.EAST RENFREWSHIRE COUNCIL

Corporate Management Team

2 March 2021

Report by Chief Executive

RECORDS MANAGEMENT

PURPOSE OF REPORT

1.   This report is in regard to the requirements of the Public Records (Scotland) Act 2011 and the development of a new Council Records Management Plan (RMP).

RECOMMENDATIONS

2.   The Corporate Management Team is asked to:
- Note the contents of this report
- Approve the new Records Management Policy (included herewith)
- Agree the responsibilities as proposed at paragraph 9 below
- Agree to demit to the Chief Executive's Business Unit the authority to continue to develop and maintain the Records Management Plan.

BACKGROUND

3.   The Public Records (Scotland) Act 2011 (hereafter PRSA) requires every public authority in Scotland to develop and maintain a Records Management Plan (hereafter RMP) and to submit this for the approval of the Keeper of the Records of Scotland.

4.   Following approval from the Corporate Management Team on 13th January 2015 East Renfrewshire submitted an RMP in late 2015 which was subsequently approved by the Keeper in April 2016.

5.   Regular updates and amendments of the associated documentation have been carried out on an ongoing basis.

6.   Internal Audit reviewed aspects of the operation of the RMP in 2017, a further review was carried out in 2018 and the Council underwent the Keeper's formal Update Review mechanism in 2019-20.

7.   The Keeper has now amended the requirements for RMPs and has asked the Council to submit a review of our current plan by April 30th 2021.

REPORT

8.   The new RMP has several goals. It has to:
- satisfy the amended requirements of the Keeper;
- provide useful and practical guidance to staff; and
- support the increasing shift to electronic information management.

9.   The RMP is required to specify a named officer with overall strategic oversight of information management and another named officer with operational oversight of the

RMP. As with the previous iteration of the RMP it is proposed that these officers are, respectively, Lorraine McMillan, Chief Executive, and Craig Geddes, Senior Information and Improvement Officer.

10. The RMP contains a new Records Management Policy and this is included as an appendix to this report.

11. The Council's Records Retention Schedule and the Business Classification Scheme have been rewritten and are now aligned with each other. This is a powerful information governance tool which will support the organisation to manage information within Microsoft365. The tool will also support the Information Asset Register and Open Data projects within our Information as an Asset portfolio.

12. An extensive range of guidance on various aspects of records management is available or in development for inclusion within the RMP, including:
    - archiving and transfer arrangements;
    - information security, acceptable use and cyber security;
    - data protection and subject access requests;
    - business continuity and vital records;
    - Information sharing and processing;
    - public records created by third parties;
    - destruction arrangements and certification; and
    - general good records management practice

13. The RMP, with the exception of any sensitive documentation such as some security documentation, will be hosted on the Council's internet. This ensures that it will be available to all staff but also demonstrates our commitment to openness and accountability by facilitating public access.

FINANCE AND EFFICIENCY

14. There are no specific financial implications of this report although effective management of the Council's records will deliver a range of efficiencies through savings in storage and staff time as well as ensuring statutory compliance with a range of information governance requirements.

CONSULTATION

15. Information Management staff in the Corporate and Community Services Department have been consulted on the development of the Records Management Policy.

IMPLICATIONS OF THE PROPOSALS

16. The actions recommended in this report will ensure statutory compliance with the Public Records (Scotland) Act and related information governance legislation, will help ease transition to better electronic records management and will ensure that the Council is able to derive best value from our information resources.

RECOMMENDATIONS

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REPORT AUTHOR

Craig Geddes, Senior Information and Improvement Officer, February 15 2021.

The proposed new Records Management policy is presented as an appendix on the following pages: