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

Scottish Information Commissioner
It's public knowledge

ABERDEEN
CITY COUNCIL

NHS Fife
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
Programme

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

   • 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

**Wednesday 24th April 2013 – Edinburgh**

**BOOKING SOURCE CODE: EMOSEC**

### Delegate Details

#### Correspondence Address

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#### 1st Delegate

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#### Dietary/Access requirements

#### 2nd Delegate

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#### Dietary/Access requirements

#### 3rd Delegate *BOOK A 3rd DELEGATE @ 1/2 PRICE*

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#### Dietary/Access requirements

### Terms & Conditions

**Payment Information**

- Public Sector @ £350.00 plus VAT
- Private Sector @ £545.00 plus VAT
- *Concessionary Discount @ £225.00 plus VAT*

*Discounts cannot be combined

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

**Price**

- Scottish Charity No. __________

**Total Cost**

£ __________

**Amount**

- Payments to CAPITA BUSINESS SERVICES LTD.
  - Bank: Barclays Bank Plc
  - Sort Code: 20-67-59
  - Account No: 60864978

**Payment Information**

- PDF Electronic Version @ £95 – plus VAT
- Hard Copy Paper @ £95 – no VAT

**Invoicing**

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

**Terms & Conditions**

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- 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.
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