

Notes from Stakeholder Forum breakout group

This group decided to consider elements 12 (competencies) and 2 (records manager) and were going on to look at 15 but ran out of time.

This was a lively and positive debate where several key points were discussed:

That evidence for records management competencies should include objectives, job description and letter of authority from senior management. These should be supported by a Personal Learning Plan showing development opportunities.

A competency framework sounded like a document. In fact a member of the group stated that, because their authority didn't use a competency system, they had created one specially to comply with this element. It was noted that, if the authority didn't recognise the framework, this may not have been as useful as supposed.

The use of the word 'competencies' was discussed with the group failing to reach agreement whether it should be retained.

There was a discussion regarding the employment of records management professionals outside the organisation (such as consultants) and that the Model Plan should formally recognise this strategy.

It was generally (but not unanimously) agreed that the overlap between E2 and E12 should be addressed. Some evidence for element 2 seems to appear in element 12. It was thought that E2 could be all about the identified records manager and E12 about the rest of the staff. This was especially important where the person identified at E2 is just part of an information governance team. The skills and responsibilities for the rest of the team could be detailed under E12 while those of the formally identified person could appear at E2. There was some discussion about staff training generally (i.e. non RM staff). This could appear under E12.

The group came up with the following headline statement for:

E2 The Individual with responsibility for implementing the RMP has appropriate corporate responsibility, access to resources and skills.

E12 All staff required to manage our organisations records are appropriately trained and supported.