

Nina Cole  
 IT Officer  
 Labour Research Department  
 78 Blackfriars Road  
 London  
 SE1 8HF

31<sup>st</sup> January 2017

Dear Nina Cole

Thank you for your request for information dated 19/01/17 and received on 19/01/17 concerning Northbrook College.

This request is being handled under the Freedom of Information Act 2000.

Please find below the answers to your Freedom of Information request as of 31/01/17:

<p>Q1a. Please provide the number of staff (headcount) employed by the college on 01/08/2016 broken down into the following categories i) Senior Post Holders ii) Management excluding Senior Post Holders iii) Support Staff and iv) Teaching staff</p> <p>Please do not include casual/sessional staff in the counts. Please do not include staff in more than one category.</p>		
		Number of staff (headcount) on 01/08/2016
	Senior Post Holders	2
	Management	24
	Support Staff	235
	Teaching Staff	140
	Total	401
<p>Q1b. Please provide the number of support staff (headcount) employed by the college on 01/08/2016 broken down into the following categories i) Permanent contracts ii) Fixed term contracts</p>		
		Number of staff (headcount) on 01/08/2016
	Permanent	189
	Fixed term	46
<p>Q1c. Please provide the number of support staff (headcount) employed between 01/08/2015-31/07/2016 on casual/no guaranteed minimum hours basis</p>		208

Q2a. Did the college pay the AoC award for 2016/2017 (an increase of 1% or £250, whichever is the higher, to all pay points)?	No	
Q2b. If the answer to 2a is No, has any pay award been made for 2016/2017?	Yes	
Q2c. If the answer to 2b is Yes, what pay award was made for 2016/2017	1%	
Q2d. If the answer to 2b is No, is a decision on the pay award for 2016/2017 still pending?	N/A	
Q2e. Did the college make a pay award for 2015/2016?	Yes	
Q2f. If the answer to 2e is Yes, what pay award was made for 2015/2016?	1%	
Q3a. What is the minimum adult hourly rate of pay at the College, including any regional pay supplement, excluding apprentice pay rates? (Hourly rate should be exclusive of holiday pay).	£8.08	£8.08 for casual staff e.g. Portrait Model £8.41 for Establishment Staff
Q3b. How many directly employed staff (headcount) excluding apprentices are paid less than the Living Wage Foundation rate (£8.45 per hour outside Greater London and £9.75 per hour in Greater London)?	29	
Q3c. How many staff (headcount) were paid £100,000 or higher, excluding pension contributions, benefits in kind and national insurance contributions during the financial year 2015/2016?	1	

Q4a. How many hours per week is a full-time support staff employee typically contracted to work, excluding unpaid breaks?	37
Q4b. How many hours per week is a full-time teaching member of staff typically contracted to work, excluding unpaid breaks?	37
Q5a. How many days of annual leave would a newly-appointed full-time support staff employee be entitled to during the first year of their employment, excluding Bank Holidays, college closure days etc?	22
Q5b. How many additional non-discretionary leave days, eg Bank Holidays, college closure days, would a newly-appointed full time support staff employee be entitled to during their first year of employment?	8
Q5c. If number of days annual leave varies with grade, what is the i) minimum number of days, ii) maximum number of days, for a newly-appointed full-time support staff employee, during the first year of their employment, excluding Bank Holidays, college closure days etc? Which grades receive the minimum entitlement?	
Minimum number of days	N/A
Maximum number of days	N/A
Grades receiving minimum entitlement	N/A
Q5d. If holiday entitlement increases with length of service, what is the maximum number of days of annual leave a newly-appointed full-time support staff employee would be entitled to, and how many years of service would be required to reach that total?	
Maximum number of days	27
Number of years' service required	5
Q5e. How many days of annual leave would a newly-appointed full-time member of teaching staff be entitled to during the first year of their employment, excluding Bank Holidays, college closure days etc?	42

Q6a. Does the college contract out services in the following areas? If yes, when is the current contract up for renewal? Please give the names of the companies to whom the services are currently contracted out.				
		Yes/No	Date contract is up for renewal	Companies
	a. Cleaning	Yes	2019	Churchill
	b. Catering	Yes	2018	Aramark
	c. Security	No	N/A	

Q6b. Is a minimum rate of pay specified in the college's contracts with external companies providing the following services. If so, what is the minimum rate of pay?				
		Yes/No	Minimum pay rate	
	a. Cleaning	Yes	Government Minimum wage	
	b. Catering	Yes	Government Minimum wage	
	c. Security	N/A	N/A	

Q7a. How much money, including VAT, has been spent on employment agencies (hiring agency staff) during the financial year 2015/2016?	£287,752.99
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Q7b. How much money, including VAT, has been spent on management consultancy services during the financial year 2015/2016?	£13,996.85
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Q8b. If the answer to Q8a is Yes, was Further Education Job Evaluation (FEJE) (Pilat/Gauge) scheme used for job evaluation. If a different scheme was used, please specify which scheme was used?	
FEJE scheme (Pilat /Gauge) used	Yes
Other scheme used (please specify)	
Q8c. If the answer to Q8a is Yes, in what year were the results of the job evaluation implemented?	2013
Q8d. If the answer to Q8a is Yes, have the outcomes of the implementation been reviewed?	No
Q8e. If the answer to Q8d is Yes, in what year was the review completed?	

If you are unhappy with the way your request for information has been handled, you can request a review by writing to:

Andrew Stowell  
Head of Learner Services and Marketing  
Northbrook College  
Broadwater Road  
Worthing  
West Sussex  
BN14 8HJ

If you remain dissatisfied with the handling of your request or complaint, you have a right to appeal to the Information Commissioner at:

The Information Commissioner's Office, Wycliffe House, Water Lane,  
Wilmslow, Cheshire, SK9 5AF.  
Telephone: 08456 30 60 60 or 01625 54 57 45 Website:www.ico.gov.uk  
There is no charge for making an appeal.

Yours sincerely,



Andrew Stowell  
Head of Learner Services and Marketing