REQUEST UNDER THE FREEDOM OF INFORMATION ACT 2000

I am writing in response to the request you made to BBSRC under the Freedom of Information Act, which was received on Tuesday 6 June 2016.

Statement of information requested

1. Please advise the total staff headcount that are employed directly by the Biotechnology and Biological Sciences Research Council, with each part-time employee counted as one employee. Please exclude all temporary agency workers from this figure.

2. Please identify each supplier that the Biotechnology and Biological Sciences Research Council has a contract with to supply temporary agency workers.

3. Please identify the type of contract that the Biotechnology and Biological Sciences Research Council has with each of these suppliers (preferred supplier list/ framework/ etc. If framework, please indicate which - e.g. MSTAR/ YPO/ Panel London/ Pan London/ NPS All Wales/ Crown Commercial Services/ etc - and whether this is on a neutral/ master/ hybrid vender model or lot, etc).

4. For each contract identified within (2) above, please advise of both the inception and end dates.

5. Please advise the full name of the main contact 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.

6. Please identify all suppliers that the Biotechnology and Biological Sciences Research Council has sourced a temporary agency worker from - but does not have a contract with - from 1 April 2015 to 31 March 2016.

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 workers the Biotechnology and Biological Sciences Research Council has sourced directly), how much has been spent on each supplier, from 1 April 2015 to 31 March 2016?

Background

The Biotechnology and Biological Sciences Research Council (BBSRC) is one of seven Research Councils that work together as Research Councils UK (RCUK). It is funded from the Government’s Department for Business, Innovation and Skills. BBSRC’s budget for 2014/15 was £509M and it supports around 1,600 scientists and 2,000 research students in universities and institutes in the UK. Information about BBSRC’s mission can be found on our website at http://www.bbsrc.ac.uk/organisation/mission.aspx.

UK Shared Business Services (UK SBS) provides a range of services, including IT, to BBSRC and other public sector organisations. UK SBS enters contracts on its clients behalf and provides services to them.
Duty to confirm or deny

BBSRC holds information relating to this request.

Requested Information

Please see the document (Annex 1) that accompanies this letter for the information you have requested.

If you have any further questions, please contact me quoting the reference number above.

Yours sincerely

BBSRC Freedom of Information Officer

Publication: please note that this response to your request may be published on a public website.

Complaints Process

If you are dissatisfied with how we have handled your request, you may register a formal complaint with the BBSRC Complaints Officer at complaints.officer@bbsrc.ac.uk, who will conduct an internal review.

If you are not happy with the outcome of the internal review, you have the right to apply directly to the Information Commissioner, Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, Tel: 01625 545 745, https://ico.org.uk/.
Annex 1

1. Please advise the total staff headcount that are employed directly by the Biotechnology and Biological Sciences Research Council, with each part-time employee counted as one employee. Please exclude all temporary agency workers from this figure.

Headcount at 31 March 2015
- Full Time Staff - 245
- Part Time Staff - 53

2. Please identify each supplier that the Biotechnology and Biological Sciences Research Council has a contract with to supply temporary agency workers.

- CL1 – Capita
- CL2 – Brook Street

3. Please identify the type of contract that the Biotechnology and Biological Sciences Research Council has with each of these suppliers (preferred supplier list/ framework/ etc. If framework, please indicate which - e.g. MSTAR/ YPO/ Panel London/ Pan London/ NPS All Wales/ Crown Commercial Services/ etc - and whether this is on a neutral/ master/ hybrid vendor model or lot, etc).

   Crown Commercial Services
   - Lot 1(Capita)
   - Lot 2 (Brook Street)

4. For each contract identified within (2) above, please advise of both the inception and end dates.

   a) 19th June 2013 to 18th June 2017
   b) 19th June 2013 to 18th June 2017

5. Please advise the full name of the main contact responsible for the main (or majority of the) contract(s) identified within (2) above, together with their:

   There is no individual who has responsibility for each contract within the company; however, should you wish to enquire about the contracts please use the following contact details:
   procurement@uksbs.co.uk
   UK Shared Business Services Ltd
   North Star House
   North Star Avenue
   SWINDON
   Wiltshire
   SN2 1FF
   01793 8670006.

6. Please identify all suppliers that the Biotechnology and Biological Sciences Research Council has sourced a temporary agency worker from - but does not have a contract with - from 1 April 2015 to 31 March 2016.
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 workers the Biotechnology and Biological Sciences Research Council has sourced directly), how much has been spent on each supplier, from 1 April 2015 to 31 March 2016?

- CL1 – Capita - £3401.00
- CL2 – Brook Street - £33858.94