



ANGUS HEALTH AND SOCIAL CARE
INTEGRATION JOINT BOARD – 27 FEBRUARY 2019
RECORDS MANAGEMENT PLAN 2019 AND RECORDS MANAGEMENT POLICY
REPORT BY VICKY IRONS, CHIEF OFFICER

ABSTRACT

The report presents the draft Angus IJB Records Management Plan 2019 and Records Management Policy prepared in accordance with the Public Records (Scotland) Act 2011, and seeks approval to submit the plan to the Keeper of the Records of Scotland as required under section 1 of that Act.

1. RECOMMENDATIONS

It is recommended that the Integration Joint Board:-

- (i) approve the Records Management Plan and authorise its submission to the Keeper of the Records of Scotland;
- (ii) approve the Records Management Policy.

2. BACKGROUND

Under the terms of the Public Records (Scotland) Act 2011 the Board is required to prepare and submit a records management plan to the Keeper of the Records of Scotland when requested to do so.

At its meeting on 21 February 2018 the Board was advised that an invitation to submit a records management plan was likely to be received during 2018 (report 18/18). That invitation from the Keeper was received at the beginning of November 2018 requiring the Board to submit a records management plan by 4 March 2019.

3. CURRENT POSITION

In February 2018 the Board approved an action plan to enable a records management plan to be prepared and arrangements to be put in place to ensure effective management of the Board's records. In line with the action plan the Chief Officer, under delegated authority, has appointed the Clinical Director, Dr Alison Clement, to undertake the role of senior information risk owner for the Board and appointed Keith Whitefield to undertake the role of Data Protection Officer. Agreement has also been reached with Angus Council that the Team Leader (Information Governance), Angela Dunlop, will undertake the duties of Records Manager on behalf of the Board in respect of the Board's records. These officers are jointly responsible for overseeing the development and implementation of the Board's records management plan.

A draft records management plan was submitted to the Clinical, Care, and Professional Governance Forum in December 2018 for consultation, and again in February of this year. Along with the plan and its supporting evidence the Forum was also consulted on a draft Records Management Policy which is required to support implementation of the plan.

The format of the records management plan is set down in statutory guidance and requires to be supported by a wide range of evidence of current records management practice. The plan is made more complex because most of the records of the Board are produced by either NHS

Tayside or Angus Council in carrying out the functions of the Board under the Board's direction. It has been agreed that these records will be managed under the terms of the NHS Tayside and Angus Council records management plans respectively in order to ensure consistency of records management within those organisations.

The records management policy provides a statement of the Board's policy intentions and subsidiary policies under which the Board's records will be managed.

4. PROPOSALS

Subject to approval by the Board, it is intended to submit the records management plan to the Keeper on Monday 4 March 2019.

5. FINANCIAL IMPLICATIONS

There are no financial issues arising from this report.

REPORT AUTHOR: DR ALISON CLEMENT, CLINICAL DIRECTOR
EMAIL DETAILS: hsciangus.tayside@nhs.net

February 2019

List of Appendices:

Appendix 1 - Draft Angus IJB Records Management Policy
Appendix 2 - Draft Angus IJB Records Management Plan