



REPORT TO: MORAY INTEGRATION JOINT BOARD ON 29 NOVEMBER 2018

SUBJECT: RECORDS MANAGEMENT PLAN

BY: CHIEF OFFICER

1. REASON FOR REPORT

- 1.1 To present the draft Moray Integration Joint Board (MIJB) records management plan.

2. RECOMMENDATION

- 2.1 **It is recommended that the MIJB consider and approve the draft records management plan for submission to the Keeper of the Records of Scotland for agreement.**

3. BACKGROUND

- 3.1 Under the requirements laid down in Part 1 of the Public Records (Scotland) Act 2011, Moray Integration Joint Board is one of the public authorities required to prepare a records management plan (RMP) setting out arrangements for the management of the authority's records, and to submit the plan to the Keeper of the Records of Scotland for agreement.
- 3.2 The Keeper has invited the Board to submit a plan by 3 December 2018 and the preparation of this draft will allow time for submission and engagement with the Keeper's assessment team on any matters they wish further clarification.

4. KEY MATTERS RELEVANT TO RECOMMENDATION

- 4.1 On behalf of MIJB, the Records and Heritage Manager, Moray Council has compiled the MIJB RMP **APPENDIX A** for submission to the Keeper along with the evidence for the RMP attached in **APPENDICES 1, 2, 3 and 4**.
- 4.2 The relevant officers will take forward any matters arising from engagement with the Keeper's assessment team and the final RMP will be submitted to MIJB on 31 January 2019 with the Keepers comments., along with evidence to support the elements contained in the plan.

- 4.3 Once agreed by the Keeper, the RMP will be filed by the Keeper for reference and an acknowledgement that the plan has been agreed will be published on the National Records of Scotland (NRS) website. The Keeper will request the plan is reviewed after 5 years.

5. SUMMARY OF IMPLICATIONS

(a) Corporate Plan and 10 Year Plan (Local Outcomes Improvement Plan (LOIP)) and Moray Integration Joint Board Strategic Commissioning Plan 2016 – 2019

Information underpins the Board's over-arching strategic objectives 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.
- Help build organisational knowledge.

(b) Policy and Legal

The Records Management Plan will fulfil our statutory requirements set out in Part 1 of the Public Records (Scotland) Act 2011.

(c) Financial implications

None directly associated with this report

(d) Risk Implications and Mitigation

None directly associated with this report

(e) Staffing Implications

None directly associated with this report

(f) Property

None directly associated with this report

(g) Equalities/Socio Economic Impact

An Equality Impact Assessment is not required as the report does not deal with actions which may impact adversely on groups with protected characteristics.

(h) Consultations

Consultation on this report has taken place with the following staff who are in agreement with the content in relation to their area of responsibility:-

Records and Heritage Manager, Legal Services Manager (Litigation & Licensing), Caroline Howie, Committee Services Officer, Chief Financial Officer, MIJB

6. CONCLUSION

- 6.1 This report recommends the MIJB consider and approve the draft Records Management Plan for submission to the Keeper of the Records of Scotland.**

Author of Report:	Jeanette Netherwood, Corporate Manager
Background Papers:	held by author
Ref:	