9. Human Resources

Introduction

This section covers information on the institution's strategy and management of human resources, rather than information relating to individual members of staff that is exempt from disclosure as personal information. The information available covers Personnel policies and procedures (including terms and conditions of service including all current versions of the information specified in each class. In some instances information will be exempt from disclosure where it contains personal information, or information which, if released, may endanger the physical or mental health or the safety of an individual, substantially prejudice the effective conduct of public affairs, or constitute an actionable breach of confidence.

Class Name	**Class Definition**	**Examples/Comments** **Most policies/information can be found at:** http://www.rgu.ac.uk/about/governance/policies-and-legal/staff-policies-internal **unless alternative link provided**	**Web link to Information / Format of Information**	**Fee**	**Withheld Information**
Staff Profile	Statistical information on staff	• **General staff information**	**www.rgu.ac.uk/staff-statistics**		
Recruitment Policies	Policies, statements, procedures and guidelines relating to recruitment	• Recruitment policy	**http://www.rgu.ac.uk/about/planning-and-policy/policies**	Free	
Employment Terms	Generic terms and conditions of employment	• Pay systems policy and procedure • Family friendly policy • Salary grades and scales • Redundancy Policy	**http://www.rgu.ac.uk/about/planning-and-policy/policies**	Free	

		• **General Pay and benefits information**			
Performance Management	Policies and procedures relating to performance management	• See Disciplinary policy • Ill-Health Capability policy	**http://www.rgu.ac.uk/about/planning-and-policy/policies**	Free	
Promotion	Policies, statements, procedures, guidelines and statistics relating to promotion, regrading and salary reviews	• Equality and Diversity policy	**http://www.rgu.ac.uk/about/planning-and-policy/policies**	Free	
Pensions	Policies and guidelines on pension arrangements for staff	• **Scottish Teachers Superannuation Scheme** • **Local Government Pension Scheme**	**http://www.rgu.ac.uk/about/planning-and-policy/policies**	Free	
Discipline	Disciplinary procedures and policies	• Disciplinary policy • Sickness Absence policy • Substance Abuse policy • Conflict of Interest policy	**http://www.rgu.ac.uk/about/planning-and-policy/policies**	Free	
Grievance	Grievance procedures and policies	• Grievance Policy	**http://www.rgu.ac.uk/about/planning-and-policy/policies**	Free	
Employee Relations	Collective bargaining and	• Trade union recognition and partnership	**http://www.rgu.ac.uk/about/planning-and-policy/policies**	Free	

	consultation procedures with recognised trades unions and professional organisations and agreements reached	agreements			
Public Interest Disclosure	Information required for compliance with the Public Interest Disclosure Act	• Policy and Procedure on Disclosures in the Public interest (Whistleblowing)	**http://www.rgu.ac.uk/about/planning-and-policy/policies**	Free	
Staff Development	Policies and procedures relating to the ongoing development of staff	• No relevant policy			
Staff Records	The institution's policy on the collection, maintenance and use of personal information about staff	• Employee records policy	**http://www.rgu.ac.uk/about/planning-and-policy/policies**	Free	

Staff Facilities	Description of the facilities and services available to members of staff	• **General pay and benefits**	Internal only	-	