitable candidate. Placements should not be confirmed or agreed with alternate agencies until an exemption is approved by the Directorate of People and Organisational Development. For further information please contact Michael Platt – University of Manchester Talent Acquisition Manager [michael.platt@manchester.ac.uk](mailto:michael.platt@manchester.ac.uk)

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