



## INTEGRATION JOINT BOARD

<b>Date of Meeting</b>	08.09.2020
<b>Report Title</b>	IJB Records Management Plan
<b>Report Number</b>	HSCP20.033
<b>Lead Officer</b>	Sandra MacLeod, Chief Officer
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<b>Consultation Checklist Completed</b>	Yes
<b>Appendices</b>	<ul style="list-style-type: none"><li>• IJB Records Management Plan</li><li>• IJB File Plan</li><li>• IJB Business Classification Scheme</li><li>• IJB Records Management Policy</li><li>• Memorandum of Understanding between Aberdeen City Council and the IJB</li></ul>

### 1. Purpose of the Report

- 1.1. To present the IJB with a draft Records Management Plan and associated documents for approval and onward submission to the National Records of Scotland.

### 2. Recommendations

- 2.1. It is recommended that the IJB:
- (a) Approve in principle, the draft IJB Records Management Plan and associated documents outlined in Appendices A to E to this report;
  - (b) Agree to instruct the Chief Officer, to finalise the Plan and documents following the meeting of Aberdeen City Council's Information Governance Group on the 14<sup>th</sup> of September, 2020; and



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(c) Agree to forward the Plan and documents to the National Records of Scotland by the required deadline of 31<sup>st</sup> October 2020.

### 3. Summary of Key Information

- 3.1. The Public Bodies (Joint Working) (Scotland) Act 2014 added Integrated Joint Boards (IJB) to the Schedule of the Act. Chief Officers (CO) are, therefore, required to develop and submit a Plan setting out the arrangements they have in place to manage their public records. It is important to note that the 'public records' of the IJB are those which are created and managed on behalf of the CO in the course of carrying out his/her duties. In reality, this amounts to a very small amount of records that the IJB "manages".
- 3.2. The Partnership have been liaising with the National Records of Scotland and an agreed deadline for the submission of the IJB's Plan is the 31st of October 2020.
- 3.3. Aberdeen City Integration Joint Board is fully committed to compliance with the requirements of the Public Records (Scotland) Act. The IJB will therefore follow procedures that aim to ensure that all of its officers employees of constituent authorities supporting its work, contractors, agents, consultants and other trusted third parties who create public records on behalf of the authority, or manage public records held by the authority, are fully aware of and abide by this plan's arrangements.
- 3.4. Information underpins the Board's over-arching strategic objective and helps it meet its strategic outcomes. Its information supports it to: demonstrate accountability; provide evidence of actions and decisions; assist with the smooth running of business and help build organisational knowledge.
- 3.5. Good recordkeeping practices lead to greater productivity as less time is taken to locate information. Well managed records will help the Board make: better decisions based on complete information; smarter and smoother work practices; consistent and collaborative workgroup practices and better resource management, support for research and development; and preservation of vital and historical records.
- 3.6. Under the terms of the Public Records (Scotland) Act 2011, a number of public bodies, including Councils and Integration Joint Boards are required to submit a Records Management Plan (RMP) to be agreed by the Keeper of the Records of Scotland. The Records Management Plan must set out



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and evidence proper arrangements for the management of the authority's public records.

- 3.7.** As mentioned at 3.1 above, the IJB creates a relatively small number of records in its own right. The IJB does not own or operate any ICT resources and instead uses the infrastructure of Aberdeen City Council for day to day management of its records. Details of the type of records that the IJB holds are outlined in the File Plan attached at Appendix B to this report.
- 3.8.** In order to formalise the arrangements between the IJB and the Council, a Memorandum of Understanding (Appendix E) has been drafted that confirms that all records of the IJB will be held by the Council on behalf of the IJB. All records of the IJB will be subject under the terms of this agreement to all relevant policies and procedures of the Council applying to records management functions and together with any relevant data sharing agreements. The Council agrees that it will manage records held on behalf of the IJB in line with the Council's Records Management Plan. This means these records are held by the IJB rather than the council for purposes of freedom of information legislation and, to the extent that they contain personal data, this means the IJB is the controller of that personal data and the Council acts as the IJB's data processor. It is worth noting that the IJB does not receive many Freedom of Information requests. The process for dealing with these requests is that the Chief Officer would prepare a response for consultation with the Chair and Vice-Chair of the Board to approve. Freedom of Information requests for the Partnership (rather than the IJB) are dealt through either the Council or NHS Grampian route, depending on the subject matter.
- 3.9.** It is agreed that it is the responsibility of the IJB to ensure its office holders and members will be kept up to date with the structure and procedures applying to management of its records by means of relevant training and information sessions. The Council will keep the IJB informed as to any changes in its own records management arrangements and supporting policies, procedures and guidance.
- 3.10.** Also attached as appendices are: The IJB's Records Plan (appendix A); the IJB Business Classification Scheme (Appendix C); and the IJB's Records Management Policy (Appendix D). All these documents are required by the National Records of Scotland as a suite of supporting documents to the Plan.



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- 3.11.** Aberdeen City Council's Information Governance Group at its meeting on the 23rd July, 2020 considered and approved the Memorandum of Understanding and requested that the Plan and associated documents be submitted to its next meeting on the 14th of September, 2020.



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**3.12.** Given that the next meeting of the Information Governance Group is after this meeting of the IJB, and that the deadline set by the National Records of Scotland (31/10/2020) is before the next scheduled meeting of the IJB, it is proposed that the IJB approve the Plan and documents in principle and instruct the Chief Officer, to finalise the Plan and submit to the National Records of Scotland by the required deadline.

### 4. Implications for IJB

- 4.1. Equalities** – there are no direct implications arising directly as a result of this report.
- 4.2. Fairer Scotland Duty** – there are no direct implications arising directly as a result of this report.
- 4.3. Financial** – there are no direct implications arising directly as a result of this report.
- 4.4. Workforce** - there are no direct implications arising directly as a result of this report.
- 4.5. Legal** - this report ensures compliance with the Public Bodies (Joint Working) (Scotland) Act 2014 by drafting an IJB Records Management Plan and supporting documents.
- 4.6. Other** - there are no direct implications arising directly as a result of this report.

### 5. Links to ACHSCP Strategic Plan

**5.1.** The Strategic Plan sets out the aims, commitments and priorities of the Partnership, in alignment with Community Planning Aberdeen's Local Outcome Improvement Plan, NHS Grampian's Clinical Strategy and Aberdeen City Council's Local Housing Strategy. Aberdeen City Health & Social Care Partnership and its governance body, the Integration Joint Board, have since the beginning of integration made progress to integrate the health and social care services delegated from our partners, Aberdeen City Council and NHS Grampian. Part of the Governance around the IJB is the management of the IJB's records, as detailed in the report.





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### 6. Management of Risk

6.1. **Identified risks(s):** Reputational Damage.

6.2. **Link to risks on strategic or operational risk register:** The production of the IJB's Records Management Plan will help to mitigate all of the risks on the IJB's Strategic Risk Register, however the main risk that it will help mitigate is "There is a risk of reputational damage to the IJB and its partner organisations resulting from complexity of function, delegation and delivery of services across health and social care"

6.3. **How might the content of this report impact or mitigate these risks:** Ensuring that all Members of the IJB and staff within the Partnership are properly trained on records management and information governance, will help mitigate the risk of reputational damage.

Approvals	
	Sandra Macleod (Chief Officer)
	Alex Stephen (Chief Finance Officer)