



Our Ref: FOI 18/058

20th April 2018

J Davies
Request-467741-99bdf38@whatdotheyknow.com

Dear J Davies,

Re: Freedom of Information Act 2000 (FOIA)

Thank you for your Freedom of Information request received on 27th February 2018.

You requested information relating to staff recruitment and promotion.

In responding to your request it should be noted that, to extract the information required over the full timeframe requested (2011/12 to 2017/18) various HR systems (i.e. the current system and those holding more historical data) would need to be consulted and records for individual members of staff manually checked. Given the large numbers of staff employed by LJMU and the time period in question it would not be possible to provide a response to all areas of each question under Section 12 of the FOIA.

Section 12 makes provision for the University to refuse requests for information where the cost of dealing with them would exceed the appropriate limit, which is currently set at £450 for universities. This represents the estimated cost of one person spending over 18 hours in determining whether the department holds the information, locating, retrieving and extracting the information.

Section 16 of the FOIA places an obligation on the University to provide you with advice and assistance, however, on this occasion due to the nature of the request and the volume of records held it would not be possible to narrow the scope of your request to fall within the fee regulations.

However, it has been possible to extract some information within the time limit, which is provided below.

Please could you send the following information as outlined in the Freedom of Information Act for each of the Academic Years 2011/2012 to 2017/2018?

- 1) *The number of individuals recruited externally by the university at each of the Hay 1, Hay 2 and Hay 3 grades.***

Academic Year	Number
2012/13	<5

2013/14	<5
2014/15	<5
2015/16	<5
2016/17	<5
2017/18	<5

2) *The number of these individuals who are women.*

In accordance with Section 40 (2) of the FOIA, the University has not been able to give the exact number of staff where small numbers are involved and which could therefore subsequently identify an individual. *Based on the response to question one above, less than five are women.*

3) *The number of these individuals who are men.*

In accordance with Section 40 (2) of the FOIA, the University has not been able to give the exact number of staff where small numbers are involved and which could therefore subsequently identify an individual. *Based on the response to question one above, less than five are men.*

4) *The number of these individuals who are disabled.*

In accordance with Section 40 (2) of the FOIA, the University has not been able to give the exact number of staff where small numbers are involved and which could therefore subsequently identify an individual. *Based on the response to question one above, less than five are recorded as disabled.*

5) *The number of individuals promoted internally following publication of the role and panel interviews by the university at each of the Hay 1, Hay 2 and Hay 3 grades.*

6) *The number of these individuals who are women.*

7) *The number of these individuals who are men.*

8) *The number of these individuals who are disabled.*

The University was able to extract information for questions 5-8 from 2015 onwards and can confirm that less than five individuals were internally assimilated at each of the Hay grades. In accordance with Section 40 (2) of the FOIA, the University has not been able to give the exact number of staff where small numbers are involved and which could therefore subsequently identify an individual.

9) *The number of individuals promoted internally by assimilation by the university at each of the Hay 1, Hay 2 and Hay 3 grades.*

10) *The number of these individuals who are women.*

11) *The number of these individuals who are men.*

12) *The number of these individuals who are disabled.*

The University was able to extract information for questions 9-12 from 2015 onwards and can confirm that less than five individuals were internally assimilated at each of the Hay grades. In accordance with Section 40 (2) of the FOIA, the University has not been able to give the exact number of staff where small numbers are involved and which could therefore subsequently identify an individual.

13) The number of individuals recruited externally by the university at each of the Professorial grades.

Academic Year	No. of employees
2011/12	≤5
2012/13	11
2013/14	≤5
2014/15	6
2015/16	10
2016/17	7
2017/18	≤5

In accordance with Section 40 (2) of the FOIA, the University has not been able to give the exact number of staff where small numbers are involved and which could therefore subsequently identify an individual.

14) The number of these individuals who are women.

Within this time period, 10 of the individuals appointed, as identified under question 13, were women.

15) The number of these individuals who are men.

Within this time period, 33 of the individuals appointed, as identified under question 13, were men.

16) The number of these individuals who are disabled.

In accordance with Section 40 (2) of the FOIA, the University has not been able to give the exact number of staff for questions 28 because small numbers are involved in these breakdowns (i.e. less than five individuals), and which could therefore subsequently identify an individual.

17) The number of individuals promoted internally following publication of the role and panel interviews by the university at each of the Professorial grades.

18) The number of these individuals who are women.

19) The number of these individuals who are men.

20) The number of these individuals who are disabled.

The University can confirm that no individuals have been promoted internally following publication of the role and panel interviews by the University at each of the Professorial grades.

However, it should be noted that the University process for promotion to Professorial positions is via professorship conferment, ie the University conducts a paper-based exercise following receipt of expressions of interest from staff. The University does not “advertise” specific professorial roles/promotion opportunities.

- 21) The number of individuals promoted internally by assimilation by the university at each of the Professorial grades.**
22) The number of these individuals who are women.
23) The number of these individuals who are men.
24) The number of these individuals who are disabled.

The University was able to extract information for questions 21-24 from 2015 onwards and can confirm that no individuals were promoted internally by assimilation at each of the Professorial grades.

- 25) The number of individuals recruited externally by the university as permanent members of the Senior Management Team of the University and who are not on a Hay 1, Hay 2 or Hay 3 grade.**

Please see the table below showing the number of individuals recruited externally by the University as permanent members of the SMT and who are not on a Hay grade.

Academic Year	Number of staff
2011/12	≤5
2012/13	≤5
2013/14	≤5
2014/15	0
2015/16	0
2016/17	≤5
2017/18	0

Based on an Academic year of September to August.

- 26) The number of these individuals who are women.**

In accordance with Section 40 (2) of the FOIA, the University has not been able to give the exact number of staff for question 26 because small numbers are involved in these breakdowns (i.e. less than five individuals), and which could therefore subsequently identify an individual.

- 27) The number of these individuals who are men.**

In accordance with Section 40 (2) of the FOIA, the University has not been able to give the exact number of staff for question 27 because small numbers are involved in these breakdowns (i.e. less than five individuals), and which could therefore subsequently identify an individual.

- 28) The number of these individuals who are disabled.**

In accordance with Section 40 (2) of the FOIA, the University has not been able to give the exact number of staff for question 28 because small numbers are involved in these breakdowns (i.e. less than five individuals), and which could therefore subsequently identify an individual.

29) The number of individuals promoted internally following publication of the role and panel interviews by the university as permanent members of the Senior Management Team of the University and who are not on a Hay 1, Hay 2 or Hay 3 grade.

30) The number of these individuals who are women.

31) The number of these individuals who are men.

32) The number of these individuals who are disabled.

In accordance with Section 40 (2) of the FOIA, the University has not been able to give the exact number of staff for questions 29-32 because small numbers are involved in these breakdowns (i.e. less than five individuals), and which could therefore subsequently identify an individual.

33) The number of individuals promoted internally by assimilation by the university as permanent members of the Senior Management Team of the University and who are not on a Hay 1, Hay 2 or Hay 3 grade during the year.

34) The number of these individuals who are women.

35) The number of these individuals who are men.

36) The number of these individuals who are disabled.

The University was able to extract information for questions 33-36 from 2013 onwards and can confirm that no individuals were promoted internally by assimilation as permanent members of the SMT and who are not on a Hay grade.

The University considers it has fully complied with your request, but if you wish to seek an internal review, you should do so in writing to Professor Robin Leatherbarrow, Pro-Vice-Chancellor (Scholarship, Research and Knowledge Transfer), Liverpool John Moores University, Egerton Court, 2 Rodney Street, Liverpool, L1 2UA or by email at R.J.L Leatherbarrow@ljmu.ac.uk A full copy of the University's Freedom of Information Appeals Procedure is attached.

Once having appealed, if you are still not satisfied with our response, you have the right to apply to the Information Commissioner for a decision whether, in any specified respect, your request for information has not been dealt with in accordance with the requirements of Part I of the Freedom of Information Act 2000. The Information Commissioner's address is: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Details on how to complain can be found on the Information Commissioner's website: www.ico.org.uk

If you require any further assistance please do not hesitate to contact me.

Yours sincerely

Carol Swaisland

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Executive Assistant (Governance & Records Management)

Att.