



West
Yorkshire
Combined
Authority

Tracy
Brabin
Mayor of
West Yorkshire

Our Reference: 2592

20/01/2026

Freedom of Information Act 2000 Enquiry: Recruitment agency usage for communications roles

Thank you for contacting West Yorkshire Combined Authority ('the Combined Authority') with your request for information, received on 19/12/2025. Your request was:

"I request the following information under the Freedom of Information Act 2000 regarding recruitment agency usage for communications roles.

Definition of Scope: For the purposes of this request, "communications" refers to the general department or function that encompasses:

- Internal or external communications functions;*
- The press office or media relations;*
- Social media management;*
- Marketing functions (where these sit within the communications structure).*

Please provide the following data:

1. 2025/26 Actuals and Outturn Forecast

1a. Provide the total number of days a temporary worker was employed via an agency for the communications roles defined above from 6 April 2025 to the date of this request.

1b. Provide the council's current projected year-end outturn for the total number of agency days for these roles for the full 2025/26 financial year (ending 31 March 2026).

1c. Provide a breakdown of these days (actual and forecast) by job grade or title (e.g., Communications Officer, Senior Communications Officer, Communications Manager).

2. 2026/27 Planned Requirements

2a. Provide the total number of days currently budgeted or forecasted for agency-provided communications staff for the 2026/27 financial year.



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2b. Provide a breakdown of this requirement by job grade or title.

2c. Financial Qualifier: Note that I am requesting the currently held financial forecasts and draft budget allocations for 2026/27 as they exist at the time of this request. If these forecasts do not yet segment requirements by specific job title, please provide the department's overall forecasted budget or total "headcount days" for temporary agency workers within the communications function.

Public Interest and Statutory Compliance: This information is requested to ensure transparency regarding the use of public funds and to assist in confirming the efficiency and cost-effectiveness of council staffing structures. There is a clear and compelling public interest in the disclosure of how local authorities manage their workforce budgets and their reliance on third-party agencies.

Requirement for Third-Party Data If this information is held on your behalf by a third-party recruitment partner or Managed Service Provider (MSP), please note that under Section 3(2)(b) of the Freedom of Information Act 2000, this information is deemed to be held by the public authority. I respectfully request you immediately retrieve this data from your provider to fulfill this request without delay.

Format of Response: Provide this data in a machine-readable format, specifically a Microsoft Excel (.xlsx) or CSV file. Please include separate columns for: "Role Title," "Actual Days (YTD)," "Forecasted Outturn (25/26)," and "Planned Requirement (26/27)."

To ensure full compliance and avoid data processing delays, provide the requested information in a machine-readable Microsoft Excel (.xlsx) or CSV format, specifically organized into separate columns for Role Title, Actual Days (YTD), Forecasted Outturn (25/26), and Planned Requirement (26/27).

Cost of Compliance If you estimate the cost of compliance will exceed the statutory limit, please prioritize the data for Section 1 (2025/26). Under Section 16, please advise how I might refine the remainder of the request to bring it within the limit."

This request is being handled under Freedom of Information Act 2000, and I can confirm that the Combined Authority holds some of the information covered by your request:

1. 2025/26 Actuals and Outturn Forecast



1a. Provide the total number of days a temporary worker was employed via an agency for the communications roles defined above from 6 April 2025 to the date of this request.

- Data for the period requested shows total hours of 1,131.75 which, when divided by 7.4 as a normal working day, gives 152.9 days, and relates to two temporary workers employed for a communications role as defined in the request above.

1b. Provide the council's current projected year-end outturn for the total number of agency days for these roles for the full 2025/26 financial year (ending 31 March 2026).

- This information is not held by the Combined Authority; there is no forecasting data held within the scope of this request.

1c. Provide a breakdown of these days (actual and forecast) by job grade or title (e.g., Communications Officer, Senior Communications Officer, Communications Manager).

- 2 temporary Web & Digital Media Advisors were employed via an external agency during the period requested.

2. 2026/27 Planned Requirements

2a. Provide the total number of days currently budgeted or forecasted for agency-provided communications staff for the 2026/27 financial year.

- This information is not held by the Combined Authority.

2b. Provide a breakdown of this requirement by job grade or title.

- Not applicable.

2c. Financial Qualifier: Note that I am requesting the currently held financial forecasts and draft budget allocations for 2026/27 as they exist at the time of this request.

- Not applicable.

If you believe that your request for information has not been handled properly, you can ask for an internal review of our decision. Internal review requests should be submitted within two months of the date of receipt of this letter.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at:

Information Commissioner's Office



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Wellington House

Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone: 0303 123 1113

Website: www.ico.gov.uk

For your information, there is no charge for making an appeal.

Yours sincerely,

Information Governance Officer

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