

Aberdeen City Integration Joint Board

Business Classification Scheme

Aberdeen City Integration Joint Board (IJB) recognises the importance and benefits of organising its information in such a way that facilitates business efficiency and information management.

In organising its information through classifications, the IJB is able to operate within a structure which improves access, storage and management of its information. To realise this, the IJB complies with Aberdeen City Council's Records Management policies as they host the records on the IJB's behalf. All records owned by the IJB are in either paper or electronic formats

IJB records although managed according to the Aberdeen City Council records and information management policies and processes, continue to be owned by the IJB and are uniquely identifiable as such within the Council's systems. A Memorandum of Understanding, agreed and signed by the relevant officers of both the Council and the IJB, is in place and confirms the arrangements between the two parties.

The Business Classification Scheme is detailed below.

Ownership and management of the IJB Business Classification Scheme is the responsibility of the IJB Chief Officer. Ongoing maintenance and oversight of IJB records are devolved to the Business Manager, who administers the processes which support the IJB business.

Governance arrangements for the IJB Business Classification Scheme is the responsibility of the Council's Information Management Team. Any requests for changes have to be made via this team.

It is recognised that changes will be required on a regular basis at lower levels of the IJB File Plan. Therefore, this is a delegated responsibility to the Business Manager who is responsible for managing and administering the work of the IJB.

Level 1 Function	Level 2 Activity	Level 3 Sub-Activity	Level 4 Transaction	Notes
Governance	Decision Making	Board	Scheme of Delegation	
			Integration Scheme	
			Financial Regulations	
			Contact details	
			Correspondence	
Governance	Decision Making	Board Meetings	Agendas	
			Membership	
			Petitions	
			Terms of Reference	
			Standing Orders	
			Code of Conduct	

			Declarations of Interest	
			Directions	
			Minutes	
			Questions and Answers	
			Reports to meetings	
			Administration	
			Business Planning	Attendance records, meeting dates, schedules
Governance	Decision Making	Committee Meetings	Agendas	
			Membership	
			Petitions	
			Terms of Reference	
			Minutes	
			Questions and Answers	
			Reports to meetings	
			Administration	
			Business Planning	Attendance records, meeting dates, schedules
Governance	Decision Making	IJB Development	Attendance Records	
			Minutes	
			Briefing Notes	
			Presentation documents	
Governance	Decision Making	Committee Development	Attendance Records	
			Briefing Notes	
			Presentation Documents	
Governance	Decision Making	Leadership Team Development	Attendance Records	
			Briefing Notes	
			Presentation Documents	
Governance	Strategy, Policy and Planning	Developing Strategy	Strategic Plan	
Governance	Risk Management	Risk Monitoring and Assessment	Strategic Risk Register	
Governance	Risk Management	Business Continuity	Leadership Team cover arrangements	
Resources	Finance	Accounts and Audit	Published Annual Accounts and Financial Statement	
			Published Annual Performance Report	
			Published Annual Audit Report	
Engagement	Access to Information	FOISA and the EIRs	Published Information and Publication Scheme	
Engagement	Internal and External Engagement	Events	Invitations and attendance sheets	
			Presentations	
Engagement	Internal and External Engagement	Annual Conference	Invitations and attendance Records	
			Presentations	
Engagement	External Engagement	Complaints	IJB Complaints records	