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REPORT TO:	Policy Development Panel
DATE:	24 th May 2022
SUBJECT:	Records Management Policy
PURPOSE:	To note minor amendments to the Records Management Policy
KEY DECISION:	N/A
PORTFOLIO HOLDER:	Councillor Jim Astill; Portfolio Holder for Corporate and Communications
REPORT OF:	Mark Stinson; Assistant Director, Governance
REPORT AUTHOR:	Kirsty Porter, Information Governance Officer
WARD(S) AFFECTED:	All
EXEMPT REPORT?	no

SUMMARY

Cabinet approved the Records Management Policy in March 2019, as follows:-

The Decision :

That the Records Management Policy be approved and delegated authority be given to the Executive Manager for Governance in consultation with the Executive Member of Governance and Customer to make minor amendments to the Policy.

The Policy has been reviewed with minor amendments being made to reflect changes in legislation, roles and departments.

RECOMMENDATIONS

1. That the Records Management Policy with minor amendments as outlined within the document control sheet and below, as approved by the Assistant Director for Governance (formerly the Executive Manager for Governance) be noted by PDP.

REASONS FOR RECOMMENDATIONS

Minor amendments made, which fall within the delegation provided by Cabinet in 2019 for the Executive Manager for Governance (now Assistant Director for Governance).

OTHER OPTIONS CONSIDERED

- 1 - That the Records Management Policy with minor amendments as outlined within the document control sheet and below, as approved by the Assistant Director for Governance (formerly the Executive Manager for Governance) be noted by PDP.
- 2 - That the Records Management Policy be fully reviewed. As PDP have been through this previously and only minor amendments are being made this is deemed unnecessary.
- 4 - Do nothing – however failure to make changes would render the policy inaccurate.

1. BACKGROUND

- 1.1 Cabinet approved the Records Management Policy in March 2019

2. REPORT

- 2.1 The Policy outlines how the Council manages its records, which includes retention and disposal.
- 2.2 The Policy has been reviewed with minor amendments being made to reflect changes in legislation, roles and departments.

3. CONCLUSION

- 3.1 The following amendments have been made to the Records Management Policy :
Reference to GDPR updated to UK GDPR throughout
1.0 links to ICO webpage updated
9.0 Senior Information Risk Officer amended to Senior Information Risk Owner
9.0 Removal of reference to former department; Corporate Improvement & Performance
- 3.2 The Assistant Director for Governance has approved these amendments, as per the delegation made on the 12th March 2019.

4. EXPECTED BENEFITS TO THE PARTNERSHIP

4.1 A Policy detailing how the Council manages its records is a requirement of Data Protection legislation.

5. IMPLICATIONS

5.1 SOUTH AND EAST LINCOLNSHIRE COUNCILS PARTNERSHIP

5.1.1 none, however the Councils may look to align policies in the future

5.2 CORPORATE PRIORITIES

5.2.1 our Council

5.3 STAFFING

5.3.1 none

5.4 CONSTITUTIONAL AND LEGAL IMPLICATIONS

5.4.1 Updates to the Records Management Policy ensures compliance with the Council's constitutional and Legal requirements.

5.5 DATA PROTECTION

5.5.1 A Records Management Policy establishes compliance with Data Protection legislation.

5.6 FINANCIAL

5.6.1 none

5.7 RISK MANAGEMENT

5.7.1 A robust Records Management Policy and associated procedures evidence compliance with data protection legislation. This reduces the Council's level of risk.

5.8 STAKEHOLDER / CONSULTATION / TIMESCALES

5.8.1 Consultation with DPO, SIRO and Chairman of the Policy Development Panel.

5.9 REPUTATION

5.9.1 A robust Records Management Policy and associated procedures establish principles aiding the protection of the Council's reputation.

5.10 CONTRACTS

5.10 none

5.11 CRIME AND DISORDER

5.11.1 none

5.12 EQUALITY AND DIVERSITY/ HUMAN RIGHTS/ SAFEGUARDING

5.12.1 none

5.13 HEALTH AND WELLBEING

5.13.1 none

5.14 CLIMATE CHANGE AND ENVIRONMENTAL IMPLICATIONS

5.14.1 none

5.15 LINKS TO 12 MISSIONS IN THE LEVELLING UP WHITE PAPER

5.15.1 none

6. ACRONYMS

6.1 DPO – Data Protection Officer, SIRO – Senior Information Risk Owner, UK GDPR – UK General Data Protection Regulation

APPENDICES	
(If none then insert the word 'None' and delete the below text/boxes).	
Appendices are listed below and attached to the back of the report: -	
APPENDIX A	Records Management Policy
BACKGROUND PAPERS	
Background papers used in the production of this report are listed below: -	
Document title	Where the document can be viewed
Records Management Policy 2019	Records Management Policy - South Holland District Council (sholland.gov.uk)

CHRONOLOGICAL HISTORY OF THIS REPORT	
(If none then insert the wording 'A report on this item has not been previously considered by a Council body'. Also delete the below text/boxes.)	
Name of body	Date
Cabinet	12th March 2019

REPORT APPROVAL	
Report author:	Kirsty Porter 07970 814444 dpo@sholland.gov.uk
Signed off by:	Mark Stinson, Assistant Director, Governance
Approved for publication:	Councillor Jim Astill - Portfolio Holder for Corporate and Communications