

A One Day National Conference

# Implementing the Public Records (Scotland) Act

Wednesday 24th April 2013 – Edinburgh



**Chair: Hauke Wiebe**  
Information Manager  
Registers of Scotland

**Speakers Include:**

**Rosemary Agnew**  
Commissioner  
Scottish Information Commissioner

**Alison Mackinnon**  
Information Manager  
Scottish Environment Protection  
Agency

**Dr Kenneth Meechan**  
Head of Information Governance  
Glasgow City Council

**Ivy Elder**  
Head of Information Services  
NHS Fife

**Dr Timothy Lovering**  
Force Records Manager  
Grampian Police and Chair  
ACPOS Records Management Group

**Alan Bell**  
Records Manager and Information  
Compliance Officer  
University of Dundee

**Caroline Anderson**  
Records Manager  
Aberdeen City Council

Contributors

## Implementing the Public Records (Scotland) Act

Wednesday 24th April 2013 – Edinburgh

### About the Event

Since January 2013, organisations across Scotland have begun to apply the principles of the **Public Records (Scotland) Act 2011** to their record management processes in order to **improve the quality of record keeping and increase efficiencies** across all public bodies.

Capita's **Implementing the Public Records (Scotland) Act Conference** comes at a time when every organisation must produce a **Records Management Plan** which adheres to the guidelines set by the new regulations in order to **achieve high quality records management and information governance standards**.

You will hear from key stakeholders from information, records and archives management across the public sector, including local government, health and the police, who will **share best practice examples of adhering to the statutory obligations outlined in the Act**.

This event addresses overarching key topics including:

- **Demonstrating robust and efficient plans that meet businesses needs**
- Approaching **records management as a strategic issue** within organisations
- The **integration of manual and electronic records**
- **Achieving consistency in records management practice** throughout the organisation

Attend this conference to take away guidance about the **key themes of the Act** and hear how organisations throughout the public sector are **reshaping their records management plans in order to meet the statutory obligations**. Learn from **best practice examples to ensure your organisation is delivering an effective and efficient records management plan**.

### Benefits of Attending

- Receive an update on current developments in the implementation of the **Public Records (Scotland) Act 2011 across the public sector**
- Understand how compliance can **increase efficiencies and ensure transparency** in your organisation
- Gain insight into **how records management plans are being produced within allocated budgets and resources** by public bodies
- Examine standards for **data sharing practices and self-assessment protocols to drive internal improvement**
- Learn how best to **engage staff throughout an organisation and improve compliance with records management policies**
- Explore the practicalities of working with **third party organisations and understand their obligations** within public records management protocols
- Take away guidance on **strengthening the practices for record retention and disposal schedules** across your organisation



### Who Should Attend

- Records Managers and Teams
- Information Governance and Data Management Teams
- Public Records and Chief Information Officers
- IT, IM&T Teams
- Electronic Records and e-Government Teams
- Information Security and Data Protection Teams
- Caldicott Guardians and FOI Teams
- Transformation Teams
- Archivists and Registrars
- Policy and Performance Teams
- Corporate Services and Business Assurance Teams
- Compliance Teams
- Solicitors and Legal Services
- Private Sector

### Forthcoming Events

**Channel Shift in the Scottish Public Sector** – Thursday 21st March - Edinburgh

**Welfare Reform Scotland** – Wednesday 27th March – Edinburgh

**Customer Insight in Public Services** – Wednesday 22nd May – Central London

### Sponsorship and Exhibition Opportunities

We offer a range of flexible packages which offer your organisation a platform to network and communicate with key organisations in the public sector.

For further information please contact Matt Turton on 0207 960 7717 or email [matt.turton@capita.co.uk](mailto:matt.turton@capita.co.uk)

09.20 Registration Tea and Coffee

09.50 Chair's Opening Remarks

**Hauke Wiebe**  
Information Manager  
Registers of Scotland

## Keynote Address

**10.00 Improving Efficiencies throughout Public Bodies through Robust Records Management Systems**

- Increasing the efficiency and effectiveness of records systems nationwide
- Supporting transparency and open government in public organisations
- Effective record application to improve Freedom of Information (FOI) procedures

**Rosemary Agnew**  
Commissioner  
Scottish Information Commissioner

10.25 Questions and Discussion

**10.35 Working with Allocated Budgets and Resources to Develop Robust Plans**

- Meeting the requirements and challenges faced so far by implementation
- Embedding universal structures throughout the organisation
- The importance of metadata
- Organising unstructured electronic records and IT business systems in relation to the Act

**Alison Mackinnon**, Information Manager  
Scottish Environment Protection Agency

11.00 Questions and Discussion

11.10 Networking Tea and Coffee Break

**11.40 Responding to Outsourcing Arrangements with Third Parties**

- Establishing obligations and arrangements under contractual agreements outside public sector bodies
- Ensuring appropriate disposal and management of records and archives
- Managing different IT business systems

**Dr Kenneth Meechan**  
Head of Information Governance  
Glasgow City Council

12.05 Questions and Discussion

**12.15 Strengthening Data Sharing Standards through Effective Records Management**

- Securing good governance within information sharing
- Effective use of models, such as Scottish Accord for the Sharing of Personal Information (SASPI), to support records management
- Multi-agency sharing of sensitive information
- Adequately managing the needs of electronic records

**Ivy Elder**, Head of Information Services, NHS Fife

12.40 Questions and Discussion

12.45 Networking Lunch

## Exploring Best Practice in Records Management

**13.45 Changing Workforce Attitudes and Shifting Organisational Culture**

- Raising the awareness of records management and embedding a protocol throughout the organisation
- Identifying records management as a strategic issue
- Managing personally held information and encouraging conformity to policy
- Ensuring procedures are easy to follow to increase compliance
- Instilling a culture of filing data and records in appropriate places

**Caroline Anderson**  
Records Manager  
Aberdeen City Council

14.10 Questions and Discussion

**14.20 Embedding Good Practice Across the Organisation with Retention Schedules and Disposal Schemes**

- Integrating electronic and manual records
- Aligning policy and practice
- Safeguarding data through data protection approaches
- Guaranteeing compliance throughout records management

**Dr Timothy Lovering**  
Force Records Manager

**Grampian Police**  
and Chair  
ACPOS Records Management Group

14.45 Questions and Discussion

**14.55 Recordkeeping Lessons from the Implementation of the Data Protection and Freedom of Information (Scotland) Acts**

- Key lessons from earlier implementation processes
- Applying those lessons in the context of the PRSA
- What previous implementation projects suggest in respect of the governance, control and monitoring of compliance

**Alan Bell**  
Records Manager and Information Compliance Officer  
University of Dundee

15.20 Questions and Discussion

15.30 Chair's Closing Remarks and Close of Conference



# Booking Form

## Implementing the Public Records (Scotland) Act

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BOOKING SOURCE CODE: EMOSC
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### DELEGATE DETAILS (Please use BLOCK CAPITALS and complete in full)

#### Correspondence Address

Organisation
Address
Postcode

#### 1st Delegate

Surname	Title
Forename	
Job Title	
Organisation	
Department	
Email	
Telephone	
Dietary/Access requirements	


#### 2nd Delegate

Surname	Title
Forename	
Job Title	
Organisation	
Department	
Email	
Telephone	
Dietary/Access requirements	


#### 3rd Delegate \*BOOK A 3<sup>rd</sup> DELEGATE @ 1/2 PRICE

Surname	Title
Forename	
Job Title	
Organisation	
Department	
Email	
Telephone	
Dietary/Access requirements	

### EASY WAYS TO BOOK

 FAX your completed form to 0870 165 8989


 ONLINE [www.capitaconferences.co.uk](http://www.capitaconferences.co.uk)

 POST your completed form to:  
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Book a 3<sup>rd</sup>  
delegate @  
1/2 price

This offer may not be  
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 ENQUIRIES 0870 400 1020

 [capita.conferences@capita.co.uk](mailto:capita.conferences@capita.co.uk)

### PAYMENT DETAILS

Public Sector @ £350.00 plus VAT  No. of delegates

Private Sector @ £545.00 plus VAT  No. of delegates

\*Concessionary Discount @ £225.00 plus VAT  No. of delegates

*\*Discounts cannot be combined*

*Only charities registered with the OSCR are eligible for this discount.*

TOTAL NUMBER OF DELEGATES

Scottish Charity No.

TOTAL COST £ \_\_\_\_\_

Your Purchase Order/Reference Number \_\_\_\_\_

### INVOICE ADDRESS

Surname	Title	
Forename		
Job Title		
Organisation		
Address		
Postcode		Telephone
Email		

Payment terms are 30 days and payment must be received before the conference date.

We will issue an invoice upon receipt of your booking and payment can be made: online by credit/debit card; BACS or cheque.

I have read the terms and conditions and understand the cancellation policy

Signature required

### Purchase of Delegate Pack Only

If you are unable to attend the event, but would like to receive supporting documentation please indicate below:

PDF Electronic Version @ £95 – plus VAT

Hard Copy Paper @ £95 – no VAT

*Invoices issued after the event when order processed. See payment options below.*

### PAYMENT INFORMATION

Payments to CAPITA BUSINESS SERVICES LTD.

Bank: Barclays Bank Plc

Sort Code: 20-67-59

Account No: 60864978

Email remittances:

[csremittances@capita.co.uk](mailto:csremittances@capita.co.uk) or fax

to 020 7504 3551

Please send payments, quoting conference code

SC04133, to: Capita Business Services

Ltd. Accounts Receivable, PO Box 212, Faverdale

Industrial Estate, Darlington DL1 9HN.

A VAT invoice will be issued on receipt of payment

VAT No: 618 1841 40

### HOTEL ACCOMMODATION

The conference fees do not include accommodation.

For discounted accommodation rates, please

contact Capita Business Travel on Tel: 0871 521 9816

or email [capexternal@capita.co.uk](mailto:capexternal@capita.co.uk). Please quote the

title of the Conference for preferential rates.

### TERMS & CONDITIONS

**CANCELLATIONS** confirmed in writing 14 days before the conference date will be refunded, minus an administration fee of £50.

We regret that no refund can be made after that date, although substitutions can be made at any time.

Capita are not able to offer refunds for cancellations arising from events outside of our control.

**VENUE AND REGISTRATION DETAILS** will be sent within 14 days of the event date. We cannot be held responsible for non arrival of this information, if you have not received within 7 days of the event date, please call us on 0870 400 1020.

**PROGRAMME AMENDMENTS** Capita reserves the right to alter the programme or venue without notice due to unforeseen circumstances.

### CHANGE OF DETAILS

Have your details changed, are they incorrect or you do not wish to receive any future mailings? Please email: [conference.events@capita.co.uk](mailto:conference.events@capita.co.uk).

### DATA PROTECTION

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