

Title of report	Review of records management policy
Public/Confidential	Public
Summary/purpose of report	For approval
Recommendations	The Council is asked to approve the reviewed records management policy attached at appendix 1 to this report.
Author	Caroline Gowans Information Governance Coordinator
Responsible Officer	Lynn Murray Interim Director, Finance and Resources
Link to Strategic Plan	The information in this report links to: Outcome 1: People who use services are protected by ensuring the regulated workforce is fit to practise. Outcome 2: The SSSC supports and enhances the development of the registered workforce to deliver high standards of practice and drive improvement. Outcome 3: Our workforce planning activities support employers, commissioners and policy makers to deliver a sustainable, integrated and innovative workforce. Outcome 4: The social work, social care and early years workforce is recognised as professional and regulated and valued for the difference it makes to people's lives.
Link to Risk Register	Risk 3: We fail to meet corporate governance, external scrutiny and legal obligations.
Impact assessments	1. An Equalities Impact Assessment was not required 2. A Data Protection Impact Assessment was not required.

	3. A Sustainability Impact Assessment was not required.
Documents attached	Appendix 1: Records management policy v3.0
Background papers	None

EXECUTIVE SUMMARY

1. We have reviewed the SSSC's records management policy and present it to Council for approval. The policy describes how we will manage authentic, reliable and usable records, capable of supporting business functions and activities for as long as they are required. Council approved the current policy in June 2014. Officers have reviewed the policy and made no significant changes. We have made minor changes to reflect the new policy template and organisational restructure since 2014.
2. We are presenting this policy to Council in accordance with Report 31/2020 where Council agreed to review strategic policies periodically. We propose that we review which policies come to Council and if we should continue to bring reviewed policies with only minor changes.

INFORMATION

3. The Public Records (Scotland) Act 2011 ("the Act") requires Scottish public authorities to produce and submit a records management plan setting out proper arrangements for the management of public records for the Keeper of Records for Scotland to agree. The Keeper agreed the SSSC's records management plan in 2014.
4. Element 3 of a records management plan requires that an authority has an appropriate policy statement on records management. The policy statement should have senior management approval, include a statement of the named posts that hold corporate and operational responsibility for records management, and be regularly reviewed.
5. The SSSC's records management plan committed to keep our policy documents under review. The records management policy is due for review and the Information Governance Coordinator notified the Keeper's assessment team that this is now scheduled. We will submit the reviewed policy to the Keeper if approved by Council.

CONSULTATION

6. The Operational Management Team and Executive Management Team have reviewed the policy and made no amendments.

RISKS

7. We have an averse risk appetite towards legal compliance. We comply with the obligations under the Act with our records management plan and policy. The Keeper of Records for Scotland has powers to undertake records management reviews and issue action notices for improvement, to authorities who fail to meet their obligations under the Act.

IMPLICATIONS

Resourcing

8. There are no resource implications arising from this report.

Compliance

9. The Public Records (Scotland) Act 2011 requires Scottish public authorities to produce and submit a records management plan setting out proper arrangements for the management of public records.
10. The SSSC's records management plan committed us to keep our policy documents under review.

IMPACT ASSESSMENTS

Equalities

11. An Equalities Impact Assessment was not developed because this is a review of an existing policy and no significant changes have been made. It does not propose a course of action that will have an impact on people with protected characteristics.

CONCLUSION

12. This report asks Council to approve the attached records management policy.