

Subject: Request for information regarding permanent recruitment spend.

FOI reference: 202100240826

Date received: 17 September 2021

Date responded: 13 October 2021

Information requested:

1. Permanent Recruitment Agency Spend for the last 2 calendar years.

NRS Response:

National Records of Scotland (NRS) is a Non-Ministerial Department (NMD) within the Scottish Administration. All of our staff have Scottish Government (SG) terms and conditions and we follow SG HR policy and processes.

In taking forward permanent recruitment we have not incurred any spend in the last 2 years. This is because permanent external recruitment needs to comply with the recruitment principles of the Civil Service Commission which are that selection for appointment to the Civil Service has to be made on the basis of:

1. **Merit** - this means the appointment of the best available person judged against the published criteria for the role. No one should be appointed to a role unless they are competent to do it and the appointment must be offered to the person who would do it best.
2. **Fair** – this means there must be no bias in the assessment of candidates. Selection processes must be objective, impartial and applied consistently.
3. **Open competition** – this means that appointment opportunities must be advertised publicly. Potential candidates must be given reasonable access to information about the role and its requirements, and about the selection process. In open competitions anyone who wishes must be allowed to apply.