

30<sup>th</sup> July 2013

Thank you for your request for information dated 3<sup>rd</sup> July 2013 and received on 3<sup>rd</sup> July 2013 concerning Northbrook College.

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

The Information sought is:

1. Does your institution use zero hour's contracts to employ any of its staff? Yes, Northbrook College designates these contracts as variable hour's contracts.
2. The total number of lecturer/teaching staff employed on zero hour's contracts - 136
3. The number of such lecturer/teaching staff who currently have no work allocated – 136 due to the non-teaching period of the current summer break.
4. The number of such lecturer/teaching staff who were offered no work in at least one calendar month since August 2012 - 38
5. The number of teaching associate staff employed on zero hours contracts - 65
6. The number of such teaching associate staff who currently have no work allocated - 21
7. The number of such teaching associate staff who were offered no work in at least one calendar month since October 2012 - 21
8. For the groups above, the period or units in which work is offered and agreed e.g. hourly, daily, weekly, monthly, per term / semester or annually

For teaching associate staff – this is typically agreed on a monthly basis

For lecturer/teaching staff – this is typically agreed on a termly basis and is generally linked to a specific course or courses

9. Please indicate other ways in which you manage staffing in relation to the need for flexibility in the provision of delivering teaching and associated functions.

Staff are also engaged on a casual basis in positions such as invigilators, life models and facilitators.

Enclosed with this Freedom of Information disclosure, Northbrook has also supplied a copy of the relevant policy on the use of zero hours that is in use at our institution as requested.

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

Andrew Stowell  
Marketing & Communications Manager  
Northbrook College  
Littlehampton Road  
Worthing West Sussex  
BN12 6NU

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](http://www.ico.gov.uk)

There is no charge for making an appeal.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Andrew Stowell', written in a cursive style.

Andrew Stowell  
Marketing and Communications Manager