

Crown
Commercial
Service
Supplier

BRITE Services Supplier Profile

RM6160 – Non Clinical Temporary and Fixed Term Staff



A team
that works
for you.



1. COMPANY OVERVIEW

2. CROWN LOTS

3. KEY PEOPLE

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5. COMPLIANCE

6. SUMMARY



BRITE overview

- Launched in 1997.
- Leadership with Corporate Recruitment backgrounds.
- 'Hub and Spoke' structure – central Resourcing and Finance supported by field-based Consultants.
- Blend of experienced and newer Consultants and Support staff. 4 new hires in 2019 alongside a long-serving existing team.
- Demonstrated continuous growth, seeking out new opportunities and expanding current contracts through high quality of service.
- Providing Temporary and fixed term recruitment solutions for a range of sectors and skill sets.



Geography



Our growth and development, in line with customer demand, has allowed us to expand our coverage throughout the Midlands and South Wales and we are naturally able to extend beyond this footprint (and have) into other regions for business opportunities.



Certifications and Accreditations:

- Audited and tested members of the REC (Recruitment & Employment Confederation) – 96% score in latest compliance test.
- Members of the TEAM trade association (The Employment Agents Movement).
- Audited membership of industry-specific supplier schemes:
 - UVDB (Utilities Vendor Database)
 - RISQS (Rail Industry Suppliers Qualification Scheme).
- Cyber Essentials certificated.
- Annual Torbay Council audit and inspection.
- Successfully cleared a Contractor Safety Audit carried out by Western Power Distribution (2014).
- Successful National Minimum Wage review (2019).
- Signed up as a DWP 'Disability Confident' employer since 2018.
- Twice HMRC PAYE inspected and twice VAT inspected, last in 2015.



CROWN lots awarded

Lot 1 – Admin & Clerical

- Administration and Secretarial
- Finance, Accounts and Audit
- HR
- IT
- Library Services
- Medical Secretaries
- Procurement and suppliers
- Project Management
- Public Relations & Customer Services

CROWN lots awarded

Lot 2 – Corporate Services

- Finance, Accounts and Audit
- HR
- Library Services
- Procurement and Supplies
- Project Management
- Public Relations & Customer Services
- Senior Business
- Media Services



CROWN lots awarded

Lot 6 – Ancillary Staff

- Catering
- Drivers (inc HGV, Forklift Operator)
- Driver (General)
- Estates & Maintenance Facilities
 - General Labour
 - Specialist Labour e.g. Electrician
 - Surveyor
- Porters/Cleaning
- Security
- Sterile Services
- Stores (Logistics)
- Environment & Scientific Services
 - Scientific
 - Environmental
 - Animal



Expertise in other sectors

Utilities & Facilities

- Electrical, Water, Gas
- Rail / infrastructure
- Operations / Administration
- Cleaning
- Grounds staff
- Site / Project Management
- Accommodation / Leisure

Commercial & Industrial

- Administration / Secretarial
- Accounts / Finance
- Warehouse
- Assembly / Production

Contracts including: Leading Utilities Companies, Councils and schools,



Key people

The Head Office Recruitment Team

Office-based consultants undertaking a range of local recruitment and providing support across our whole geography.

Temporary and fixed term office and industrial roles for all clients/sectors.



Key people

Regional Recruitment Team

Field-based consultants covering Bristol area, Wales & the Midlands.
Temporary and fixed term office and industrial roles in public and private sector.



SERVICE DELIVERY

- How we recruit:
 - Contract for Service, under a client's direction and control
 - Methods - advertising, jobs fairs, networking, database
 - Tackling 'hard-to-find' skills
 - Skills assessments (typing / attention to detail / IT)
 - Vacancy Management
- Flexible to accommodate individual user preferences e.g. additional on-boarding processes and procedures - safety inductions, video training and documentation.
- Key account team
 - Regular contact
 - Committed to continuous improvement; 3-part service reviews
- In-house payroll and accounts functions
- Management Information supplied through the Framework



- Recruiting 'hard-to-find' skills – it's what we do!
- Our relationship with candidates and temporary staff on assignments is as important to us as our relationship with our clients.
- We make a commitment to meet and engage with candidates prior to submission in the vast majority of cases, undertaking video interviews when this is not possible. We also take successful candidates through their 'start up' documentation in person where possible, often on site during the start of their assignment if appropriate.
- One-to-one staff review meetings.
- Assignment awards to recognise exceptional staff performance.



Assignment awards



COMPLIANCE

- **Legislation**
 - Professional memberships help to keep us informed on notable current and upcoming changes.
 - Representatives regularly attend seminars and trade meetings to discuss and assess the changing industry, flat organisational structure allows for effective and efficient dissemination of information.
 - IR35; trend of traditional 'limited company contractors' looking to work on PAYE basis.
- **Data**
 - Nominated Data Protection Representative.
 - Robust Data Protection policies and procedures.
 - Secure Information Technology Infrastructure, managed locally.
 - Safe and separate storage of payroll and personal information.
- **Insurance**
 - High levels of insurance to maintain compliance with public sector and large corporate client requirements.
- **Policies and Procedures**
 - Library of documents available for staff and client access where appropriate.
 - Vast experience within the recruiting and senior teams with regards to industry best practice.



SUMMARY

Brite 'USP's

- Flexible, personalised and user-friendly service.
- Responsible corporate approach with benefit of added agility.
- Honesty and transparency in all business dealings.
- Blend of experience within recruitment team; around 150 years combined industry experience.

