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 2017 produced by the Scottish Information Commissioner, who is responsible for enforcing FOISA. You can see this scheme on the Commissioner's website at:

[Publication schemes | Scottish Information Commissioner (itspublicknowledge.info)](https://itspublicknowledge.info)

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:

[Briefings and guidance | Scottish Information Commissioner (itspublicknowledge.info)](https://itspublicknowledge.info)

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:

Freedom of Information | Information Governance | RGU

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:

University Secretary & Vice Principal's Office- Corporate Services

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
Name and address.	Contact Details	The name of the institution and the address of its principal office.
Organisational structure, roles and responsibilities of senior officers.	Details of the Executive	Details of the Principal and Vice- Principals of the university.
Opening hours.	Academic year dates	The dates that the university terms run from.
Opening hours.	Public holidays	The dates that the university is closed for public holidays.
Contact details.	Complaints	Information on our complaint process and how to make a complaint.
Customer Codes & Charters.	Academic Regulations	The regulations that govern the university's academic procedures including misconduct procedures.
Customer Codes & Charters.	Academic Quality Handbook	A guide to the University's academic quality procedures.
Customer Codes & Charters.	Terms and Conditions of Admission and Enrolment	A document outlining the rights, duties and obligations of applicants and enrolled students at the university.

1. About the University

Class Name	Definition	Further info
Customer Codes & Charters.	Freedom of Information	How to make an FOI request, the university's Model Publication Scheme, etc.
Publication scheme and guide to information.	Contained within guide	This document is the publication scheme and guide to information.
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.
Contact details and advice about how to request information from the authority.	Environmental Information Requests	Details of what an EIR is and how to make a request to the university.
Contact details and advice about how to request information from the authority.	Subject Access Request	Details of how to make a request for your own personal data from the University.
Contact details and advice about how to request information from the authority.	Information Governance Policy	The university policy which governs our conduct in data protection, freedom of information and records management.
Legal framework.	Statutory Instrument: Robert Gordon University (Scotland) Order of Council 2019	The legislation that designates Robert Gordon University as a university with degree award powers.
Legal framework.	Statement of Primary Responsibilities for Governors and associated mapping	The full details of the responsibilities of the university's Board of Governors and the associated mapping document are contained within the Board of Governors' Handbook.

1. About the University

Class Name	Definition	Further info
Description of governance structure.	Information on The Chancellor	Biography of the University Chancellor.
Description of governance structure.	The Board of Governors	Details of the Board of Governors.
Description of governance structure.	Committee Structure	Full details of the university committee structure including the committee structure diagram.
Description of governance structure.	The Executive	Details of the university Principal and Vice-Principals.
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.
Details of individuals who make strategic and operational decisions.	Board of Governors' Register of Interests	A register of all relevant interests for each member of the Board of Governors.
Governance Policies.	Conflict of Interest Policy Guidance Notes.	The university policy on managing conflict of interests.
Governance Policies.	Ethics Policy	The university policy on ethics to ensure that all business, research, teaching, and administration is carried out to the highest ethical standards.

1. About the University

Class Name	Definition	Further info
Governance Policies.	About the university	Information about the university's rankings, the timeline of the institution and about our degree programmes.
Mission Statement.	Planning and Strategy	Information about the university's strategy and our mission statement.
Corporate Planning.	Business Plan	The university's Business Plan, updated on an annual basis.
Corporate Strategies.	Strategy Map	The university strategy map stating our purpose, mission, culture, aims and KPIs.
Corporate Policies.	Environmental & Sustainability Policy	The university policy on environmental sustainability.
Corporate Policies.	Equality & Diversity Policy	The university policy on Equality & Diversity in line with the Equality Act 2010.
Corporate Policies.	Health & Safety Policies	The suite of Health & Safety policies that govern the university.
Strategic Planning Processes.	Planning Procedures (This is currently under review.	N/A.

1. About the University

Class Name	Definition	Further info
Accountability Relationships.	[Reports in line with The Equality Act 2010 Public Sector Duties](#)	Progress Report on Equality Outcomes.
Accountability Relationships.	[Reports in line with The Equality Act 2010 Public Sector Duties](#)	Equality Outcomes 2021 – 2025.
Accountability Relationships.	[Reports in line with The Equality Act 2010 Public Sector Duties](#)	Mainstreaming Report.
Accountability Relationships.	[Reports in line with The Equality Act 2010 Public Sector Duties](#)	Gender Pay Gap Report.
Accountability Relationships.	[Institutional Gender Action Plan](#)	The university's plan on reducing severe gender imbalance in subject areas.
Accountability Relationships.	[Annual Complaints reports](#)	An annual summary of the number of complaints received by the university.
Accountability Relationships.	[Annual FOI returns](#)	The number of FOI requests annually reported to the Scottish Information Commissioner.
Internal and external audit arrangement.	[Details of Internal and External auditors](#)	Contact details of both internal and external auditors.

1. About the University

Class Name	Definition	Further info
Internal and external audit arrangement.	Remuneration of internal and external auditors	This information is held within the annual financial statements.
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.

2. Our Functions & Services

Class Name	Definition	Further info
Description of functions, including statutory basis.	Honorary Degrees	Information on the Honorary Degree committee, previous recipients and nomination forms.
Description of functions, including statutory basis.	Research Quality	Research Excellence Framework results and submissions.
Description of functions, including statutory basis.	Statutory Instrument: Robert Gordon University (Scotland) Order of Council 2019	The legislation that designates Robert Gordon University as a university with degree award powers.
Description of functions, including statutory basis.	Academic Schools	Details of the 11 Academic Schools of the university.
Description of functions, including statutory basis.	Commercialisation	Information on the Business and Innovation services at the university.
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.
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.

2. Our Functions & Services

Class Name	Definition	Further info
Statutory Registers.	[Statutory Instrument: Robert Gordon University (Scotland) Order of Council 2019](#)	The legislation that designates Robert Gordon University as a university with degree award powers.
Fees and charges for performance of the authority's function.	[Finance & Scholarships](#)	Information on university funding and fees.
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.
Service policies and internal staff procedures, including allocation, quality, and standards.	[Access RGU](#)	Information on the university's widening participation initiative.
Service policies and internal staff procedures, including allocation, quality, and standards.	[Degree Link](#)	Information on the university's articulation routes from college to university.
Service policies and internal staff procedures, including allocation, quality, and standards.	[Information on Studying Abroad](#)	Information for students on studying abroad as part your degree at RGU or through Erasmus.
Service policies and internal staff procedures, including allocation, quality, and standards.	[Library Services](#)	Information about the university's library services.
Service policies and internal staff procedures, including allocation, quality, and standards.	[Student Services and Support](#)	A full list of all support services available for students.

2. Our Functions & Services

Class Name	Definition	Further info
Service policies and internal staff procedures, including allocation, quality, and standards.	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.
Service policies and internal staff procedures, including allocation, quality, and standards.	Relationship with the student union	Information on RGU:Union including sports clubs, societies, student media, volunteering, and support.
Service policies and internal staff procedures, including allocation, quality, and standards.	Alumni information	Full information on our alumni services and ways to engage.
Service policies and internal staff procedures, including allocation, quality, and standards.	Careers	Services to support student career planning.
Service policies and internal staff procedures, including allocation, quality, and standards.	Recruitment and Admissions Policy	The university's policy on recruitment and admissions.
Service policies and internal staff procedures, including allocation, quality, and standards.	Assessment policy	The university's policy on assessment procedures.
Service policies and internal staff procedures, including allocation, quality, and standards.	Exam Procedures	Information on the university's exam procedures.
Service policies and internal staff procedures, including allocation, quality, and standards.	Academic Regulations	The regulations that cover all educational provision offered by the university.

2. Our Functions & Services

Class Name	Definition	Further info
Service policies and internal staff procedures, including allocation, quality, and standards.	Academic Quality Handbook	An outline of the university's academic quality assurance procedures.
Service policies and internal staff procedures, including allocation, quality, and standards.	Enrolment Information	Terms and Conditions of Admission and Enrolment.
Service policies and internal staff procedures, including allocation, quality, and standards.	External Quality Assurance	Information on enhancement led institutional review and external examiners.
Service policies and internal staff procedures, including allocation, quality, and standards.	Validation	Review and validation of subject and courses.
Service policies and internal staff procedures, including allocation, quality, and standards.	QAA reports	Quality Assurance reports from QAA for meeting or exceeding expectations for quality and standards.

3. How we take decisions

Class Name	Definition	Further info
Decisions taken by the organization.	Board of Governors	Agenda and minutes of meetings of the Board of Governors.
Decisions taken by the organization.	Academic Council	Membership and minutes of the university Academic Council.
Reports of regulatory inspections, audits and investigations carried out by the authority.	Finance information	Annual financial statements
Reports of regulatory inspections, audits and investigations carried out by the authority.	Audit Committee (Minutes of the committee are not published online.)	Information on the membership and remit of the university's audit committee.
Environmental Impact Assessment Reports undertaken in compliance with the Town and Country Planning (Environmental Impact Assessment) (Scotland) Regulations 2017.	N/A	N/A The university has not been required to carry this out in the past 4 financial years.

4. Finance

Class Name	Definition	Further 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.
Financial policies and procedures for budget allocation.	Budget Procedures	Detailed budget pack for Schools and Departments to return to Financial Services.
Budget allocation to key policy/function/ service areas.	Resource Allocation Model (RAM)	Resource allocation model including student numbers, teaching grants and tuition fees.
Purchasing plans and capital funding plans.	Procurement plans	All published information on procurement is available on the external procurement page.
Purchasing plans and capital funding plans.	Capital Funding Plans **Not externally published.**	Capital funding is managed through the Major Projects Group.
Financial administration manual/internal financial regulations.	Financial Regulations	Regulations to provide a framework for assurance that university resources are properly managed.
Expenses policies and procedures.	Staff expense policy	Policy that outlines acceptable staff expenditure and procedures for making claims.
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.

4. Finance

Class Name	Definition	Further info
Pay and grading structure (levels of pay rather than individual salaries).	Salary Scales	The scales at which the university pays its employees.
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
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.

5. Human Resources, Estates, and IT

Class Name	Definition	Further info
Strategy and management of human resources.	HR Strategy	Our HR strategy which outlines our vision, priorities, and actions to support our workforce.
Staffing Structure.	Management Structure	Organigram showing the management structure of the university.
HR policies, procedures, and guidelines.	Recruitment and selection policy	Policy outlining the university's approach to recruitment to deliver a fair and consistent approach.
HR policies, procedures, and guidelines.	Disciplinary policy and procedure	Staff disciplinary policy to be used in cases of misconduct or poor performance if necessary.
HR policies, procedures, and guidelines.	HR Policies	Adoption & Surrogacy Leave Policy
HR policies, procedures, and guidelines.	HR Policies	Dependents Leave Policy
HR policies, procedures, and guidelines.	HR Policies	Fertility Treatment Leave Policy

5. Human Resources, Estates, and IT

Class Name	Definition	Further info
HR policies, procedures, and guidelines.	HR Policies	Foster Care Leave Policy
HR policies, procedures, and guidelines.	HR Policies	Maternity Leave Policy
HR policies, procedures, and guidelines.	HR Policies	Parental Leave Policy
HR policies, procedures, and guidelines.	HR Policies	Paternity & Supporting Partner Leave Policy
HR policies, procedures, and guidelines.	HR Policies	Shared Parental Leave Policy
HR policies, procedures, and guidelines.	HR Policies	Flexible working scheme
HR policies, procedures, and guidelines.	HR Policies	Ill-health capability policy and procedure

5. Human Resources, Estates, and IT

Class Name	Definition	Further info
HR policies, procedures, and guidelines.	HR Policies	Pay System Policy and Procedures
HR policies, procedures, and guidelines.	HR Policies	Senior Manager Pay Policy
HR policies, procedures, and guidelines.	HR Policies	Sickness absence policy and procedure
HR policies, procedures, and guidelines.	HR Policies	Redundancy policy and procedure
HR policies, procedures, and guidelines.	HR Policies	Grievance policy and procedure
HR policies, procedures, and guidelines.	HR Policies	Employee Records policy
HR policies, procedures, and guidelines.	HR Policies	Severance policy

5. Human Resources, Estates, and IT

Class Name	Definition	Further info
HR policies, procedures, and guidelines.	HR Policies	Transgender Equality Policy
HR policies, procedures, and guidelines.	HR Policies	Salary scales
HR policies, procedures, and guidelines.	HR Policies	Pension contribution, annual leave, and sick leave by grade
Employee relations structures and agreements reached with recognised trade unions and professional organisations.	Trade Union Agreements	Trade Union Agreement Unison
Employee relations structures and agreements reached with recognised trade unions and professional organisations.	Trade Union Agreements	Trade Union Agreement Unite
Employee relations structures and agreements reached with recognised trade unions and professional organisations.	Trade Union Agreements	Trade Union Agreement EIS

5. Human Resources, Estates, and IT

Class Name	Definition	Further info
Employee relations structures and agreements reached with recognised trade unions and professional organisations.	Trade Union Agreements	Trade Union Facility Time
Employee relations structures and agreements reached with recognised trade unions and professional organisations.	Trade Union Agreements	Consultation Agreement - UCU
Management of the authority's land and property assets, including environmental/sustainability reports.	Sustainability Reports	Sustainability at RGU.
Description of the authority's land and property holdings.	Campus Information	Information on the campus of the university including a virtual tour and facilities
Estate development plans.	Campus Development	Information on the campus development project that has consolidated the university to one campus.
Maintenance arrangements.	University Estate Strategy	A strategy that outlines management and development of the university estate.

5. Human Resources, Estates, and IT

Class Name	Definition	Further 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.
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.
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.
Records management policy and records management plan including records retention schedule.	Records Management Policy	This is included in the Information Governance Policy.
Records management policy and records management plan including records retention schedule.	Records Management Plan	The university is not required to produce an RMP.
Records management policy and records management plan including records retention schedule.	Records Retention Schedule.	Published internally for staff. 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.

6. Procurement

Class Name	Definition	Further info
Procurement policies and procedures.	Procurement Policy	The policy that guides the university's procurement activities.
Procurement policies and procedures.	Procurement strategy	A medium-term strategy for the delivery of procurement arrangements across the university.
Procurement policies and procedures.	Sustainable Procurement Policy- included in Procurement policy	The university's commitment to delivering procurement in an ethical and sustainable manner. Now forms part of the Procurement Policy – see above.
Procurement policies and procedures.	Contracts for provision of Services policy	N/A Policy currently under review.
Procurement policies and procedures.	Terms and Conditions - Consultancy	Conditions of contract for consultancy services.
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 tender opportunities are posted on the Public Contracts Scotland website.
Links to procurement information the authority publishes on the Public Contracts Scotland website.	Current tender opportunities	The full profile of the university and all tender opportunities are posted on the Public Contracts Scotland website.

6. Procurement

Class Name	Definition	Further info
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.
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.

7. Performance of the Institution

Class Name	Definition	Further 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.
External reports (e.g., annual report, performance statements required by statute).	Gender Action Plan	Annual action plan to address gender imbalance by subject area and in the wider university population.
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.
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 our functions.
Mainstreaming Equality Reports produced under the Equality Act 2010.	Equality Outcomes	A set of outcomes, to cover a 4-year period, that the university will achieve to meet our Public Sector Equality Duties.
Mainstreaming Equality Reports produced under the Equality Act 2010.	Progress report against equality outcomes	Final progress report of how the university achieved the 2013-2017 Equality Outcomes.
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.
Employee and board equality monitoring reports produced under the Equality Act 2010.	Employee statistics	Quarterly reports detailing the population of staff by age, gender, disability, and ethnicity.

8. Commercial Publications

Class Name	Definition	Further 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 The university does not hold this information.

9. Open Data

Class Name	Definition	Further info
The authority's open data publication plan.	[Research Data Management Policy](#)	Full policy expanding on earlier statements in Research Governance and Integrity Policy 4.3.