

Business Assurance  
Information  
Compliance

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██████████

By email only to: ██████████

16 January 2020

Dear ██████████,

### Request for information under the Freedom of Information Act 2000 ("the Act")

Further to your recent request for information held by King's College London, I am writing to confirm that the requested information is not held by the university.

#### Your request

We received your information request on 2 January 2020 and have treated it as a request for information made under section 1(1) of the Act.

You requested the following information:

*Q1a. Please provide the number of staff (headcount) employed by the institution on a) 01/10/2018 and b) 01/10/2019, broken down into the following categories*

- i) Academic and research staff*
- ii) Non-academic management*
- iii) Other staff*

*Please do not include casual/sessional staff in the counts.*

*Q1b. For each of spine points 2-30, please provide*

- i) the number of staff employed on 01/10/2019,*
- ii) the number of these staff for whom this is the top spine point reachable by automatic incremental progression of the grade on which they are employed, ie the top non-discretionary spine point for the grade.*

*Q1c. How many staff (headcount), who are not managers, academics or research staff, were employed on zero-hours contracts (a contract under which the employer has no obligation to offer work and guarantees no minimum hours of work) on 01/10/2018 and on 01/10/2019?*

*Q1d. How many of the staff in Q1c were employed in roles that were only available to students, eg student ambassadors?*

*Q2. Please provide the number of staff (headcount) employed on a) 01/10/2018 and b) 01/10/2019 who are i) Male, ii) Female, iii) Black Minority and ethnic staff, iv) Disabled*

*Q3a. For those staff leaving due to redundancy between 01/10/2018 and 30/09/2019, please provide the number (headcount) taking a) compulsory redundancy, b) voluntary redundancy. If you cannot provide separate numbers for compulsory and voluntary redundancies, please provide the total numbers of redundancies. Please do not include redundancies due to the end of fixed term contracts if it is possible to exclude them from the counts.*

*Q3b. Please provide the number of staff taking redundancy due to the ending of fixed term contracts between 01/10/2018 and 30/09/2019.*

*Q4a&b. Please provide the number of staff leaving due to redundancy between 01/10/2018 and 30/09/2019, within each of the following categories: For the same time period please also provide the same information for staff on fixed term contracts leaving due to redundancy within the following categories:*

- i) Academic and research staff*
- ii) Non-academic management*
- iii) Other staff*

*Please do not include those staff leaving due to the ending of fixed term contracts in the counts*

*Q5. Please provide the number of staff leaving due to redundancy between 01/10/2018 and 30/09/2019, who are i) Male, ii) Female, iii) Black Minority and ethnic staff, iv) Disabled, v) Aged 55 years or more*

*Please do not include those staff leaving due to the ending of fixed term contracts in the counts.*

*Q6a. What is the minimum adult hourly rate of pay at the institution, including any regional pay supplement, excluding apprentice pay rates? (Hourly rate should be exclusive of holiday pay).*

*Q6b. What is the minimum adult hourly rate of pay for apprentices (if employed), including any regional pay supplement? (Hourly rate should be exclusive of holiday pay).*

*Q6c. How many hours a week is a full-time non-academic member of staff typically contracted to work, excluding unpaid breaks?*

*Q7. How many directly employed staff (headcount), excluding apprentices, are paid less than the Living Wage*

*Q8. How much money, including VAT, has been spent on employment agencies (hiring agency staff) during the financial year 2018/2019?*

*Q9a. Does the university contract out any services in the following areas? Please give the names of the companies to whom the services are currently contracted out. When is the contract for the service up for renewal (if multiple contracts what is the earliest date)?*

- i) Cleaning*
- ii) Catering*
- iii) Security*

*Q9b. Is a minimum rate of pay specified in the university's contracts with external companies providing the those services? If so, what is the minimum rate of pay?*

*Q10a. Please give the names of any wholly owned subsidiary companies of the university which currently provide any of the following services to the university in the UK:- a. Cleaning, b. Catering, C. Security, d. IT services, e. Administration, f. Other support services. For each of the subsidiary companies identified, please indicate which of these services they provide to the university.*

*Q10b. Are **newly employed** staff employed by the wholly owned subsidiary companies providing the services identified in Q10a employed on contractual terms that provide substantially equivalent benefits (pay, occupational sick pay, annual leave entitlement, pensions) as those given to newly employed staff employed directly by the university performing similar roles?*

*Q11a. Does the university use any of the following job evaluation schemes? If more than one scheme is used at the university, please indicate which groups of staff job roles /or which grades are evaluated under each of the schemes used. If a different scheme is used for those employed above the 51 point pay spine please also indicate this.*

*Q11b. Is there formal union involvement in job evaluation for a) new posts, b) restructuring/re-organisation, c) grading appeals?*

### **Our response**

Please see attached spreadsheet.

This completes the university's response to your information request.

### **Your right to complain**

If you are unhappy with the service, you have received in relation to your information request or feel that it has not been properly handled you have the right to complain or request a review of our decision by contacting the Assistant Director of Business Assurance (Information Compliance) within 60 days of the date of this letter.

Further information about our internal complaint's procedure is available at the link below:

[http://www.kcl.ac.uk/college/policyzone/assets/files/governance\\_and\\_legal/Freedom\\_of\\_Information\\_Policy\\_updated\\_Oct\\_%202011.pdf](http://www.kcl.ac.uk/college/policyzone/assets/files/governance_and_legal/Freedom_of_Information_Policy_updated_Oct_%202011.pdf)

If you are not content with the outcome of your complaint you may apply to the Information Commissioner for a decision. Generally, the Information Commissioner cannot make a decision unless you have exhausted the internal complaints procedure provided by King's College London.

The Information Commissioner can be contacted at the following address:

The Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow

Cheshire  
SK9 5AF

Yours sincerely



Information Compliance

Q1a. Please provide the number of staff (headcount) employed by the institution on a) 01/10/2018 and b) 01/10/2019, broken down into the following categories

- i) Academic and research staff
- ii) Non-academic management (see note below)
- iii) Other staff

Please do not include casual/sessional staff in the counts.

	Number of staff (headcount) on 01/10/2018	Number of staff (headcount) on 01/10/2019
Academic and research staff	5366	5589
Non-academic management	517	777
Other staff	2951	3269
<b>Total</b>	<b>8834</b>	<b>9635</b>

**Comment**

*For the purposes of this FOI request, all non-academic staff with a HESA levels codes A-F could be classified as managers, typically Function Head and above– HESA guidance on the levels code is available at:-*

[https://www.hesa.ac.uk/collection/c17025/combined\\_levels](https://www.hesa.ac.uk/collection/c17025/combined_levels)

Q1b. For each of spine points 2-30, please provide

(a) the number of staff employed on 01/10/2019

(b) the number of these staff for whom this is the top spine point reachable by automatic incremental progression of the grade on which they are employed, ie the top non-discretionary spine point for the grade.

Please do not include casual/sessional staff in the counts.

Spine point	Number of staff employed on 01/10/19 excluding casual staff	Number of these staff for whom this is the top non-discretionary spine point of the grade that they are employed on
2		
3	7	
4	7	
5	15	
6	53	52
7	23	
8	13	
9	15	
10	7	
11	7	
12	5	
13	40	40
14	34	
15	58	
16	33	
17	19	
18	10	
19	42	42
20	125	
21	150	
22	117	
23	81	
24	267	
25	188	
26	186	
27	170	
28	129	
29	92	92
30	331	331

Q1c. How many staff (headcount), who are not managers, academics or research staff, were employed on zero-hours contracts (a contract under which the employer has no obligation to offer work and guarantees no minimum hours of work) on 01/10/2018 and on 01/10/2019?

	Number of staff (headcount) on 01/10/2018	Number of staff (headcount) on 01/10/2019
Staff on zero hours contracts, excluding managers, academics and research staff	N/A	N/A

**Comment**

Q1d. How many of the staff in Q1c were employed in roles that were only available to students, eg student ambassadors?

	Number of staff (headcount) on 01/10/2018	Number of staff (headcount) on 01/10/2019
Employed in roles only available to students	N/A	N/A

**Comment**

Q2. Please provide the number of staff (headcount) employed on a) 01/10/2018 and b) 01/10/2019 who are

- i) Male
- ii) Female
- iii) Black Minority and ethnic staff
- iv) Disabled

Please do not include casual/sessional staff in the counts.

	Number of staff (headcount) on 01/10/2018	Number of staff (headcount) on 01/10/2019
Male	3942	4326
Female	4892	5309
Black Minority and ethnic	1986	2460
Disabled	445	584

8834

9635

**Comment**

Q3a. For those staff leaving due to redundancy between 01/10/2018 and 30/09/2019, please provide the number (headcount) taking  
a) compulsory redundancy  
b) voluntary redundancy.  
If you cannot provide separate numbers for compulsory and voluntary redundancies, please provide the total number of redundancies. Please do not include redundancies due to the end of fixed term contracts if it is possible to exclude them from the counts.

Number of staff leaving due to redundancy (headcount) between 01/10/2018 and 30/09/2019

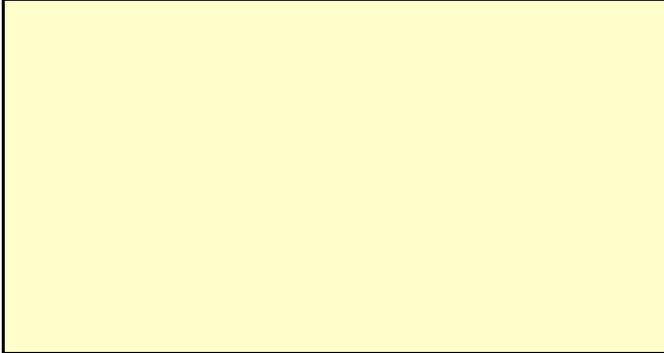
Compulsory redundancy	42
Voluntary redundancy	
Total	42

**Comment**

Q3b. Please provide the number of staff taking redundancy due to the ending of fixed term contracts between 01/10/2018 and 30/09/2019.

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**Comment**



Q4a. Please provide the number of staff leaving due to redundancy between 01/10/2018 and 30/09/2019, within each of the following categories:-

- i) Academic and research staff
- ii) Non-academic management (see note below)
- iii) Other staff

Please do not include those staff leaving due to the ending of fixed term contracts in the counts.

	Number of staff (headcount) leaving due to redundancy between 01/10/2018 and 30/09/2019
Academic and research staff	13
Non-academic management	4
Other staff	11
	28

**Comment**

*For the purposes of this FOI request, all non-academic staff with a HESA levels codes A-F could be classified as managers, typically Function Head and above– HESA guidance on the levels code is available at:-*

[https://www.hesa.ac.uk/collection/c17025/combined\\_levels](https://www.hesa.ac.uk/collection/c17025/combined_levels)

Q4b. Please provide the number of staff on fixed term contracts leaving due to redundancy between 01/10/2018 and 30/09/2019, within each of the following categories:

- i) Academic and research staff
- ii) Non-academic management (see note below)
- iii) Other staff

Please only include those staff leaving due to the ending of fixed term contracts in the counts.

	Number of fixed term contract staff (headcount) leaving due to redundancy between 01/10/2018 and 30/09/2019
Academic and research staff	12
Non-academic management	7
Other staff	11
	30

**Comment**

*For the purposes of this FOI request, all non-academic staff with a HESA levels codes A-F could be classified as managers, typically Function Head and above– HESA guidance on the levels code is available at:-*  
[https://www.hesa.ac.uk/collection/c17025/combined\\_levels](https://www.hesa.ac.uk/collection/c17025/combined_levels)

Q5. Please provide the number of staff leaving due to redundancy between 01/10/2018 and 30/09/2019, who are

- i) Male
- ii) Female
- iii) Black Minority and ethnic staff
- iv) Disabled
- v) aged 55 years or more

Please do not include those staff leaving due to the ending of fixed term contracts in the counts.

	Number of staff (headcount) leaving due to redundancy between 01/10/2018 and 30/09/2019
Male	12
Female	16
Black Minority and ethnic	8
Disabled	1
Aged 55 years or more	9

28

**Comment**

Q6a. What is the minimum adult hourly rate of pay at the institution, including any regional pay supplement, excluding apprentice pay rates? (Hourly rate should be exclusive of holiday pay).	12.05
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Q6b. What is the minimum adult hourly rate of pay for apprentices (if employed), including any regional pay supplement? (Hourly rate should be exclusive of holiday pay).	N/A
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Q6c. How many hours a week is a full-time non-academic member of staff typically contracted to work, excluding unpaid breaks?	35
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Q7. How many directly employed staff (headcount), excluding apprentices, are paid less than the Living Wage (£9.30 per hour outside Greater London and £10.75 per hour in Greater London)?	N/A
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Q8. How much money, including VAT, has been spent on employment agencies (hiring agency staff) during the financial year 2018/2019?	
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**Comment**

Information not yet available
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Q9a. Does the university contract out any services in the following areas? Please give the names of the companies to whom the services are currently contracted out.  
When is the contract for the service up for renewal (if multiple contracts what is the earliest date)?

	Service contracted out	Companies	Date contract is up for renewal
a. Cleaning	No		
b. Catering	No		
c. Security	No		

Q9b. Is a minimum rate of pay specified in the university's contracts with external companies providing the following services? If so, what is the minimum rate of pay?

	Minimum rate specified in contract	Minimum pay rate
a. Cleaning	Yes/No	N/A
b. Catering	Yes/No	N/A
c. Security	Yes/No	N/A



Q11a. Does the university use any of the following job evaluation schemes?  
 a) Higher education Role Analysis (HERA)  
 b) Hay  
 c) Local Government Single Status Job Evaluation Scheme  
 d) Other scheme  
 If more than one scheme is used at the university, please indicate which groups of staff job roles /or which grades are evaluated under each of the schemes used. If a different scheme is used for those employed above the 51 point pay spine please also indicate this.

	Used	Staff groups covered
Higher Education Role Analysis (HERA)	Yes	Grade 1 - 8
Hay	No	
Local Government Single Status Job Evaluation Scheme	No	
Other scheme	No	

Q11b. Is there formal union involvement in job evaluation for  
 a) new posts  
 b) restructuring/re-organisation  
 c) grading appeals?

	Union involvement	Notes
New posts	No	
Restructuring/reorganisation	No	
Grading appeals	No	