



Mr Bruce Beckles

by email

5th February 2009

Reference: FOI-2009-04

Dear Mr Beckles,

Thank you for your email of 21 January 2009, in which you asked for clarification of the University's response to your Freedom of Information request FOI-2009-04. Your requests for clarification are quote below, together with our responses.

"Is the term 'interview' in your reply to be understood to be a general term that covers all of the following: appeal, grievance, disciplinary, etc. hearings, and, specifically appeal hearings of appeals against the outcome of the recent 'assimilation to the new grading structure and single salary spine'?"

Yes, the term 'interview' covers all the contexts suggested. There are many occasions when formal or informal meetings take place in the context of disciplinary or grievance proceedings but in this particular case the context is an appeal against a grading outcome before an impartial and informed panel whose task it is to come to a decision.

"In your reply above, does the term 'recording' include making a verbatim record (as defined in my original request) of such a hearing? I ask because such usage would not be the common meaning most individuals would ascribe to the term 'recording' in the context above."

Yes, the term 'recording' includes making a verbatim record. It is a generally accepted principle amongst HR professionals that such hearings are not recorded - i.e. tape recorded or copied down verbatim by a stenographer. The processes are not of a legal nature and the use of recordings hinders the flow of discussions and would be to the detriment of the process.

Yours Sincerely,

Kirsty Allen