

RGU: Publication Scheme 2019

As required under Section 23, Freedom of Information (Scotland) Act 2002, Schedule 1 Part 5

The Robert Gordon University Guide to Information available through the Model Publication Scheme 2019

Introduction to the Guide to Information

The Freedom of Information (Scotland) Act 2002 (FOISA) requires that all Scottish public authorities make certain types of information routinely available, and provide a guide to information telling the public how to access the information and what it might cost.

This guide to information also contains details of the environmental information that we routinely make available under the Environmental Information (Scotland) Regulations 2004 (EIRs).

The Robert Gordon University has adopted the Model Publication Scheme 2018 produced by the Scottish Information Commissioner, who is responsible for enforcing FOISA. You can see this scheme on the Commissioner's website at:

<http://www.itspublicknowledge.info/ScottishPublicAuthorities/PublicationSchemes/TheModelPublicationScheme.aspx>

The university will review our Model Publication Scheme on an annual basis, or sooner as required.

We have made a commitment to publish all information which we hold which falls within the classes of information in the scheme. This guide to information describes the information which we publish in accordance with the scheme, and how you can access this information.

We are obliged by FOISA to have due regard to the public interest in providing access to the information that we hold which relates to:

- Information about the university
- How we deliver our functions and services
- How we take decisions and what we have decided
- What we spend and how we spend it
- How we manage our human, physical and information resources
- How we procure goods and services from external providers
- How we are performing
- Our commercial publications
- Our open data

Who we are

The Robert Gordon University provides industry led undergraduate and postgraduate courses leading to highly relevant awards and degrees. The university is one of very few UK and Scottish universities recognised as

having excellent teaching and learning through its Gold ranking in the Teaching Excellence Framework. It also renowned for its globally excellent research in a number of key areas. The quality of its teaching facilities are rated highly by students and are as a result of an £180m investment in the single Garthdee campus which the university operates from.

Availability and formats

Our guide to information provides details of the information available under the scheme, along with additional guidance on how information can be accessed. If the information you are seeking is not available under this publication scheme, then you may wish to request it. Information requests should be made in writing with the name of the applicant and a description of the information required. In line with requirements under the Freedom of Information (Scotland) Act 2002, the university will fulfil all information requests as quickly as possible, with 20 working days being the maximum time.

Online: most information listed in our publication scheme is available from the website and links are provided.

By email: if the information you request is not available on this website, but is listed in our publication scheme, we will send it to you by email, wherever practicable.

By phone: information can be requested over the telephone. Please provide full contact details, including a telephone number, so that we can telephone or write to clarify any details, if necessary.

By post: Most information is also available in a paper copy form. Please address your request to the Information Governance Officer, Robert Gordon University, AB10 7QB. When requesting information, please include the following details: your name and address, the information or documents you want to see and any fee applicable.

Information can be provided in alternative formats if required. If you require any advice, guidance or information in an alternative format please contact the Information Governance Officer at foi@rgu.ac.uk, or by post at the above address, to discuss your requirements.

Exempt Information

The Robert Gordon University aims to be as open as possible. However, information may be withheld from any of the classes of information listed below in accordance with exemptions under Freedom of Information and Environmental Information legislation.

If a document contains information that the university may legitimately wish to exempt from disclosure under an appropriate section of Scotland's freedom of information laws (for example sensitive person information or a trade secret), we may remove or redact the information before publication but we will inform you that we have done so and provide an

explanation of why the information is withheld. The Scottish Information Commissioner's guidance on information that may be exempt from publication is available here:

<http://www.itspublicknowledge.info/Law/FOISA-EIRsGuidance/Briefings.aspx>

If you wish to complain about any information which has been withheld from you, please refer to the contact details below.

Copyright

Where Robert Gordon University holds the copyright in its published information, this information cannot be copied or reproduced without formal permission. Such permission will usually be granted provided it is copied or reproduced accurately, is not used in a misleading context, and provided that the source of the material is identified and the copyright status acknowledged.

The publication scheme may contain information where the copyright holder is not Robert Gordon University. In most cases the copyright holder will be obvious from the documents. However, in cases where the copyright is unclear, it is the responsibility of the person accessing the information to locate and seek the permission of the copyright holder before reproducing the material or in any other way breaching the rights of the copyright holder. Wherever possible, this guide will indicate where we do not own the copyright on documents.

Information about Crown copyright material is available on the website of the Queen's Printer for Scotland at www.oqps.gov.uk. We can provide you with a copy of this information if you do not have internet access

Our Charging Policy

Wherever possible, information contained within our guide is available from us **free of charge** where it can be downloaded from our website or where it can be sent to you electronically by email.

The university reserves the right to charge for providing information by USB, photocopying, and postage and packaging.

Charges will reflect the actual costs of reproduction and postage to the university, as set out below. If you request information for which there is a charge, we will inform you and explain how it has been calculated. Information will not be provided to you until payment has been received.

Postage cost

We will pass on postage charges to the requester at the cost to the authority of sending the information by first class post.

Information Not Included

Anyone has the right to make a request for information and is entitled to receive it, as long as the information does not fall into one of the exempt categories. The request can be made by an individual or organisation.

Requests should be made through a freedom of information or environmental information request. Full details of how to do this are available at:

<https://www3.rgu.ac.uk/about/planning-and-policy/information-governance/freedom-of-information>

The university has **20 working days** in which to respond. It can charge a fee in accordance with the Fees Regulations and will not process the request until the fee is paid. It can refuse to process a request if it estimates that the cost to the university will be above the upper limit specified in the Fees Regulations.

Complaints

You are entitled to complain if we do not deal with your request adequately. If you feel that, for example:

- We have been slow in dealing with your request;
- That the information supplied is inadequate;
- The exemptions that we have applied are not relevant in your case;
- or
- The fee charged is not proportionate.

You are entitled to a formal review. In the first instance, contact the Information Governance Officer at foi@rgu.ac.uk.

If you are dissatisfied with the outcome of your complaint, you can contact the Scottish Information Commissioner, who oversees the Freedom of Information (Scotland) Act 2002:

Scottish Information Commissioner
Kinburn Castle
Doubledykes Road
St Andrews
Fife
KY16 9DS
T: 01334 464 610
E: enquiries@itspublicknowledge.info

Duration

Once published, information will generally be available for the current and previous two years.

Responsibility

Further information about the scheme can be obtained from:

Director of Planning & Policy
The Robert Gordon University
Garthdee
Aberdeen
AB10 7QB

Classes of information

1.	About the university Information about the university, who we are, where to find us, how to contact us, how we are managed and our external relations.
2.	How we deliver our functions and services Information about our work, our strategy and policies for delivering functions and services and information for our service users.
3.	How we take decisions and what we have decided Information about the decisions we take, how we make decisions and how we involve others.
4.	What we spend and how we spend it Information about our strategy for, and management of, financial resources (in sufficient detail to explain how we plan to spend public money and what has actually been spent)
5.	How we manage our human, physical and information resources Information about how we manage the human physical and information resources of the authority.
6.	How we procure goods and services from external providers Information about how we procure works, goods and services, and our contracts with external providers.
7.	How we are performing Information about how we perform as an organisation, and how well we deliver our functions and services.
8.	Our commercial publications Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet.
9.	Our open data Open data made available by us and available under an open licence.

1. About the University

Class Name	Definition	Further info	Last updated	Where to find info
Name and address	Contact Details	The name of the institution and the address of its principal office	2015	https://www.rgu.ac.uk/contact-us
Organisational structure, roles and responsibilities of senior officers	Details of the Executive	Details of the Principal and Vice-Principals of the university	Sep-18	https://www.rgu.ac.uk/about/leadership
Opening hours	Academic year dates	The dates that the university terms run from	Sep-18	https://www.rgu.ac.uk/areas-of-study/academic-calendar
	Public holidays	The dates that the university is closed for public holidays	Sep-18	https://www.rgu.ac.uk/areas-of-study/academic-calendar
Contact details	Complaints	Information on our complaint process and how to make a complaint.	2015	https://www.rgu.ac.uk/footer/complaints/complaints
Customer Codes & Charters	Academic Regulations	The regulations that govern the university's academic procedures including misconduct procedures.	Sep-18	https://www.rgu.ac.uk/about/schools-and-departments/administration-and-support/governance-and-academic-quality/quality-assurance-and-regulations/academic-regulations
	Academic Quality Handbook	A guide to the University's academic quality procedures.	Aug-18	https://www.rgu.ac.uk/about/schools-and-departments/administration-and-support/governance-and-academic-quality/quality-assurance-and-regulations/academic-quality-handbook
	Terms and Conditions of Admission and Enrolment	A document outlining the rights, duties and obligations of applicants and enrolled students at the university.	Dec-18	https://www.rgu.ac.uk/files/terms-and-conditions-of-admission-and-enrolment.pdf
	Freedom of Information	How to make an FOI request, the university's Model Publication Scheme, etc.	Mar-18	https://www.rgu.ac.uk/about/planning-and-policy/information-governance/freedom-of-information
Publication scheme and guide to information	Contained within guide to information	This document is the publication scheme and guide to information.	Dec-18	Contained within the guide to information as above.
Charging schedule for published information	Info on how to make an FOI request	Details of any charges that the university may apply to a request for information.	Mar-18	https://www.rgu.ac.uk/about/planning-and-policy/information-governance/freedom-of-information
Contact details and advice about how to request information from the	Environmental Information Requests	Details of what an EIR is and how to make a request to the university.	Mar-18	https://www.rgu.ac.uk/about/planning-and-policy/information-governance/environmental-information
	Subject Access Request	Details of how to make a request for your own personal data from the university	Mar-18	https://www.rgu.ac.uk/about/planning-and-policy/information-governance/data-protection

1. About the University

Class Name	Definition	Further info	Last updated	Where to find info
authority	Information Governance Policy	The university policy which governs our conduct in data protection, freedom of information and records management.	Mar-18	https://www.rgu.ac.uk/file/information-governance-policy-pdf-218kb
Legal framework	Statutory Instrument: Robert Gordon University (Scotland) Order of Council 2006	The legislation that designates Robert Gordon University as a university with degree award powers.	2006	https://www.rgu.ac.uk/file/statutory-instrument-2006-pdf-55kb
	Statement of Primary Responsibilities for Governors and associated mapping	The full details of the responsibilities of the university's Board of Governors. The associated mapping document outlines how these	Sep-18	https://www.rgu.ac.uk/file/statement-of-responsibilities-for-governors-pdf-55kb https://www3.rgu.ac.uk/file/statement-of-primary-responsibilities-mapping-document-pdf-368kb
Description of governance structure	Information on The Chancellor	Biography of the University Chancellor, Sir Ian Wood.	2004	https://www3.rgu.ac.uk/about/governance/the-chancellor/the-chancellor
	The Board of Governors	Details of the Board of Governors	Sep-18	https://www3.rgu.ac.uk/about/governance/board-of-governors/board-of-governors
	Committee Structure	Full details of the university committee structure including the committee structure diagram.	Sep-18	https://www3.rgu.ac.uk/about/governance/committees
	The Executive	Details of the university Principal and Vice-Principals	Sep-18	https://www.rgu.ac.uk/about/leadership/executive-members/the-executive
Details of individuals who make strategic and operational decisions	Scottish Code of Good HE Governance	The full Code that our Governors and Executive are expected to comply with.	2017	https://www.rgu.ac.uk/file/scottish-code-of-good-he-governance-2017-pdf-390-kb
	Board of Governors' Register of Interests	A register of all relevant interests for each member of the Board of Governors.	Sep-18	https://www3.rgu.ac.uk/about/governance/board-of-governors/board-of-governors-profiles/board-of-governors-profiles
Governance Policies	Conflict of Interest Policy	The university policy on managing conflict of interests	Mar-14	https://www.rgu.ac.uk/file/conflict-of-interest-policy-pdf-168kb
	Ethics Policy	The university policy on ethics to ensure that all business, research, teaching and administration is carried out to the highest ethical standards.	Oct-17	https://www.rgu.ac.uk/file/ethics-policy-pdf-225kb
	About the university	Information about the university's rankings, the timeline of the institution and about our degree programmes.	Aug-18	https://www.rgu.ac.uk/about/about-robert-gordon-university
Mission Statement	Planning and Strategy	Information about the university's strategy and our mission statement.	Dec-18	https://www.rgu.ac.uk/rgustrategy
Corporate Planning	Business Plan	The university's Business Plan, updated on an annual basis.	Dec-18	https://www.rgu.ac.uk/files/112/All-Files/221/RGU-Business-Plan-2018-2019.pdf

1. About the University

Class Name	Definition	Further info	Last updated	Where to find info
Corporate Strategies	Strategy Map	The university strategy map stating our purpose, mission, culture, aims and KPIs.	Dec-18	https://www.rgu.ac.uk/files/112/All-Files/201/RGU-Strategy-Map.pdf
Corporate Policies	Environmental & Sustainability Policy	The university policy on environmental sustainability.	Apr-14	https://www.rgu.ac.uk/file/environmental-and-sustainability-policy-pdf-77kb
	Equality & Diversity Policy	The university policy on Equality & Diversity in line with the Equality Act 2010.	2012	https://www.rgu.ac.uk/link/equity-and-diversity-policy
	Health & Safety Policies	The suite of Health & Safety policies that govern the university.	Sep-18	https://www.rgu.ac.uk/about/health-and-safety/health-and-safety-index/health-and-safety
Strategic Planning Processes	Planning Procedures	N/A	N/A	This is currently under review. Please contact e.whitters@rgu.ac.uk for information.
Accountability Relationships	Reports in line with The Equality Act 2010 Public Sector Duties	Progress Report on Equality Outcomes	Apr-17	https://www.rgu.ac.uk/file/rgu-progress-report-against-equality-outcomes-april-2017-pdf-236kb
		Equality Outcomes 2017 – 2020	Apr-17	https://www.rgu.ac.uk/file/rgu-equality-outcomes-april-2017-pdf-252kb
		Mainstreaming Report	Apr-17	https://www.rgu.ac.uk/file/rgu-mainstreaming-report-april-2017-pdf-1mb
		Gender Pay Gap Report	Apr-17	https://www.rgu.ac.uk/file/gender-pay-gap-report-april-2017-pdf-416kb
	Institutional Gender Action Plan	The university's plan on reducing severe gender imbalance in subject areas.	Jul-17	https://www.rgu.ac.uk/file/gender-action-plan-pdf-308kb
	Annual Complaints reports	An annual summary of the number of complaints received by the university.	Aug-17	https://www.rgu.ac.uk/about/planning-and-policy/policies/annual-reports/annual-reports
	Annual FOI returns	The number of FOI requests annually reported to the Scottish Information Commissioner.	Aug-17	http://stats.itspublicknowledge.info/
Internal and external audit arrangement	Details of Internal and External auditors	Contact details of both internal and external auditors.	Oct-18	https://www.rgu.ac.uk/about/schools-and-departments/administration-and-support/financial-services
	Remuneration of internal and external auditors	This information is held within the annual financial statements.	Jul-17	https://www3.rgu.ac.uk/about/schools-and-departments/administration-and-support/financial-services
Subsidiary companies and other significant financial interests	Subsidiary companies publication schemes	This includes publication schemes for the Aberdeen Business School, Aberdeen Management Centre and Univation.	2015	https://www.rgu.ac.uk/about/planning-and-policy/information-governance/freedom-of-information/freedom-of-information

2. Our Functions & Services

Class Name	Definition	Further info	Last updated	Where to find info
Description of functions, including statutory basis	Honorary Degrees	Information on the Honorary Degree committee, previous recipients and nomination forms.	Sep-18	https://www3.rgu.ac.uk/about/governance/committees/academic-council/honorary-degrees
	Research Quality	Research Excellence Framework results and submissions	2014	http://results.ref.ac.uk/Results/ByHei/102
	Statutory Instrument: Robert Gordon University (Scotland) Order of Council 2006	The legislation that designates Robert Gordon University as a university with degree award powers.	2006	https://www.rgu.ac.uk/file/statutory-instrument-2006-pdf-55kb
	Academic Schools	Details of the 11 Academic Schools of the university.	Jul-18	https://www.rgu.ac.uk/study/academic-schools
	Commercialisation	Information on the Business and Innovation services at the university	Sep-18	https://www.rgu.ac.uk/business-innovation
Statement of public task required by the re-use of public sector information regulations 2015	The university's statement of public task for the university library.	Statement that describes how the information holds or creates information that is available for re-use.	Nov-18	https://www3.rgu.ac.uk/staff-and-current-students/library/library-policies/library-policies
Strategies, policies and internal staff procedures for performing statutory functions	University policies	The suite of policies that govern the university in its functions including HR, finance, estates, academic and student life, information technology and research and commercialisation.	Ongoing	https://www.rgu.ac.uk/about/planning-and-policy/policies/policies
Statutory Registers	Statutory Instrument: Robert Gordon University (Scotland) Order of Council 2006	The legislation that designates Robert Gordon University as a university with degree award powers.	2006	https://www.rgu.ac.uk/file/statutory-instrument-2006-pdf-55kb
Fees and charges for performance of the authority's function	Finance & Scholarships	Information on university funding and fees.	Sep-18	https://www.rgu.ac.uk/future-students/finance-and-scholarships
Service policies and internal staff procedures, including allocation, quality and standards	Administration Information	Information on Academic Administration which provides support to students and staff for student records, financial advice and guidance.	Ongoing	https://www3.rgu.ac.uk/about/schools-and-departments/administration-and-support/academic-administration
	Access RGU	Information on the university's widening participation initiative.	Ongoing	https://www.rgu.ac.uk/future-students/access-rgu/overview
	Degree Link	Information on the university's articulation routes from college to university.	Ongoing	https://www.rgu.ac.uk/future-students/degree-link/degree-link
	Information on Studying Abroad	Information for students on studying abroad as part your degree at RGU or through Erasmus	Ongoing	https://www.rgu.ac.uk/future-students/study-abroad

2. Our Functions & Services

Class Name	Definition	Further info	Last updated	Where to find info
	Library Services	Information about the university's library services.	Ongoing	https://www.rgu.ac.uk/staff-and-current-students/library
	Student Services and Support	A full list of all support services available for students.	Ongoing	https://www3.rgu.ac.uk/staff-and-current-students/student-services-and-support
	Disability and Dyslexia support	Information and advice to support students on exam arrangements, needs assessments, applications for DSA, in-class support and liaison with external agencies such as RNIB.	Ongoing	https://www.rgu.ac.uk/student-life/student-advice-and-support/disability-and-dyslexia-advice-and-support
	Relationship with the student union	Information on RGU: Union including sports clubs, societies, student media, volunteering and support.	Ongoing	https://www.rgu.ac.uk/life-at-rgu/campus-life/student-union
	Alumni information	Full information on our alumni services and ways to engage.	Ongoing	https://www.rgu.ac.uk/alumni-supporters
	Careers	Services to support student career planning.	Ongoing	https://www.rgu.ac.uk/staff-and-current-students/careers
	Recruitment and Admissions Policy	The university's policy on recruitment and admissions.	Jun-17	https://www.rgu.ac.uk/file/recruitment-and-admissions-to-higher-education-policy-2017-pdf-251kb
	Assessment policy	The university's policy on assessment procedures.	May-15	https://www3.rgu.ac.uk/link/assessment-policy
	Exam Procedures	Information on the university's exam procedures	Jul-15	https://www3.rgu.ac.uk/about/schools-and-departments/administration-and-support/governance-and-academic-quality/assessment-policy-guidance-and-procedures/examination-procedures/exam-procedures
	Academic Regulations	The regulations that cover all educational provision offered by the University.	Jun-18	https://www3.rgu.ac.uk/link/academic-regulations2
	Academic Quality Handbook	An outline of the university's academic quality assurance procedures.	Aug-18	https://www3.rgu.ac.uk/link/academic-quality-handbook1
	Enrolment Information	Terms and Conditions of Admission and Enrolment	Dec-18	https://www3.rgu.ac.uk/staff-and-current-students/current-students-area/enrolment-information
	External Quality Assurance	Information on enhancement led institutional review and external examiners	Ongoing	https://www3.rgu.ac.uk/about/schools-and-departments/administration-and-support/governance-and-academic-quality/quality-assurance-and-regulations/external-quality-assurance
	Validation	Review and validation of subject and courses	Ongoing	https://www3.rgu.ac.uk/about/schools-and-departments/administration-and-support/governance-and-academic-quality/quality-assurance-and-regulations/review-and-validation/review-and-validation

2. Our Functions & Services

Class Name	Definition	Further info	Last updated	Where to find info
	QAA reports	Quality Assurance reports from QAA for meeting or exceeding expectations for quality and standards.	Jun-16	https://www.qaa.ac.uk/reviewing-higher-education/quality-assurance-reports/provider?UKPRN=10005500

3. How we take decisions

Class Name	Definition	Further info	Updated	Where to find info
Decisions taken by the organisation	Board of Governors	Agenda and minutes of meetings of the Board of Governors	Oct-18	https://www3.rgu.ac.uk/about/governance/board-of-governors/board-of-governors
	Academic Council	Membership and minutes of the university Academic Council	Ongoing	https://www3.rgu.ac.uk/about/governance/committees/academic-council/academic-council1
Reports of regulatory inspections, audits and investigations carried out by the authority	Finance information	Annual financial statements	Aug-18	https://www3.rgu.ac.uk/about/schools-and-departments/administration-and-support/financial-services
	Audit Committee	Information on the membership and remit of the university's audit committee.	N/A	https://www3.rgu.ac.uk/about/governance/committees/audit-committee Minutes of the committee are not published online.
Environmental Impact Assessment Reports undertaken in compliance with the Town and Country Planning (Environmental Impact Assessment) (Scotland) Regulations 2017	N/A	N/A	N/A	The university has not been required to carry this out in the past 3 financial years.

4. Finance

Class Name	Definition	Further info	Updated	Where to find info
Financial Statement, including annual accounts, any regular statements	Annual Financial Statements	Annually published financial statements and annual report including strategic report, corporate governance statement and full financial information.	Jul-18	https://www3.rgu.ac.uk/about/schools-and-departments/administration-and-support/financial-services
Financial policies and procedures for budget allocation	Budget Procedures	Detailed budget pack for Schools and Departments to return to Financial Services	Oct-18	https://www3.rgu.ac.uk/about/planning-and-policy/policies/ram-and-budget-information
Budget allocation to key policy/function/service areas	Resource Allocation Model (RAM)	Resource allocation model including student numbers, teaching grants and tuition fees.	Oct-18	https://www3.rgu.ac.uk/about/planning-and-policy/policies/ram-and-budget-information Further contact details are available through the link
Purchasing plans and capital funding plans	Procurement plans	All published information on procurement is available on the external procurement page.	Aug-18	https://www3.rgu.ac.uk/about/schools-and-departments/administration-and-support/procurement
	Capital Funding Plans	Capital funding is managed through the Major Projects Group.	N/A	Not externally published. Please contact y.sandilands@rgu.ac.uk for info.
Financial administration manual/internal financial regulations	Financial Regulations	Regulations to provide a framework for assurance that university resources are properly managed.	Oct-14	https://www3.rgu.ac.uk/file/robert-gordon-university-financial-regulations-pdf-169kb
Expenses policies and procedures	Staff expense policy	Policy that outlines acceptable staff expenditure and procedures for making claims.	Nov-16	https://www3.rgu.ac.uk/file/staff-expenses-policy-pdf-242kb
Senior staff/board member expenses at category level e.g. travel, subsistence and accommodation	Senior Management Expenses	Annually published expense claims of members of the Executive.	Aug-18	https://www.rgu.ac.uk/about/schools-and-departments/administration-and-support/financial-services
Pay and grading structure (levels of pay rather than individual salaries)	Salary Scales	The scales at which the university pays its employees.	Aug-18	https://www3.rgu.ac.uk/file/salary-scales-pdf-36kb
Investments, summary information about endowments, investments and authority pension fund	Details of Investments held by the university	Information on fixed asset investments, holdings, credit list and credit limits	Feb-18	https://www.rgu.ac.uk/about/schools-and-departments/administration-and-support/financial-services

4. Finance

Class Name	Definition	Further info	Updated	Where to find info
Funding awards available from the authority, how to apply for them and funding awards made by the authority.	Finance & Scholarships information	Information on available scholarships and how to apply for them.	Aug-18	https://www.rgu.ac.uk/future-students/finance-and-scholarships/finance-and-scholarships

5. Human Resources, Estates and IT

Class Name	Definition	Further info	Updated	Where to find info	
Strategy and management of human resources	HR Strategy	Our HR strategy which outlines our vision, priorities and actions to support our workforce.	2013	https://www3.rgu.ac.uk/download.cfm?downloadfile=56594940-BD9C-11E8-B9750050569D752C&typename=dmFile&fieldname=file_name	
Staffing Structure	Management Structure	Organigram showing the management structure of the university.	Feb-18	https://www.rgu.ac.uk/file/rgu-management-structure-diagram-february-2018-pdf-123kb	
HR policies, procedures and guidelines	Recruitment and selection policy	Policy outlining the university's approach to recruitment to deliver a fair and consistent approach.	May-18	https://www.rgu.ac.uk/file/recruitment-and-selection-policy-and-procedure-pdf-149kb	
	Disciplinary policy and procedure	Staff disciplinary policy to be used in cases of misconduct or poor performance if necessary.	Oct-15	https://www.rgu.ac.uk/file/disciplinary-policy-and-procedure-pdf-236kb	
	HR Policies	Adoption & Surrogacy Leave Policy		Sep-18	https://www3.rgu.ac.uk/file/adoption-and-surrogacy-leave-policy-pdf-420kb
		Dependents Leave Policy		Sep-18	https://www3.rgu.ac.uk/file/dependents-leave-pdf-262kb
		Fertility Treatment Leave Policy		Sep-18	https://www3.rgu.ac.uk/file/fertility-treatment-leave-policy-pdf-222kb
		Foster Care Leave Policy		Sep-18	https://www3.rgu.ac.uk/file/foster-care-leave-policy-pdf-261kb
		Maternity Leave Policy		Sep-18	https://www3.rgu.ac.uk/file/maternity-leave-policy-pdf-632kb
		Parental Leave Policy		Sep-18	https://www3.rgu.ac.uk/file/parental-leave-policy-pdf-256kb
		Paternity & Supporting Partner Leave Policy		Sep-18	https://www3.rgu.ac.uk/file/paternity-and-supporting-partner-leave-policy-pdf-396kb
		Shared Parental Leave Policy		Sep-18	https://www3.rgu.ac.uk/file/shared-parental-leave-policy-pdf-745kb
		Flexible working scheme		2014	https://www.rgu.ac.uk/file/flexible-working-scheme-pdf-262kb
		Ill-health capability policy and procedure		Aug-18	https://www3.rgu.ac.uk/file/ill-health-capability-policy-and-procedure-pdf-130kb
		Pay System Policy and Procedures		Aug-18	https://www.rgu.ac.uk/file/pay-system-policy-and-procedures-pdf-214kb
		Senior Manager Pay Policy		Nov-16	https://www.rgu.ac.uk/file/senior-manager-pay-policy-pdf-154kb1
Sickness absence policy and procedure		Aug-15	https://www3.rgu.ac.uk/file/sickness-absence-policy-and-procedure-pdf-162kb		
Redundancy policy and procedure		Aug-18	https://www3.rgu.ac.uk/file/redundancy-policy-and-procedure-pdf-194kb		

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Class Name	Definition	Further info	Updated	Where to find info
		Grievance policy and procedure	Oct-15	https://www.rgu.ac.uk/file/grievance-policy-and-procedure-pdf-159kb
		Employee Records policy	Jun-10	https://www.rgu.ac.uk/file/employee-records-pdf-360kb
		Severance policy	Oct-16	https://www3.rgu.ac.uk/file/severance-policy-pdf-111kb
		Transgender Equality Policy	Nov-18	https://www3.rgu.ac.uk/file/transgender-equality-policy-pdf-241kb
	HR procedures and guidelines	Salary scales	Aug-18	https://www.rgu.ac.uk/file/salary-scales-pdf-36kb
		Pay and benefits information	Jun-18	https://www.myjobscotland.gov.uk/education/rgu/pay-and-benefits
		Pension contribution, annual leave and sick leave by grade	2018	https://www3.rgu.ac.uk/file/pension-contribution-annual-leave-and-sick-leave-by-grade-pdf-407kb
Employee relations structures and agreements reached with recognised trade unions and professional organisations	Trade Union Agreements	Trade Union Agreement Unison	Apr-12	https://www3.rgu.ac.uk/file/trade-union-agreement-unison-pdf-796kb
		Trade Union Agreement Unite	Nov-11	https://www3.rgu.ac.uk/file/trade-union-agreement-unite-pdf-212kb
		Trade Union Agreement EIS	Apr-12	https://www3.rgu.ac.uk/file/trade-union-agreement-eis-pdf-834kb
		Trade Union Facility Time	Mar-18	https://www3.rgu.ac.uk/file/trade-union-facility-time-pdf-55kb
		Consultation Agreement - UCU	Apr-12	https://www3.rgu.ac.uk/file/consultation-agreement-ucu-pdf-320kb
Management of the authority's land and property assets, including environmental/sustainability reports	Sustainability Reports	The University's Carbon Management Plan.	Mar-10	https://www3.rgu.ac.uk/file/carbon-management-plan-pdf-7-4mb
Description of the authority's land and property holdings	Campus Information	Information on the campus of the university including a virtual tour and facilities	Ongoing	https://www.rgu.ac.uk/life-at-rgu/campus-life/garthdee-campus
Estate development plans	Campus Development	Information on the campus development project that has consolidated the university to one campus.	Nov-15	https://www3.rgu.ac.uk/about/planning-and-policy/campus-development
Maintenance arrangements	University Estate Strategy	A strategy that outlines management and development of the university estate.	2014	https://you.rgu.ac.uk/org/estates/Documents/Estate%20Strategy%20(45.9KB).pdf

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Class Name	Definition	Further info	Updated	Where to find info
Information governance/asset management policies and procedures, information asset list	Information Governance policy	The information governance policy covers Data Protection, Freedom of Information and Records management and demonstrates the university's commitment to the principles of good information governance.	Mar-18	https://www.rgu.ac.uk/file/information-governance-policy-pdf-218kb
Freedom of information policies and procedures	FOI guidance	Guidance on the university's FOI requirements including our publication scheme and how to make a request for information.	Mar-18	https://www3.rgu.ac.uk/about/planning-and-policy/information-governance/freedom-of-information
Data Protection or privacy policy	Data Protection information	Guidance on data protection matters including about GDPR, the university's record of processing, how to access personal data, data breaches and on our CCTV usage.	Mar-18	https://www3.rgu.ac.uk/about/planning-and-policy/information-governance/data-protection
Records management policy and records management plan including records retention schedule	Records Management Policy	This is included in the Information Governance Policy.	Mar-18	https://www.rgu.ac.uk/file/information-governance-policy-pdf-218kb
	Records Management Plan	The university is not required to produce an RMP.	N/A	N/A
	Records Retention Schedule.	Published internally for staff.	N/A	Contact records@rgu.ac.uk to request
List of statistical information published by the authority	Staff statistics	Quarterly analysis of the staff population by gender, age, disability and ethnicity.	Oct-18	https://www3.rgu.ac.uk/about/equality-and-diversity/equality-reports/staff-statistics/staff-statistics

6. Procurement

Class Name	Definition	Further info	Updated	Where to find info
Procurement policies and procedures	Procurement Policy	The policy that guides the university's procurement activities	Nov-16	https://www3.rgu.ac.uk/file/procurement-policy-and-procedure-pdf-844kb
	Procurement strategy	A medium-term strategy for the delivery of procurement arrangements across the university.	Aug-16	https://www3.rgu.ac.uk/file/procurement-strategy-pdf-192kb
	Sustainable Procurement Policy	The university's commitment to delivering procurement in an ethical and sustainable manner.	Mar-14	https://www3.rgu.ac.uk/file/sustainable-procurement-policy-pdf-122kb
	Contracts for provision of Services policy	N/A	N/A	Policy currently under review. Please contact e.whitters@rgu.ac.uk for information.
	Terms and Conditions - Consultancy	Conditions of contract for consultancy services	September 2014	https://www3.rgu.ac.uk/file/terms-and-conditions-consultancy-pdf-321kb1
Links to procurement information the authority publishes on the Public Contracts Scotland website	The university's profile on Public Contracts Scotland.	The full profile of the university and all all tender opportunities are posted on the Public Contracts Scotland website.	Ongoing	https://www.publiccontractsscotland.gov.uk/ShowProfile.aspx?ID=AA00399&background=#c6c6c6&style=5
	Current tender opportunities			
Register of contracts awarded, which have gone through formal tendering, including name of supplier, period of contract and value	Register of contracts available on APUC	A full list of the RGU Contracts Register	Ongoing	https://www3.rgu.ac.uk/link/robert-gordon-university-contracts-register-on-apuc
Additional information which is required to be published by applicable procurement legislation and statutory guidance (e.g. the Procurement Reform (Scotland) Act 2014, the Procurement (Scotland) Regulations 2016 and the Public Contracts (Scotland) regulations 2015)	Procurement information	General information on procurement services at RGU. This includes an annual procurement report, the public procurement reform programme and further procurement information.	Ongoing	https://www3.rgu.ac.uk/about/schools-and-departments/administration-and-support/procurement

7. Performance of the Institution

Class Name	Definition	Further info	Updated	Where to find info
External reports (e.g. annual report, performance statements required by statute)	Outcome Agreement	Annual agreement with the Scottish Funding Council as a condition of funding. Reports activities and goals in line with Scottish Government targets.	Feb-19	https://www.rgu.ac.uk/download.cfm?downloadfile=9A85F1A0-6E18-11E8-AF9E0050569D752C&typename=dmFile&fieldname=file_name
	Gender Action Plan	Annual action plan to address gender imbalance by subject area and in the wider university population.	Jan-19	https://www3.rgu.ac.uk/file/gender-action-plan-pdf-308kb
Performance indicators and performance against them	Annual Report & Financial Statements	An annual report that provides a strategic report of the university's activities against KPI's for the year.	Jul-18	https://www3.rgu.ac.uk/about/schools-and-departments/administration-and-support/financial-services/
Mainstreaming Equality Reports produced under the Equality Act 2010	Mainstreaming Equality Report	A report that details the university's approach to embed Equality & Diversity across all of our functions.	Apr-17	https://www3.rgu.ac.uk/about/equality-and-diversity/equality-reports/equality-reports
	Equality Outcomes	A set of outcomes, to cover a 4 year period, that the university will achieve to meet our Public Sector Equality Duties.	Apr-17	https://www3.rgu.ac.uk/about/equality-and-diversity/equality-reports/equality-reports
	Progress report against equality outcomes	Final progress report of how the university achieved the 2013-2017 Equality Outcomes.	Apr-17	https://www3.rgu.ac.uk/about/equality-and-diversity/equality-reports/equality-reports
Employee and board equality monitoring reports produced under the Equality Act 2010	Gender pay gap report	A report detailing the gender pay gap for staff at the university, based on median and mean calculations.	Apr-17	https://www3.rgu.ac.uk/about/equality-and-diversity/equality-reports/equality-reports
	Employee statistics	Quarterly reports detailing the population of staff by age, gender, disability and ethnicity.	Oct-18	https://www3.rgu.ac.uk/about/equality-and-diversity/equality-reports/staff-statistics/staff-statistics

8. Commercial Publications

Class Name	Definition	Further info	Updated	Where to find info
Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet	N/A	N/A	N/A	The university does not hold this information.

9. Open Data

Class Name	Definition	Further info	Updated	Where to find info
The authority's open data publication plan	Research Governance and Integrity Policy	Statement on openness at 4.3	Mar-16	https://www3.rgu.ac.uk/file/research-governance-and-integrity-policy-pdf-105kb
Open data sets and their metadata, or links where they are accessible	Open AIR @ RGU	Published Research Data	Ongoing	https://openair.rgu.ac.uk/handle/10059/1385
	GitHub	Published Research Data	Ongoing	https://github.com/search?q=robert+gordon+university