

Adult Education Services FOI ...

Request for data under the Freedom of Information Act

1. Please enter your details in the space below

Name

Job title

Email address

2. Please enter your provider name

LEICESTER ADULT EDUCATION CENTRE

3. Does your service operate at more than one site or centre, or commission provision?

Yes

No

4. How many sites in total?

1
2
3
4
5
6
>6



5. Do salaries and contractual terms and conditions for staff in the same roles vary across your service's sites or centres or commissioned provision?

Yes

No

6. Do you sub-contract out any of your work?

Yes

No

Part

7. What proportion of work is sub-contracted?

N/A 8. You have indicated that staff terms and conditions vary between your college's sites/centres.

Due to this variation, please complete this Freedom of Information Request separately for each college or site.

Please specify the site or centre that you are referring to in this response.

Staff headcount and contract type

9. Please enter the total headcount of each type of staff working at your service on each specified contract type. Please enter 0 where there are no staff of a particular job and contract type.

	Permanent Full Time	Fixed term Full Time	Permanent Part time (fractional)	Fixed Term Part time (fractional)	Hourly Paid (variable hours with guaranteed minimum)	Zero Hours Contract (hourly paid with no set minimum hours)
Leadership	7					
Curriculum leader/manager	7					
Tutors	6		36		73	
Learning support (eg ALS)	4		19			
Support staff	24	1				

10. Please enter the total FTE of each type of staff working at your service on each specified contract type. Please enter 0 where there are no staff of a particular job and contract type.

	Permanent Full Time	Fixed term Full Time	Permanent Part time (fractional)	Fixed Term Part time (fractional)	Hourly Paid (variable hours with guaranteed minimum)	Zero Hours Contract (hourly paid with no set minimum hours)
Leadership	7					
Curriculum leader/manager	7					
Tutors	6		20.22		13.24	
Learning support (eg ALS)	4		6.06			
Support staff	24	1	9.48			

Agency staff

11. Please enter the **total headcount** of agency staff currently engaged by your service, and the total engaged over the last twelve months, for each staff type.

	Current agency staff	Agency staff over the last 12 months
Leadership	<input type="text" value="0"/>	<input type="text" value="0"/>
Curriculum leader/manager	<input type="text" value="0"/>	<input type="text" value="0"/>
Tutors	<input type="text" value="0"/>	<input type="text" value="0"/>
Learning support (eg ALS)	<input type="text" value="0"/>	<input type="text" value="0"/>
Support staff	<input type="text" value="0"/>	<input type="text" value="0"/>

12. Please enter the **total FTE** of agency staff currently engaged by your service, and the total engaged over the last twelve months, for each staff type.

	Current agency staff	Agency staff over the last 12 months
Leadership	<input type="text" value="0"/>	<input type="text" value="0"/>
Curriculum leader/manager	<input type="text" value="0"/>	<input type="text" value="0"/>
Tutors	<input type="text" value="0"/>	<input type="text" value="0"/>
Learning support (eg ALS)	<input type="text" value="0"/>	<input type="text" value="0"/>
Support staff	<input type="text" value="0"/>	<input type="text" value="0"/>

(untitled)

13. What was the annual pay award at your service over the last three years?

	% pay award	other awards (living wage, fixed £ amount etc.)
2016/17	<input type="text" value="1%"/>	<input type="text"/>
2015/16	<input type="text" value="1%"/>	<input type="text"/>
2014/15	<input type="text" value="1%"/>	<input type="text"/>

14. Please give details of any enhancement to hourly rates for preparation/assessment/remission (e.g.ratios)

15. How many hours does a full-time tutor teach annually in your organisation?

16. How many teaching weeks are there per year?

17. What rate do you use for additional non-teaching duties e.g. additional meetings, curriculum development activities etc?

- Included in hourly rate
- Same as teaching rate
- Separate CPD rate – if so, please specify 2 for 1
- Different rate for each activity – if so, please give details

18. Please enter (in days) the contractual annual leave entitlement for full time staff of each staff type.

Leadership	<input type="text" value="35"/>
Curriculum leader/manager	<input type="text" value="35"/>
Tutors	<input type="text" value="0"/>
Learning support (e.g. ALS)	<input type="text" value="24-29"/>
Support staff	<input type="text" value="24-29"/>

19. Does your organisation provide trade union facility time for UCU representatives?

Yes

No

20. How many individuals receive facility time?

21. What is the total number of hours per week allocated to facility time?

Salary range by staff type

22. Please enter the **mean average** annual salary for each staff type listed below (excluding any London weighting that may apply).

Please use the **FTE salary for part time staff** and enter as a number (e.g. £29,534 as 29534).

Leadership	41877
Curriculum leader/manager	33143
Tutors	22451
Learning support (e.g. ALS)	23120
Support staff	20610

23. Does your college apply London weighting in addition to the pay rates outlined above?

Yes

No

24. Please enter the amount of London weighting paid for each staff type

Please use the and enter as a number (e.g. £3,200 as 3200).

Leadership	<input type="text"/>
Curriculum leader/manager	<input type="text"/>
Tutors	<input type="text"/>
Learning support (e.g. ALS)	<input type="text"/>
Support staff	<input type="text"/>

25. Please list the total **headcount** of staff members of each type at each pay point in the table below (excluding any London weighting that may apply).

Please use the FTE salary for part time staff and enter 0 if your service does not have any staff of that job type at a particular pay point.

Please answer all questions for staff employed during the period of 1/8/2016 to 31/7/2017.

	Leadership	Curriculum leader/manager	Tutors	Learning support (eg ALS)	Support staff
≤£19,257	<input type="text"/>	<input type="text"/>	108	20	25
£19,258- £20,403	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	3
£20,404 - £21,615	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	7

£81,022 -
£91,175

≥
£91,176

Gender by salary range and staff type

26. Please enter the **mean average** annual salary for **female staff** of each type listed below (excluding any London weighting that may apply).

Please use the **FTE salary for part time staff** and enter as a number (e.g. £29,534 as 29534).

Leadership

41722

Curriculum leader/manager

32895

Tutors

22237

Learning support (e.g. ALS)

23687

Support staff

20406

27. Please list the total headcount of **female** staff members of each type at each pay point in the table below (excluding any London weighting that may apply).

Please use the FTE salary for part time staff and enter 0 if your service does not have any female staff of that job type at a particular pay point.

£21,010

£21,616 -
£22,824

2

£22,825 -
£24,201

£24,202 -
£25,642

1

£25,643 -
£27,199

2

£27,200 -
£28,857

5

1

£28,858 -
£30,602

1

1

2

2

£30,603 -
£32,462

1

£32,463 -
£34,432

5

1

£34,433 -
£36,523

£36,524 -
£38,750

1

£38,751 -
£41,101

1

£41,102 -
£43,604

2

£43,605 -
£46,249

1

£46,250 -
£49,058

£49,059 -
£53,597

£53,598 -
£60,320

1

£60,321 -
£69,901

£69,902 -
£81,021

£49,059 - £53,597					
£53,598 - £60,320	1				
£60,321 - £69,901					
£69,902 - £81,021					
£81,022 - £91,175					
≥ £91,176					

(untitled)

28. Please enter the **mean average** annual salary for **male staff** of each type listed below (excluding any London weighting that may apply).

Please use the **FTE salary for part time staff** and enter as a number (e.g. £29,534 as 29534).

Leadership	42806
Curriculum leader/manager	33473
Tutors	23285
Learning support (eg ALS)	17321
Support staff	21234

29. Please list the total headcount of **male** staff members of each type at each pay point in the table below (excluding any London weighting that may

	Leadership	Curriculum leader/manager	Tutors	Learning support (eg ALS)	Support staff
≤£19,257			91	18	21
£19,258-£20,403					3
£20,404 - £21,615					4
£21,616 - £22,824			1		
£22,825 - £24,201					
£24,202 - £25,642					
£25,643 - £27,199					
£27,200 - £28,857			4	1	
£28,858 - £30,602	1	1		2	2
£30,603 - £32,462		1			
£32,463 - £34,432		2			1
£34,433 - £36,523					
£36,524 - £38,750	1				
£38,751 - £41,101	1				
£41,102 - £43,604	1				
£43,605 - £46,249	1				
£46,250 - £49,058					

apply).

Please use the FTE salary for part time staff and enter 0 if your college does not have any male staff of that job type at a particular pay point.

	Leadership	Curriculum leader/manager	Tutors	Learning support (eg ALS)	Support staff
≤£19,257			17	2	4
£19,258 - £20,403					
£20,404 - £21,615					3
£21,616 - £22,824			1		
£22,825 - £24,201					
£24,202 - £25,642			1		
£25,643 - £27,199					2
£27,200 - £28,857			1		
£28,858 - £30,602					
£30,603 - £32,462					
£32,463 - £34,432		3			
£34,433 - £36,523					
£36,524 - £38,750					
£38,751 - £41,150					

