# NHS Golden Jubilee

### **Meeting: NHS Golden Jubilee Board**

### **Meeting date: 28 August 2025**

### **Title: Public Records (Scotland) Act 2011. Progress Update Review Report**

### **Responsible Executive/Non-Executive: Jonny Gamble, Executive Director of Finance and SIRO**

### **Report Author: Sharon Stott, Head of Digital Governance/Data Protection Officer (DPO)**

## 1 Purpose

### This is presented to NHS Golden Jubilee Board for:

### Awareness

### Noting

### This report relates to a:

* Legal requirement
* Local policy

### This aligns to the following NHS Scotland quality ambition(s):

* Safe
* Effective
* Person Centred

**This aligns to the following NHSGJ Corporate Objectives:**

## 2 Report summary

## 2.1 Situation

The purpose of this update is to provide members with a progress summary of the ongoing work on the Board’s obligations under the Public Records (Scotland) Act 2011. This is to ensure we satisfy all 14 elements of the Records Management Plan.

## 2.2 Background

Under the Public Records (Scotland) Act 2011, all Scottish Public Authorities are required to produce a Records Management Plan. These Plans are required to be submitted every 5 years, with yearly Progress Update Reviews (PUR) submitted to the Keeper of the Records of Scotland’s Assessment Team. This update is in relation to the most recent PUR the Board submitted to the Assessment Team in November 2024, and the final report the Board received from the Assessment Team in May 2025.

## 2.3 Assessment

The Records Management Plan has 14 Elements, these are listed below:

* Element 1 - Senior Accountable Officer of the Plan
* Element 2 – Records Manager
* Element 3 – Policies
* Element 4 – Business Classification
* Element 5 – Retention Schedule
* Element 6 – Destruction Arrangements
* Element 7 – Archiving and Transfer
* Element 8 – Information Security
* Element 9 – Data Protection
* Element 10 – Business Continuity and Vital Records
* Element 11 – Audit Trail
* Element 12 – Competency Framework
* Element 13 – Assessment and Review of the Plan
* Element 14 – Shared Information (the management of)

These elements cover key areas across records management, from senior accountable officer and operational lead to all of the requirements that ensures robust records management.

The senior accountable officer named in Element 1, is Jonny Gamble. The Records Manager named in Element 2 is Sharon Stott. The remainder of the Plan addresses the lifecycle of records created in line with the Board’s business function.

Of the 14 Elements, The Board has achieved compliance with 13, with Element 4 – Business Classification, remaining at amber. This is due to the ongoing work, migrating from our on premise Drive structure over to MS SharePoint. There is ongoing work to ensure the Board’s Business Classification Scheme aligns to the requirements of the MS SharePoint. Until this work is completed, the Board will remain as amber. This is in line with other NHS Scotland Boards.

The final report received is detailed in Appendix 1.

The Board is also awaiting invitation to submit their next full 5 year RMP, as the last one was submitted in 2017. Due to resource constraints with the Keeper’s Assessment Team, they had to delay invites for a few years. These resource constraints have now been addressed and Public Authorities have been notified that invites will commence again this year. Members, and the Senior Accountable Officer named in Element 1 of our Plan will be notified when NHS Golden Jubilee receive this invite.

### 2.3.1 Quality/ Patient Care

NHS Golden Jubilee is legally required to evidence compliance with the Public Records (Scotland) Act 2011.

### 2.3.2 Workforce

Engagement required with above areas.

### 2.3.3 Financial

No financial considerations require to be included within this paper.

### 2.3.4 Risk Assessment/Management

NHS Golden Jubilee is legally required to evidence compliance with the Public Records (Scotland) Act 2011. The current NHS Golden Jubilee RMP is out of date, however, by submitting yearly PUR’s demonstrates strong records management within the Board and also allows to provide additional evidence to show any changes and how these have been managed.

### 2.3.5 Equality and Diversity, including health inequalities

An impact assessment has not been completed given the subject of this paper.

### 2.3.6 Other impacts

No other impacts for consideration.

### Communication, involvement, engagement and consultation

Ongoing engagement and consultation with the Keeper of the Records of Scotland’s Assessment Team.

### Route to the Meeting

This has been previously considered by the following groups as part of its development. The groups have either supported the content, or their feedback has informed the development of the content presented in this report.

* Clinical Governance Committee – 14 August 2025

## 2.4 Recommendation

### The Board are asked to:

### Note the contents of this paper and the Board’s obligations under the Public Records (Scotland) Act 2011.

3. List of appendices

Appendix 1 -Progress Update Review (PUR) Report by the PRSA Assessment Team