

Ref: FOI / 6095

01 December 2025

Freedom of Information Act 2000 Request - Agency Labour Management and Spend

I refer to your FOI request and respond as follows:

I am writing to request the following information regarding your council's use of agency labour for the financial year 2023/24 (or the most recent complete 12-month period for which data is available):

1. Financial Information

- **What was your total expenditure on hourly paid agency workers?**

£410,266.

- **How many total hours were supplied by hourly paid agency workers?**

Council does not hold this information.

- **What were your top 3-5 job roles/categories by volume of agency hours used?**

Information not available but mostly administrative and operational within the Environment section.

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2. Procurement and Management

- **How is agency labour supply currently procured and managed? Please specify:**
 - **Any frameworks used (e.g., ESPO, YPO, CCS, regional frameworks)**
 - **Whether you use a master vendor, neutral vendor, or direct supply arrangements**
 - **The number of agency suppliers you currently work with**

Council issued a tender specification for the Provision of Employment Agency Services for a period of 3 years. The current contract is from 1 March 2024 until 28 February 2027. This is a direct supply arrangement.

Council currently engages with three agency suppliers.

3. Cost Verification and Recovery

- **Do you have contractual provisions or audit processes in place to verify that the actual employer costs (National Insurance, pension contributions, holiday pay, apprenticeship levy, etc.) charged by agencies match the costs genuinely incurred for each worker?**

The tender specification outlined that the Appointed Agency must ensure all statutory requirements are met regarding payment of wages and that relevant deductions including e.g. National Insurance, Pension and Holiday pay are met within the pricing schedule. The Appointed Agency is responsible for administration and payment of annual leave and statutory holidays.

The Appointed Agency is issued with a purchase order number and submits invoices per agency worker for the hours worked on a weekly basis. When the invoice is received by HR it is checked to ensure the amount is correct and if there are any discrepancies these are followed up by a member of the HR team and where necessary invoices are re-issued or a credit note issued by the agency.

- **If yes, please describe the verification mechanism and any recoveries made in the last 12 months**

Council verifies that the Hourly Rate being charged by the Agency for each Employee agrees to the agreed Hourly Rate for that Employee from the Appointment Agreement. This Rate includes all Employer Costs, so as long as the Rates agree there would not be any Recoveries made by Council.

- **If no, are there plans to implement such measures?**

Not applicable.

4. Compliance and Modern Slavery

- **What modern slavery due diligence requirements do you impose on your agency suppliers?**
- **Do you conduct working pattern analysis to identify potential exploitation indicators (e.g., multiple occupancy reporting, excessive hours, workers' wages being paid into duplicate bank accounts)?**
- **Have you identified any modern slavery concerns within your agency workforce in the past 12 months?**

Our tender specification states:

"The Appointed Agency will also be responsible for ensuring that all placements comply with the Working Time Regulations and the Asylum and Immigration Regulations/Legislation where necessary."

If you are dissatisfied with our response, you have rights of review and appeal; these rights consist of two review processes.

Firstly, our internal review procedure is available by contacting:

John Kelpie

Chief Executive
Derry City and Strabane District Council
98 Strand Road
Derry BT48 7NN
Tel: 028 71253253 or email: john.kelpie@derrystrabane.com

Secondly, you can appeal directly by contacting the Information Commissioner at:

Information Commissioner
Wycliffe House
Water Lane
Wilmslow
CHESHIRE SK9 5AF
Tel: 0303 123 1113 (local rate) or email: casework@ico.org.uk

I would however advise that the Information Commissioner has indicated that a review will not be undertaken unless the Council has first had an opportunity to re-consider its decision.

Yours sincerely

Paula Donnelly
Head of Human Resources