

Nick Fayers
Chief Officer
Western Isles Integration Joint Board
(Cùram Is Slàinte nan Eilean Siar)
Sandwick Road
Stornoway
Isle of Lewis, HS1 2BW

24th March 2023

Dear Mr Fayers

Records Management Plan (RMP): **Western Isles Integration Joint Board (Cùram Is Slàinte nan Eilean Siar)**

Thank you for submitting the records management plan (RMP) of Western Isles Integration Joint Board and the accompanying evidence as required under Section 1(1)(a) of the Public Records (Scotland) Act 2011.

I have now reviewed the plan and the supporting evidence, and I am pleased to be able to **agree** that they combine to set out proper arrangements for the management of Western Isles Integration Joint Board's public records. I will publish the assessment report for your authority on the National Records of Scotland website.

In reaching this determination, I expect Western Isles Integration Joint Board to fully implement the agreed plan to meet its full obligations under the Act.

I enclose the report into my findings with recommendations (if applicable). I would urge you to consider any recommendations I have made, and remind you that, under section 5 of the Act, an authority must:

- (a) keep its records management plan under review, and
- (b) if the Keeper so requires (whether at the time of agreement of the plan or otherwise) carry out a review of the plan by such date ("the review date") as the Keeper may determine in accordance with subsections 2 to 4.

Your RMP has been agreed on certain conditions. I am able to do this for certain elements under what I have termed an 'improvement plan'. These conditions are highlighted in the enclosed report, but for ease of reference I include them here:

- 4. Business Classification
- 6. Destruction Arrangements
- 10. Business Continuity and Vital Records
- 11. Audit trail

I acknowledge that these elements require improvement action on the part of the authority on whose systems the IJB's public records are managed rather than by the IJB itself.

I may review an agreed RMP only after 5 years has elapsed since the date of any previous agreement. If I believe there is evidence to support the view that an agreed plan is not being implemented, or if the authority has failed to comply with its agreed RMP, I may intervene before the 5 year period has elapsed.

I would recommend that you publish the agreed plan, both for the information of your staff and service users and to assist in the sharing of best practice across Scottish public authorities. If you do, it would be helpful if you could inform

public_records@nrscotland.gov.uk

Yours sincerely

A handwritten signature in black ink that reads "Laura M. Mitchell." The signature is written in a cursive style with a period at the end.

Laura Mitchell
Deputy Keeper of the Records of Scotland