



University of  
St Andrews

## RDS: FAQs for the reviewee

<b>Document type</b>	<b>Guidance</b>
<b>Scope (applies to)</b>	Professional staff
<b>Applicability date</b>	27/04/2021
<b>Review / Expiry date</b>	29/04/2024
<b>Approved date</b>	28/04/2021
<b>Approver</b>	Deputy Director
<b>Document owner</b>	Human Resources Officer
<b>School / unit</b>	Human Resources
<b>Document status</b>	Published
<b>Information classification</b>	Public
<b>Equality impact assessment</b>	None
<b>Key terms</b>	Staff/Progression and development/Performance Management
<b>Purpose</b>	Frequently asked questions regarding the RDS process (for the reviewee)

<b>Version number</b>	<b>Purpose / changes</b>	<b>Document status</b>	<b>Author of changes, role and school / unit</b>	<b>Date</b>
1.0	New document	Published	Lisa Stewart HR	28/04/2021

**1. What should I do if I have concerns?**

If you have concerns about having a review you should raise these with your line manager or an appropriate senior manager within your area. Alternatively, contact your [Human Resources Business Partner](#) (HRBP) who will try and help resolve your concerns. Please note this is a supportive process, aimed at career development and alignment with School/Unit strategy. Where objectives are not met, a discussion will take place to identify issues and consider if still relevant and what support might be put in place to support achievement. Failure to achieve all the objectives set will not result in disciplinary action.

**2. Who is responsible for organising my RDS?**

Your line manager will organise your RDS on an annual basis. Human Resources (HR) annually remind Heads of Units that the process should be undertaken and will seek confirmation that all reviews have been undertaken.

**3. Who will see my completed RDS?**

Your Reviewer and Head of School/Unit (if not the Reviewer) will see the completed paperwork. Completed documentation will be stored securely by the Unit and destroyed after 2 years in line with GDPR and the University's retention schedule. The form is not routinely passed to other sections of the University.

**4. What if I think anything that my reviewer has written is inaccurate?**

Section I allows you to comment on anything recorded on the form which you think is an inaccurate reflection of the conversation that took place, including any omissions. These can be noted, and the form returned to the reviewer for further discussion

**5. Do I have to sign the RDS form?**

Yes. By signing the form, you are confirming that the review meeting has taken place and the documentation reflects the discussion.

**6. Can the RDS process be used as part of, or in place of a disciplinary procedure?**

No. The RDS process is not part of the University's formal or informal capability or disciplinary procedure. Issues regarding performance can be raised during the RDS process to discuss how performance issues can be addressed and the Reviewee supported. Should performance continue to fall short of expectation, recourse to the capability or disciplinary process should be undertaken. Your local HRBP can advise on the application of these procedures.

**7. Can I refuse to participate in the RDS process?**

No. RDS meetings are mandatory. If you have an issue with your Reviewer, you should discuss your concerns with your Head of School/Unit, or your [Human Resources Business Partner](#) (HRBP) to consider what alternatives might be put in place.

**8. Can I have a colleague or Trade Union representative attend the meeting with me?**

No. The purpose of this meeting is to reflect, review and plan and as such, both parties should recognise the value of the meeting. It will not result in formal action and therefore, there is no statutory right to be accompanied. The only exception to this, is where an individual may require a BSL interpreter.

**9. Storage of completed forms**

In line with GDPR (General Data Protection Regulations), completed forms and any accompanying data will be kept securely within the Unit, accessible to relevant individuals only. This information will be destroyed after 2 years.

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