



RISK, AUDIT AND PERFORMANCE COMMITTEE

Date of Meeting	23 September 2021
Report Title	IJB's Records Management Plan - Review and Action Plan
Report Number	HSCP.21.103
Lead Officer	Sandra Macleod, Chief Officer
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Consultation Checklist Completed	Yes
Appendices	Appendix A – Records Management Improvement Plan

1. Purpose of the Report

- 1.1. To present the Risk, Audit and Performance Committee (RAPC) with an update on the Integration Joint Board (IJB) Records Management Plan as submitted to the Keeper of Records for Scotland. The report explains the basis of the approval and outlines our action plan for improvement and review of the plan.

2. Recommendations

It is recommended that RAPC:

- 2.1. Note the formal approval of the IJB's Records Management Plan (RMP) by the Keeper of Records for Scotland;
- 2.2. Approve the Records Management Improvement Plan as recommended by the Keeper of Records for Scotland as outlined at Appendix A and
- 2.3. Instruct the Chief Officer, Aberdeen City Health and Social Care Partnership (ACHSCP) to review the RMP annually and to thereafter report on this review



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to the RAPC (including updates on the Records Management Improvement Plan).

3. Summary of Key Information

- 3.1.** At the meeting of the IJB on 8 September 2020, the Board approved the IJB RMP for submission to the Keeper of Records for Scotland (Keeper), as required under the Public Records (Scotland) Act 2011.
- 3.2.** The Keeper responded to the Chief Officer on 7 June 2021 explaining that the RMP sets out proper arrangements for the management of Aberdeen City Integration Joint Board's public records and that the Keeper would publish the assessment report for the IJB on the National Records of Scotland website. This report is available here :
<https://www.nrscotland.gov.uk/files//record-keeping/public-records-act/keepers-assessment-report-aberdeen-city-integration-joint-board.pdf>
- 3.3.** In reaching this determination, the Keeper expects the IJB to implement the agreed RMP to meet its full obligations under the Act. The Keeper reminded the IJB that, under section 5 of the Act, an authority must:
- (a) keep its records management plan under review, and
 - (b) if the Keeper so requires (whether at the time of agreement of the plan or otherwise) carry out a review of the plan by such date ("the review date") as the Keeper may determine in accordance with subsections 2 to 4 of the Act.
- 3.4.** Whilst the IJB RMP has been agreed by the Keeper, certain conditions have been highlighted and require to be met. The Keeper is able to do this for certain elements under what are termed an 'improvement plan'.
- 3.5.** In summary these conditions relate to the plan elements as follows:
- 04 Business Classification
 - 05 Retention Schedule
 - 09 Data Protection: Information Commissioner's Office (ICO) registration and public Privacy Notice.



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- 3.6. The RMP Improvement Plan, attached to this report at Appendix A, provides the detail for each of these elements, the improvement the Keeper suggests in more detail along with the proposed action to satisfy these conditions. The Keeper will be kept updated on the progress undertaken.
- 3.7. The Keeper recommends that the IJB publish the agreed plan, for the information of staff and service users and to assist in the sharing of best practice across Scottish public authorities. Arrangements will therefore be made to publish the agreed Plan on the Partnership's Website.
- 3.8. We recommend that the RMP be reviewed annually and reported to RAPC, along with updates on the Records Management Improvement Plan.

4. Implications for IJB

- 4.1. **Equalities, Fairer Scotland and Health Inequalities** – there are no direct equalities implications arising from this report.
- 4.2. **Financial** – there are no direct financial implications arising from this report.
- 4.3. **Workforce** - there are no direct implications arising directly as a result of this report.
- 4.4. **Legal** - there are no direct implications arising directly as a result of this report.
- 4.5. **Covid-19** – there are no direct Covid-19 implications arising from this report.
- 4.6. **Unpaid Carers** – There are no implications relating to unpaid carers in this report
- 4.7. **Other** - there are no direct implications arising directly as a result of this report.



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5. Links to ACHSCP Strategic Plan

- 5.1. Having a robust and effective records management process will help the ACHSCP achieve the strategic priorities as outlined in its Strategic Plan.

6. Management of Risk

- 6.1. **Identified risks(s):** The detail in this report links to the Strategic Risk Register in a variety of ways, as detailed below.



6.2. **Link to risks on strategic or operational risk register:**

Risk 4-There is a risk that relationship arrangements between the IJB and its partner organisations (Aberdeen City Council & NHS Grampian) are not managed to maximise the full potentials of integrated & collaborative working. This risk covers the arrangements between partner organisations in areas such as governance; corporate service; and performance.

Risk 6- 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 a robust and effective records management process will help to mitigate the identified strategic risks.

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