

<b>Title of report</b>	Records Management Policy
<b>Public/Confidential</b>	Public
<b>Summary/purpose of report</b>	For approval
<b>Recommendations</b>	The Council is asked to: 1. approve the reviewed records management policy attached at Appendix 1 to this report.
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<b>Responsible Officer</b>	Hannah Coleman Acting Director of Regulation
<b>Link to Strategic Plan</b>	The information in this report links to: Outcome 1: <b>Trusted</b> People who use services are protected by a workforce that is fit to practise. Outcome 2: <b>Skilled</b> Our work supports the workforce to deliver high standards of professional practice. Outcome 3: <b>Confident</b> Our work enhances the confidence, competence and wellbeing of the workforce. Outcome 4: <b>Valued</b> The social work, social care and children and young people workforce is valued for the difference it makes to people's lives.
<b>Link to Risk Register</b>	Risk 3: We fail to meet corporate governance, external scrutiny and legal obligations.
<b>Impact assessments</b>	We have developed an Impact Assessment. There are no impacts to highlight or address.
<b>Documents attached</b>	Appendix 1: Records Management Policy
<b>Background papers</b>	<a href="#">Impact Assessment</a>

## **EXECUTIVE SUMMARY**

1. We have reviewed the SSSC's Records Management Policy and present it to Council for approval. The Policy provides a high-level statement of our compliance with records management legislation. It 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 August 2021.

## **INFORMATION**

2. 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.
3. 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.
4. The SSSC's records management plan committed to keep our policy documents under review. The records management policy is due for review, and we will submit the reviewed policy to the Keeper if approved by Council.
5. Officers have reviewed the policy and made no significant changes. We have made minor changes to reflect the new policy template, include links to relevant policies, update responsibilities and terminology, and included additions to references to legislation.
6. We have identified that we must develop records management standards and we plan to develop these and progress other records management improvement activity throughout the current and next financial year.
7. For ease of reading, we have removed tracked changes and highlighted the sections containing changes.

## **CONSULTATION**

8. Operational Management Team (OMT) and Executive Management Team (EMT) have reviewed the policy and made no amendments.

## **RISKS**

9. 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**

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

### **Compliance**

11. 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.
12. The SSSC's records management plan committed us to keep our policy documents under review.

## **IMPACT ASSESSMENT**

13. We have developed an Impact Assessment. The changes to the policy are minimal and there is no impact to highlight or address.

## **CONCLUSION**

14. This report asks Council to approve the Records Management Policy.