

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	Format of Information	Fee	Withheld Information
HR Policies		Most policies can be found Here .		Free	
Staff Profile	Statistical information on staff .	<ul style="list-style-type: none">General staff information.		Free	
Recruitment Policies	Policies, statements, procedures, and guidelines relating to recruitment.	<ul style="list-style-type: none">Recruitment and selection policy.		Free	
Employment Terms	Generic terms and conditions of employment .	<ul style="list-style-type: none">Pay systems policy and procedure.Family friendly policy.Salary grades and scales.Redundancy Policy.		Free	
Employment Terms		<ul style="list-style-type: none">General Pay and benefits information			

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Performance Management	Policies and procedures relating to performance management.	<ul style="list-style-type: none"> • See Disciplinary policy • Ill-Health Capability policy. 		Free	
Promotion	Policies, statements, procedures, guidelines and statistics relating to promotion, regrading and salary reviews.	<ul style="list-style-type: none"> • Equality and Diversity policy 		Free	
Pensions	Policies and guidelines on pension arrangements for staff.	<ul style="list-style-type: none"> • Scottish Teachers Superannuation Scheme. • Local Government Pension Scheme 		Free	
Discipline	Disciplinary procedures and policies.	<ul style="list-style-type: none"> • Disciplinary policy. • Sickness Absence policy. • Substance Abuse policy. • Conflict of Interest policy. 		Free	
Staff Facilities	Description of the facilities and services available to members of Staff.	<ul style="list-style-type: none"> • General pay and benefits <p>Internal only.</p>			

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Grievance	Grievance procedures and policies.	<ul style="list-style-type: none"> Grievance Policy. 		Free	
Employee Relations	Collective bargaining and consultation procedures with recognised trades unions and professional organisations and agreements reached.	<ul style="list-style-type: none"> Trade union recognition and partnership agreements. 		Free	
Public Interest Disclosure	Information required for compliance with the Public Interest Disclosure Act.	<ul style="list-style-type: none"> Policy and Procedure on Disclosures in the Public interest (Whistleblowing). 		Free	
Staff Development	Policies and procedures relating to the ongoing development of staff.	<ul style="list-style-type: none"> No relevant policy. 			
Staff Records	The institution's policy on the collection, maintenance, and use of personal information about staff.	<ul style="list-style-type: none"> Employee records policy. 		Free	