

P-04-485 Abuse of casual contracts in Further Education – Correspondence from Coleg Morgannwg to the Clerking team, 15.07.2013

Dear Clerk,

Further to your recent request regarding information related to contracts, Coleg Morgannwg's response is as follows:

Q1 Does the College use either zero hour or fixed term contracts?

College response = No zero hour contracts, we do employ some staff on fixed contracts

Q2 If so, how many staff are employed on:

A - Zero hour contracts = College response = 0 B - Fixed term contracts = College response = 62 of which 19 are covering short term sickness absences

Q3 What proportion of your workforce are employed on:

A Zero hour contracts = College response = 0% B Fixed term contracts = College response = 12.53% or 8.56%

Q4 Has the use of zero hour contracts increased / decreased / remained the same over the past two years?

College response = not applicable

Q5 Has the use of fixed term contracts increased / decreased / remained the same over the past two years?

College response = remained the same

Q6 Do you envisage the use of zero hour contracts increasing / decreasing / remaining the same over the next two years?

College response = not applicable

Q7 Do you envisage the use of fixed term contracts increasing / decreasing / remaining the same over the next two years?

College response = It is difficult to predict although as we are entering into merger fixed term contracts might rise slightly

Q8 Do you have any internal policies or guidelines on when wither zero hour or fixed term contracts should be used? If so, can you share this with the Committee? If not, what factors are taken into account when deciding to appoint on such contracts?

College response = No policy although we do have a Recruitment and Selection policy which has been attached for your perusal.

Do you have any other comments on the use of zero hours / fixed term contracts which the Committee may find useful?

College response = No

Yours faithfully

Clair Mapp

Executive Secretary

01443 663152

c.mapp@morgannwg.ac.uk

RECRUITMENT AND SELECTION PROCEDURE

Prepared by: **Head of Human Resources**

Policy Approved **Strategic Management Team** **29/09/09** **Minute 1729**
by:

Employment Policy Committee **02/11/09** **Minute 404**

AOS Aim 6

Review Date: **November 2012**

Preamble to the Policy

Equal Opportunities

The College shall comply with all statutory duties in respect of equal opportunities in the areas of sex, race, age, disability, sexual orientation, transgender, religion, belief, pregnancy, maternity and paternity, marriage and civil partnership and the rehabilitation of offenders. The college shall also comply with the Human Rights Act 1998 and any subsequent enactments or modifications.

Recruitment and Selection Procedure

1. Terms of Reference for Appointments

Under the Articles of Government of the Corporation: -

- 1.1 A selection panel consisting of at least 3 members of the Corporation shall be responsible for the appointment of the Principal and Deputy Principal
- 1.2 The Principal shall be responsible for the appointment, assignment, grading, appraisal, suspension, dismissal and determination, within the framework set by the Corporation, of the pay and conditions of service, of all other staff.
- 1.3 This College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

2. Staffing Levels

- 2.1 The staffing levels (establishment) of the College are those determined by the Principal. These levels may increase or decrease following the annual planning exercise or any other circumstance that may arise.

3. Vacancy Procedure

- 3.1 A vacancy occurs in a number of ways:-
 - 3.1.1 The retirement, resignation, dismissal or death of an existing member of staff.
 - 3.1.2 A significant increase in the volume of existing work,
 - 3.1.3 The introduction of new areas of work for which there is no existing expertise.
 - 3.1.4 New business introduced into the College on a cost recovery basis, e.g. Industrial Training, European Projects and commercial activities.
 - 3.1.5 In the instances of items 3.1.2, 3.1.3 and 3.1.4 discussions with the SMT must take place as staffing levels will be affected.
- 3.2 In the instance of a vacancy arising under 3.1.1 the following will be considered:-

- 3.2.1 The justification to proceed with a permanent replacement based on current and future demands in the programme/subject area or functional unit.
- 3.2.2 A possible change of emphasis of the post.
- 3.2.3 Possible redeployment of existing staff from within the College.
- 3.2.4 Use of a temporary appointment to cover the additional work.
- 3.3 When these considerations have been finalised and agreed upon, the vacancy will be advertised. It is normal College Policy that all vacancies are advertised (internally or externally).
- 3.4 The policy on the interviewing of internal and external candidates is contained in Appendix 1.

4. Appointment of all Staff

The general principles that apply are:-

- 4.1 To provide equitable and fair treatment, especially bearing in mind Equal Opportunity and Equal Pay legislation.
- 4.2 To provide effective control and management of the process.
- 4.3 To ensure cost-effective recruitment.
- 4.4 To ensure that the College recruits and retains suitably qualified and experienced staff to ensure the smooth functioning of the College.

5. Procedures

- 5.1 The Principal must approve any requests to fill a vacancy under 3 above.
- 5.2 SMT must approve the grade of the post. The grade should be established by objective analysis to ensure equal pay for work of equal value.
- 5.3 A job description and person specification should be reviewed and revised by the Manager, as appropriate. HR must be consulted during this process.
 - 5.3.1 The job description is a vital step in making recruitment fairer and more effective. Clear and precise job descriptions make it much easier to work out what skills, experience and knowledge are needed to do a job. Before any post is filled, an up to date job description must exist. It must describe fully, and in plain language, the tasks and responsibilities of the job
 - 5.3.2 A copy of the job description will be sent to all applicants applying for the vacancy
 - 5.3.3 The person specification will identify the type of candidate being sought as far as qualifications, experience, skills and abilities are concerned in respect of all vacancies.

- 5.4 HR shall establish an appointment file that will include copy of the advertisement, the job description and person specification.
- 5.5 As a guideline the closing date for applications should not normally be less than two weeks from the publication date and interviews should normally be held within four weeks of the closing date.
- 5.6 For external advertisements the standard College application form will be used. This form will be reviewed as necessary to conform to changes in legislation. C.V. will not be accepted and will be returned to the candidates.
- 5.7 The immediate Line Manager or Curriculum Director should carry out short-listing. HR can be called upon to assist. Evidence of short-listing must be retained on the appointment file for later audit.
- 5.8 Interviews will normally be a one-stage process, involving a panel interview. However a two stage process, commencing with an informal discussion followed by a panel interview may be used for senior posts. The extent of an informal process will vary with the nature of the vacancy.
- 5.9 Interview panels will include the immediate Line Manager, Curriculum Area / Functional Manager. HR will also be present. A note of the interview will be kept in the appointment file as well as details of questions asked, together with all related paperwork and notes from the interview panel members.
- 5.10 All internal candidates who meet the essential criteria will be offered an interview. All internal candidates will receive feedback from HR.
- 5.11 HR will establish the commencing salary of the successful applicant when a job offer is made. The commencing salary will be calculated in accordance with the College policy.
- 5.12 HR will confirm job offers in writing and will draft statements of particulars etc. and carry out any associated clerical procedures. All appointments will be conditional on medical screening, satisfactory references and a Criminal Records Bureau Check.
- 5.13 Applicants will be asked to complete Equal Opportunities monitoring forms.

6. Fixed Term/Temporary Contracts

- 6.1 In considering the staffing levels of the College, it could well be that to engage a new member of staff in a permanent capacity is inadvisable. Such examples are listed in 3.1.4 above where continuity of work and employment is not guaranteed.
- 6.2 In such cases, the most suitable option may be to make use of fixed term contracts for periods of one term, two terms, or a full academic year. Fixed term appointments must go through the same appointment procedure as specified above. A fixed term or temporary contract should not extend more than one academic year as the future of the post should be resolved within the planning process. However for staff who have been appointed to the college for the reasons identified by 3.1.4, the college will

make the post permanent or attempt to find them suitable alternative employment. If the College is unable to find them alternative employment the member of staff will be eligible to redundancy as per the appropriate policies.

6.3 College staff with permanent contracts will not be transferred to fixed term contracts.

7. Promotion Procedure

7.1 College policy for promotion is clear and applies to all categories of staff.

7.2 Where a permanent vacancy exists for a post graded above the basic grade the following procedure will apply:-

7.2.1 Where the vacancy arises under paragraph 3.1.1 the post may be advertised internally amongst existing members of staff eligible to apply under the terms of the advertisement in accordance with the principles and policies established in the Appendix 1 Interviewing Policy: Internal and External Candidates.

7.2.2 Where a restructure or reorganisation occurs and a vacancy arises the vacancy will be ring fenced to the potential redundant staff. Following this the post will be advertised internally and then if no appointment has been made the post will be advertised externally.

8. Part-time Staff

The College may, at any time, employ staff in a part-time capacity, both teaching and non-teaching. Such staff shall be appointed in the same manner as full time staff (application forms, interview etc)

8.1 Part time lecturers

8.1.1 Part time lecturers may be employed by two methods: as an hourly rate employee or as a salaried employee on a proportion of a full contract. The aggregate of whatever method is used will be converted to a full time equivalent to agree with the staffing level (establishment) of the College.

8.1.2 Part time lecturers employed under the hourly rate method should not be employed for more than 10 hours per week. Should it be necessary to employ a part time lecturer for more than this amount a salaried proportional contract should be considered and application made according to the procedure for staffing requests?

8.1.3 Advertisements may be placed in the press for part time lecturers. HR will keep a file of prospective part time lecturers.

Interviewing Policy: Internal and External Candidates

1 Introduction

- 1.1 The aim of all recruitment procedures, including interviewing, is to get the best person for the job.
- 1.2 The recruitment process, including the episode of interviewing, must be fully in keeping with the principles of equality of opportunity.
- 1.3 The recruitment process, for reasons of equality of opportunity, should neither discriminate in favour of, nor against, internal candidates.

2 Key Policy Statements

- 2.1 In general, it is the policy of the College that all posts should be advertised externally. Internal advertisement, that is, should be the exception rather than the rule.
- 2.2 In particular episodes of strategic change such as a restructuring, the vacancy will go to internal advertisement in the first instance.