9.   Human Resources

Introduction

This category covers information on the institution's strategy and management of human resources, rather than information relating to individual members of staff (exempt from disclosure as personal information). The information available covers Personnel policies and procedures (including terms and conditions of service and all current versions of the information specified in each category).

Category Name	Category Description	How to access	Withheld information
Staff profile	Statistical information on staff	**Staff Numbers** **Staff Equality Monitoring Report** See also Equality and Diversity, category 12.	
Recruitment policies	Policies, statements, procedures and guidelines relating to recruitment	**Recruitment and Selection**	
Employment terms	Generic terms and conditions of employment	**Salary grades and scales.** Information on terms and conditions of employment is contained in the relevant **Staff Handbook** which is available on request can be requested in hard copy from the following address: Operations Manager, Human Resources, University of Glasgow, Glasgow G12 8QQ	

Category Name	Category Description	How to access	Withheld information
Performance management	Policies and procedures relating to performance management	**Performance and Development Review Guidance notes.** **Performance and Development Review Framework** **Probation for Academic Staff**	
Promotion	Policies, statements, procedures, guidelines and statistics relating to promotion, regrading and salary reviews	**Promotion, Regrading and Reward**	
Pensions	Policies and guidelines on pension arrangements for staff	**Pensions Handbook**	
Discipline	Disciplinary procedures and policies	**Disciplinary procedure for support staff** **Disciplinary procedures for academic and academic related staff** **Dignity at work and study policy and procedure**	
Grievance	Grievance procedures and policies	**Grievance procedure**	
Employee relations	Collective bargaining and consultation	**Trades Unions**	

Category Name	Category Description	How to access	Withheld information
	procedures with recognised Trades Unions and Professional Organisations and agreements reached		
Public interest disclosure	Information required for compliance with the Public Interest Disclosure Act	**Code on Public Interest Disclosure (Whistleblowing)**	
Staff development	Policies and procedures relating to the ongoing development of staff	**Staff Development Service**	
Staff records	The institution's policy on the collection, maintenance and use of personal information about staff.	**Staff Privacy Notice** **Subject Access Requests**	
Staff facilities	Description of the facilities and services available exclusively to members of staff.	**Benefits and Facilities** See also section 17: External and Community Relations for information about facilities available to both staff and the wider community.	