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Item No: 18

Meeting Date: Wednesday 29th June 2022

**Glasgow City
Integration Joint Board**

Report By: Sharon Wearing, Chief Officer, Finance and Resources

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Annual Review of IJB Records Management Plan

Purpose of Report:

The purpose of this report is to update the Integration Joint Board on the outcome of the desktop review of the IJB's Record Management Plan carried out in May 2022.

Background/Engagement:

Glasgow City Integration Joint Board is a named authority under the Public Records (Scotland) Act 2011 and is therefore obliged to prepare and implement a records management plan which sets out arrangements for the management of their records.

At its meeting on [12 December 2018](#) the IJB delegated authority to the Chief Officer Finance & Resources to develop a records management plan for the IJB and to liaise with the Keeper of Records of Scotland to finalise and formally submit of this plan

At its meeting [5 May 2021](#) the IJB were informed that the IJB's Record Management Plan had been approved by the Keeper of Records of Scotland and had been published, along with the IJB's Privacy Notice, on the [Glasgow City HSCP website](#).

Governance Route:

The matters contained within this paper have been previously considered by the following group(s) as part of its development.

HSCP Senior Management Team ☐

Council Corporate Management Team ☐

Health Board Corporate Management Team ☐

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	Council Committee ☐ Update requested by IJB ☐ Other ☐ Not Applicable ☒
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Recommendations:	The Integration Joint Board is asked to: a) Note the content of this report; and b) Note the proposed change to Element 13 of the records management plan regarding an annual assurance statement.
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Relevance to Integration Joint Board Strategic Plan:

Relates to matters of governance.

Implications for Health and Social Care Partnership:

Reference to National Health & Wellbeing Outcome(s):	Relates to matters of governance.
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Personnel:	Relates to matters of governance.
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Carers:	Relates to matters of governance.
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Provider Organisations:	Relates to matters of governance.
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Equalities:	Relates to matters of governance.
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Fairer Scotland Compliance:	Relates to matters of governance.
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Financial:	Relates to matters of governance.
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Legal:	The IJB is required by statute to have a records management plan in place and to adhere to the provisions of said plan. Where authorities fail to meet their obligations under the Public Records Act, the Keeper of the Records of Scotland has powers to undertake records management reviews and issue action notices for improvement.
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Economic Impact:	Relates to matters of governance.
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Sustainability:	Relates to matters of governance.
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Sustainable Procurement and Article 19:	Relates to matters of governance.
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Risk Implications:	Failure to establish a Records Management Plan would place the IJB in breach of its statutory duty.
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Implications for Glasgow City Council:	None arising from this report.
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Implications for NHS Greater Glasgow & Clyde:	None arising from this report.
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Direction Required to Council, Health Board or Both	
Direction to:	
1. No Direction Required	☒
2. Glasgow City Council	☐
3. NHS Greater Glasgow & Clyde	☐
4. Glasgow City Council and NHS Greater Glasgow & Clyde	☐

1. Purpose

- 1.1. The purpose of this report is to update the Integration Joint Board on the outcome of the desktop review of the IJB's Record Management Plan carried out in May 2022.

2. Background

- 2.1. The Public Records (Scotland) Act 2011 (the Act) came into force on 1 January 2013. It was the first new public records legislation for more than 70 years and made provision about the management of public records by named Scottish public authorities.
- 2.2. Glasgow City Integration Joint Board is a named authority under the Act and is therefore obliged to prepare and implement a records management plan which sets out arrangements for the management of their records.
- 2.3. At its meeting on [12 December 2018](#) the IJB delegated authority to the Chief Officer Finance & Resources to develop a records management plan for the IJB and to liaise with the Keeper of Records of Scotland to finalise and formally submit of this plan
- 2.4. At its meeting [5 May 2021](#) the IJB were informed that the IJB's Record Management Plan had been approved by the Keeper of Records of Scotland and had been published, along with the IJB's Privacy Notice, on the [Glasgow City HSCP website](#).

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3. Review of IJB Records Management Plan

- 3.1. The Act requires that records management plans are regularly reviewed, and the IJB's plan commits to an annual review. The plan also notes that Glasgow City Council's plan, to which the many elements of the IJB plan are aligned, will conduct a major review every 3 years.
- 3.2. The current version of the records management plan also commits to an annual assurance statement to the IJB however this is not a requirement of the Act. It is proposed that the plan is updated to state that the IJB is provided with a statement when material changes to the plan occur, most likely to take place during the major review carried out by the Council every 3 years.
- 3.3. A desktop review of the IJB's Records Management Plan was carried out by officers in May 2022, and the following required changes were noted:
- **Element 1 (Senior Management Responsibility)** – Reference to Interim Chief Officer to be updated to Chief Officer.
 - **Element 13 (Assessment and Review)** – Date of first review of Records Management Plan to be removed and reference to annual assurance statement to IJB removed (see para 3.2 above) and replaced with commitment to update the IJB on material changes to the plan.
- 3.4. All other elements of the records management plan remain accurate and up to date.

4. Recommendations

- 4.1. The Integration Joint Board is asked to:
- a) Note the content of this report; and
 - b) Note the change to Element 13 of the records management plan regarding an annual assurance statement.

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