

# **The Public Records (Scotland) Act 2011**

**Bòrd na Gàidhlig**

## **Progress Update Review (PUR) Report by the PRSA Assessment Team**

**06 September 2021**

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## 1. Public Records (Scotland) Act 2011

The Public Records (Scotland) Act 2011 (the Act) received Royal Assent on 20 April 2011. It is the first new public records legislation in Scotland since 1937 and came into force on 1 January 2013. Its primary aim is to promote efficient and accountable record keeping by named Scottish public authorities.

The Act has its origins in *The Historical Abuse Systemic Review: Residential Schools and Children's Homes in Scotland 1950-1995* (The Shaw Report) published in 2007. The Shaw Report recorded how its investigations were hampered by poor recordkeeping and found that thousands of records had been created, but were then lost due to an inadequate legislative framework and poor records management. Crucially, it demonstrated how former residents of children's homes were denied access to information about their formative years. The Shaw Report demonstrated that management of records in all formats (paper and electronic) is not just a bureaucratic process, but central to good governance and should not be ignored. A follow-up review of public records legislation by the Keeper of the Records of Scotland (the Keeper) found further evidence of poor records management across the public sector. This resulted in the passage of the Act by the Scottish Parliament in March 2011.

The Act requires a named authority to prepare and implement a records management plan (RMP) which must set out proper arrangements for the management of its records. A plan must clearly describe the way the authority cares for the records that it creates, in any format, whilst carrying out its business activities. The RMP must be agreed with the Keeper and regularly reviewed.

## 2. Progress Update Review (PUR) Mechanism

Under section 5(1) & (2) of the Act the Keeper may only require a review of an authority's agreed RMP to be undertaken not earlier than five years after the date on which the authority's RMP was last agreed. Regardless of whether an authority has successfully achieved its goals identified in its RMP or continues to work towards them, the minimum period of five years before the Keeper can require a review of a RMP does not allow for continuous progress to be captured and recognised.

The success of the Act to date is attributable to a large degree to meaningful communication between the Keeper, the Assessment Team, and named public authorities. Consultation with Key Contacts has highlighted the desirability of a mechanism to facilitate regular, constructive dialogue between stakeholders and the Assessment Team. Many authorities have themselves recognised that such regular communication is necessary to keep their agreed plans up to date following inevitable organisational change. Following meetings between authorities and the Assessment Team, a reporting mechanism through which progress and local initiatives can be acknowledged and reviewed by the Assessment Team was proposed. Key Contacts have expressed the hope that through submission of regular updates, the momentum generated by the Act can continue to be sustained at all levels within authorities.

The PUR self-assessment review mechanism was developed in collaboration with stakeholders and was formally announced in the Keeper's Annual Report published on 12 August 2016. The completion of the PUR process enables authorities to be credited for the progress they are effecting and to receive constructive advice concerning on-going developments. Engaging with this mechanism will not only maintain the spirit of the Act by encouraging senior management to recognise the need for good records management practices, but will also help authorities comply with their statutory obligation under section 5(1)(a) of the Act to keep their RMP under review.

## 3. Executive Summary

This Report sets out the findings of the Public Records (Scotland) Act 2011 (the Act) Assessment Team's consideration of the Progress Update template submitted for Bòrd na Gàidhlig. The outcome of the assessment and relevant feedback can be found under sections 6 – 8.

#### 4. Authority Background

Bòrd na Gàidhlig was established as a public body by the Gaelic Language (Scotland) Act 2005 which was commenced on 13th February 2006. The legislation is designed to promote the use of Scottish Gaelic, secure the status of the language and ensure its long-term future. The Act sets out three main aims for Bòrd na Gàidhlig:

- to increase the number of persons who are able to use and understand the Gaelic language;
- to encourage the use and understanding of the Gaelic language; and
- to facilitate access, in Scotland and elsewhere, to the Gaelic language and Gaelic culture.

The first Chair and members of Bòrd na Gàidhlig were appointed by Scottish Ministers in January 2006.

The National Gaelic Language Plan 2018-2023 contains the main strategic aims for Gaelic in Scotland and informs the Bòrd's Corporate Plan (2018-23). The principal development areas in the plan are increasing the use of Gaelic, increasing the learning of Gaelic, promoting Gaelic and developing how the organisation works. The key aims of the plan include an increase in the number of public authorities with Gaelic language plans, an increase in the number of children entering Gaelic Medium early years education and other developments in Gaelic medium education as well as an increase in the number of adults acquiring Gaelic, and the expansion of Gaelic use in a number of different contexts and areas.

As a statutory Non-departmental Public Body, the Bòrd is directly funded by the Scottish Ministers and is accountable to them. The Bòrd works closely with the Scottish Government, public authorities and key partners (including the Gaelic organisations and community groups) to promote and develop the use and understanding of Gaelic and to ensure that public funds are wisely and effectively spent. Bòrd na Gàidhlig, in partnership with Gaelic speakers and the people of Scotland, wants Gaelic to be spoken far and wide

#### 5. Assessment Process

A PUR submission is evaluated by the Act's Assessment Team. The self-assessment process invites authorities to complete a template and send it to the Assessment Team one year after the date of agreement of its RMP and every year thereafter. The self-assessment template highlights where an authority's plan achieved agreement on an improvement basis and invites updates under those 'Amber' elements. However, it also provides an opportunity for authorities not simply to report on progress against improvements, but to comment on any new initiatives, highlight innovations, or record changes to existing arrangements under those elements that had attracted an initial 'Green' score in their original RMP submission.

The assessment report considers statements made by an authority under the elements of its agreed Plan that included improvement models. It reflects any changes and/or progress made towards achieving full compliance in those areas where agreement under improvement was made in the Keeper's Assessment Report of their RMP. The PUR assessment report also considers statements of further progress made in elements already compliant under the Act.

Engagement with the PUR mechanism for assessment cannot alter the Keeper's Assessment Report of an authority's agreed RMP or any RAG assessment within it. Instead the PUR Final Report records the Assessment Team's evaluation of the submission and its opinion on the progress being made by the authority since agreeing its RMP. The team's assessment provides an informal indication of what marking an authority could expect should it submit a revised RMP to the Keeper under the Act, although such assessment is made without prejudice to the Keeper's right to adopt a different marking at that stage.

#### Key:

<b>G</b>	The Assessment Team agrees this element of an authority's plan.	<b>A</b>	The Assessment Team agrees this element of an authority's progress update submission as an 'improvement model'. This means that they are convinced of the authority's commitment to closing a gap in provision. They will request that they are updated as work on this element progresses.	<b>R</b>	There is a serious gap in provision for this element with no clear explanation of how this will be addressed. The Assessment Team may choose to notify the Keeper on this basis.
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## 6. Progress Update Review (PUR) Template: Bòrd na Gàidhlig

Element	Status of elements under agreed Plan 03APR14	Progress assessment status 08JUN20	Progress assessment status 06SEP21	Keeper's Report Comments on Authority's Plan 03APR14	Self-assessment Update 10JAN20	Progress Review Comment 08JUN20	Self-assessment Update as submitted by the Authority since 08JUN2021	Progress Review Comment 06SEP21
1. Senior Officer	G	G	G	Update required on any change.	The CEO at Bòrd na Gàidhlig is Shona MacLennan.	Thank you for this update which has been noted.	No change.	Thank you for letting the Keeper's Assessment Team know there have been no changes to this element. Update required on any change.
2. Records Manager	G	G	G	Update required on any change.	The Records Manager is now Carol Johnson, Office Manager. Her job description is attached <a href="#">[Appendix A]</a>	Thank you for this update which has been noted.  The Assessment Team acknowledged receipt of the <i>Job Description Office Supervisor</i> (March 2014). This document will be retained in order that the Bòrd submission can be kept up-to-date.	Job description being updated in August 2021 and will be forwarded on the NRS once amended.	The Assessment Team thanks you for this update.
3. Policy	G	G	G	Update required on any change.	The records management policy was updated in 2017 and a copy is attached. <a href="#">[Appendix B]</a>	In their original submission Bòrd na Gàidhlig committed to keep their information governance policies and guidance under review. The Assessment Team is pleased to acknowledge that this is being done.  The Assessment Team acknowledge receipt of the <i>Records Management Policy</i> (v2.0 January 2017). This document will be retained in order that the Bòrd submission can be kept up-to-date.	No change.	Update required on any change.
4. Business Classification	A	A	G	The BCS developed by BnG is commended for its functional approach and availability to staff. BnG intends to impose the BCS architecture on SharePoint as this is developed over the next three years. It will also commence a back-scanning project to capture regulatory records for operational purposes.  The Keeper agrees this element on 'improvement model' terms. This means that he is convinced of BnG's commitment to implement the BCS fully over time as part of the project to implement Sharepoint, provided that he is updated as this project progresses.	The business classification has been used to develop a new file plan for SharePoint and the next stage is to move the existing files into the new structure.  The new structure will allow automatic assignation of keywords and retention schedules, as well as the introduction of information security classification markings.  The preparatory work for this is complete and the new file plan is currently with IT to develop a plan for implementation.  The scanning of HR files has been completed and these are now managed electronically with access provided to HR.	The Assessment Team acknowledge that the Bòrd are migrating their systems to a SharePoint solution. This was bound to be incremental and take several years to bed-in properly. The Assessment Team remind Bòrd na Gàidhlig of the importance of appropriate policies, governance and staff training in making this major project a success (for training see under element 12 below).  This element remains at Amber while this work is ongoing.  The Assessment Team notes that hard copy HR files have been scanned into the electronic system. The move away from paper is a common feature in the Scottish public sector and is liable to provide more robust control for the organisation.	The migration to the new version of SharePoint has been completed in line with the file plan.  File plan and Business classification scheme and functions are attached in Appendix 1, 2a & 2b  Staff received SharePoint training in 2019, ahead of the implementation of the new SharePoint.	The Assessment Team is grateful for this update on SharePoint migration completion, as well as the file plan and BCS submitted as evidence. The accompanying staff training ahead of the implementation is also positive news.  It appears that Bòrd na Gàidhlig has made significant progress in this Element. If this was a statutory review, it is likely that the RAG status would change from Amber to Green. The new RAG status of the PUR indicates this probably change.

5. Retention Schedule	A	A	G	<p>The very comprehensive retention schedules developed by BnG shall be applied alongside the BCS within the SharePoint project as it is rolled out. The authority intends to review its retention schedules every three years.</p> <p>The Keeper agrees this element on 'improvement model' terms. This means that he is convinced of BnG's commitment to implement the retention schedule fully over time as part of the project to implement Sharepoint, provided that he is updated as this project progresses.</p>	<p>The implementation of the new file plan in SharePoint will allow the majority of retention schedules to be integrated into the system using labels and these have been developed as part of the work referred to above. Once the new system is established, files will also be regularly deleted if they are not marked as records. The retention schedules have also been applied to hard copy information with Bòrd na Gàidhlig's archive reviewed and weeded.</p>	<p>The Assessment Team agrees that the implementation of the SharePoint solution (<b>see element 4 above</b>) will greatly improve confidence that all record types have retention decisions appropriately allocated.</p> <p>The development of this solution, mentioned in the authority's original submission, is bound to be incremental and the Assessment Team is satisfied that the Bòrd are moving in the right direction.</p> <p>They look forward to further updates in subsequent PURs.</p> <p>This element remains amber while the SharePoint project progresses.</p>	<p>Migration to new SharePoint has now been completed, policies applied as per the file plan and workflows have been tested.</p>	<p>The Assessment Team acknowledges that SharePoint has now been implemented, migration completed, policies applied and workflows tested.</p> <p>As with Element 4 above, this Element can now be changed from Amber to Green for the PURs.</p>
6. Destruction Arrangements	G	A	A	<p>BnG have suitable destruction arrangements in place but have recognised the ongoing need to ensure that these apply to all record types. BnG anticipates that the implementation of SharePoint will greatly assist in the destruction of electronic records. The Keeper would welcome updates concerning the role SharePoint plays in the authority's destruction arrangements.</p>	<p>Bòrd na Gàidhlig will be managing this using SharePoint moving forward and plans to use the workflow for disposal about to be introduced by Microsoft.</p> <p>We will also be introducing a disposal form for hard copy records although it is envisaged that these will reduce with time. A copy of this form is attached. <a href="#">[Appendix C]</a></p>	<p>Clearly, when all the public records of the authority are managed on a SharePoint system (see element 4) the routine and controlled destruction of electronic records should be more robust. However, this functionality will probably not be universally operational for some time.</p> <p>The Assessment Team acknowledge receipt of the <i>Disposal of Records Procedures and Guidance</i> (v1.0 January 2020). This document will be retained in order that the Bòrd submission can be kept up-to-date.</p> <p>The Keeper agrees that a disposal form for the destruction of hard-copy records is good practice and notes the intention of utilising such a form going forward. The PUR makes it clear that the authority is not yet comfortable that their provision for the controlled, secure and irretrievable destruction of records in all media is current operating in line with best practice. For that reason this element will temporarily turn 'amber' informally (there is no change to the Keeper's agreed RAG status at this stage).</p> <p>The Assessment Team looks forward to receiving updates on the steps being taken in the authority to make the provision around this element more robust.</p>	<p>Since the first COVID-19 lockdown, all Bòrd na Gàidhlig staff have been working at home, as per Scottish Government guidelines, this will continue so long as the guidance is to work at home where possible. This has meant that we have not been able to access hard copy files to have them destroyed. This will be a priority action when we are able to return to office working.</p> <p>Destruction logs are maintained for hard copy records.</p> <p>Automated destruction of electronic records is in line with our file plan and Microsoft guidelines and is monitored by IT support Technica.</p> <p><i>Update in response to draft report comments:</i> Within the admin section of our Microsoft 365 tenancy, we are able to view pending disposition within the records management area.</p>	<p>Thank you for this update on hard copy record disposal delay. This is an understandable effect of the COVID-19 pandemic, and the Assessment Team are pleased to hear this will be addressed as a priority action as soon as return to office working becomes feasible. The continuing use of destruction logs is good practice and BnG are encouraged to continue using them.</p> <p>Automatic destruction of electronic records within Microsoft systems may bring up challenges in consolidating blanket retention rules with exceptions specified in line with file plans. It is positive to hear that this process is carefully monitored by IT support, but the Assessment Team would be interested to know what systems are in place to monitor effective and timely digital records destruction.</p> <p>The Assessment Team is very grateful for this update, which shows that BnG understands the possible issues with software-supported record destruction, and is showing diligence in its</p>

							The Operations Manager has added the monitoring of the destruction of records to their workplan for running quarterly reports from September 2021 onwards and a copy of the recent activity verification is attached. See Appendix 8.	approach. While this element will remain at Amber until BnG can practicably proceed with hard copy record disposal, very good progress is being made in other areas. The Assessment Team looks forward to being updated on progress in consecutive PURs.
7. Archiving and Transfer	G	A	A	<p>BnG have identified the National Records of Scotland (NRS) as a suitable place of deposit for their records. A draft Transfer Certificate was submitted as evidence and the NRS confirmed that talks were under way for developing a MoU with the authority.</p> <p>The Keeper agrees that BnG are taking steps to ensure that appropriate archiving arrangements are in place and asks that once a Memorandum of Understanding or transfer agreement has been finalised it is sent to the Keeper for inspection.</p>	<p>An MoU has been entered into with NRS although Bòrd na Gàidhlig has yet to receive feedback on the retention schedules. Once comment has been provided on the retention schedules and those records marked for permanent preservation, a separate workstream will look at how files can best be transferred to NRS.</p>	<p>The Assessment Team acknowledge that there has been a delay at NRS regarding getting MoUs signed off.</p> <p>The National Records of Scotland have recently rolled-out a new, GDPR compliant, MoU. Organisations depositing their records with NRS for permanent preservation are encouraged to engage with the new version.</p> <p>In order to expedite this for your authority, the Assessment Team suggests that you e-mail the lead officer in the NRS client management unit: <a href="mailto:neil.miller@nrscotland.gov.uk">neil.miller@nrscotland.gov.uk</a> asking to be sent the new MoU for consideration and sign-off. Neil will let you know who your client manager is and has indicated to the Assessment Team that he is happy to prioritise MoU's for authorities looking to submit the new version as evidence in element 7 of their Records Management Plan.</p>	<p>Files that have been marked on our retention schedule for protection and transfer to archiving will follow the process set.</p> <p>Neil Miller has been emailed to ask for a copy of the new MoU re permanent preservation for consideration and sign-off. Should additional guidance notes be needed this will be drafted and included in the Records Management Plan and policy to be redrafted next year.</p>	<p>Thank you for this update. We encourage BnG to continue pursuing the new MoU with the NRS, and look forward to updates on the progress in consecutive PURs.</p>
8. Information Security	G	G	G	<p>The Keeper commends the work of the authority in creating comprehensive policies to ensure the security of its records both inside and outside of the workplace. The Keeper would like sight of the reviewed/amended policy and to be kept informed of the development of e-learning information security training packages for staff.</p>	<p>Changes have been made to a number of information security policies to align them with the Scottish Government's cyber resilience policies, and some staff training has also been delivered to assist with using information security classifications. Bòrd na Gàidhlig's new Cyber Resilience Policy is attached. <a href="#">[Appendix D]</a></p> <p>Training has been delivered to staff as an appropriate e-learning package could not be sourced at the time. This will be reviewed in the first quarter of 2020.</p>	<p>The Assessment Team acknowledge receipt of the <i>Cyber Resilience Policy</i> (v1.0 October 2018). <b>We note this document is marked as 'draft'. We look forward to receiving an approved version for our records in a subsequent PUR.</b></p> <p>For training see element 12 below.</p>	<p>Approved version of the Cyber Resilience Policy attached at Appendix 3</p> <p><i>Update in response to draft report comments: We are about to tender publicly for our fully managed ICT service, with a contract due to commence in February 2022. It will be part of the initial work package for the successful bidder to review all ICT related policies. We are currently working on a program of renewal on all policies and part of this work will be to establish a dashboard that will keep track of when policies are due for renewal. Therefore March 2022 will be the review date and the policy has been updated to reflect</i></p>	<p>The Assessment Team thanks you for providing us with the fully formalised BnG Cyber Resilience Policy, last reviewed in 2019. We note that the 'review due' date for this document is not provided and would be interested to know how BnG keeps track of its regular review schedule.</p> <p>The Assessment Team thanks you for submitting the Cyber Resilience policy with a future review date. The plans for monitoring policy review dates through a dashboard is also noted with thanks. The Team is confident that BnG continues to apply best practice in this element.</p>

							this and is attached. See Appendix 3 updated accordingly.	
9. Data Protection	G	G	G	Update required on any change.	Bòrd na Gàidhlig's policy has been updated to reflect the requirements of the GDPR and DPA 2018. A copy of that policy is attached. <a href="#">[Appendix E]</a> An invitation to tender has been issued for the provision of DPO as a service, with it being envisaged that a contractor will be appointed and start in that role from 1 April 2020.	As with all other Scottish public authorities Bòrd na Gàidhlig have been required to review and update their data protection procedures in light of the 2018 legislation.  The Assessment Team acknowledges that the public facing Bòrd's website has been updated appropriately. For example: <a href="https://www.gaidhlig.scot/en/our-work/corporate/corporate-information/">https://www.gaidhlig.scot/en/our-work/corporate/corporate-information/</a> The Assessment Team acknowledge receipt of the <i>Data Protection Policy</i> (no version no date). This document will be retained in order that the Bòrd submission can be kept up-to-date.	Following a public procurement exercise, Tkm Consulting commenced as Governance support, Data Protection Officer on 18 February 2020. This contract has been extended for 18 months from 19 February 2021.	Thank you for this update on continuing to engage externally-procured Data Protection Officer services. Update required on any change.
10. Business Continuity and Vital Records	A	A	G	BnG has committed to designing and implementing suitable storage arrangements for Vital Records as well as testing the disaster recovery plan once they have rolled out SharePoint across the organisation.  The Keeper agrees this element on 'improvement model' terms. This means that he is convinced of BnG's commitment to implement suitable storage arrangements for vital records, provided he is updated as this project progresses.	A business continuity and disaster recovery plan is due to be finalised in March 2020.	A <i>Business Continuity Plan</i> which features records recovery provision has been pursued for some time by the Bòrd and now is about to be finalised. This is good news and the Assessment Team looks forward to receiving an update on this in subsequent PURs.	The Business Continuity Plan was approved at the Audit and Assurance Committee on 26/05/2021 (attached as Appendix 4).  Briefing for staff and Board Members at one of the Corporate Services monthly briefings to be arranged once approved, just to give everyone a run through of what would happen in the event of a loss of SharePoint or a building going on fire etc. This to be delivered by the Operations Manager.  Update in response to draft report comments: Please find attached the approved Business Continuity Plan – Appendix 4.	The Assessment Team acknowledges the receipt of the draft Business Continuity Plan with thanks. This is a key aspect of disaster preparedness and it is good to hear this is recognised by BnG. The Assessment Team would appreciate sight of the formalised BCP if one is available.  This element would likely be changed from Amber to Green RAG status if this was a statutory review. This PUR RAG status can be turned from Amber to Green in line with the progress made as soon as the Business Continuity Plan is formalised.  The Assessment Team thanks you for submitting the approved Business Continuity Plan. This PUR element can now be turned to Green.
11. Audit Trail	A	A	G	BnG recognise that current audit trail provisions are weak but they anticipate considerable improvements once SharePoint is rolled out across the organisation. The Keeper also recommends that consideration is given to applying naming conventions	This work remains ongoing although the volume of paper records has been significantly reduced.  Parts of the business do have naming conventions for files and a number are already following the new corporate file	This remains a work in progress. Although the PUR reports that naming conventions are imposed on some business areas it is clear that this is not universal.  The Bòrd correctly identify that the adoption of SharePoint will greatly strengthen version control it will still be	Controls within the current Microsoft tenancy allow for reporting to be carried out. Naming convention training was provided in March 2021 and guidance issued (attached as Appendix 5). Further records	The Assessment Team thanks BnG for this update on audit trail arrangements, especially with regard to born-digital records. The naming convention training is essential for discoverability of records, and it is good to see that BnG has completed this



				<p>and version control to records held outwith SharePoint.</p> <p>The Keeper agrees this element on 'improvement model' terms. This means that he is convinced of BnG's commitment to implement audit trails for records, provided he is updated as this project progresses.</p>	<p>plan (finance), which will assist with audit trails.</p> <p>It is likely that SharePoint will be utilised to implement version control although, once the new file plan is implemented, all options will be considered against business requirements.</p>	<p>necessary for the authority to provide naming convention guidance.</p> <p>If this were a formal resubmission under section 5 of the Act the Keeper would expect the authority to provide evidence that the authority could be confident that the location of all public records is known and changes recorded. Ensuring all staff file and name records correctly is a key part of this.</p> <p>For the moment this element remains at Amber, but the Assessment Team would strongly suggest that naming convention guidance and training is rolled-out throughout the organisation as soon as practicable.</p>	<p>management training is planned during staff development sessions throughout 21/22.</p> <p>As a default, Microsoft enables version control within the SharePoint environment.</p> <p>The new SharePoint system has a greatly enhanced search function that assists with the location of electronic records.</p>	<p>recently, as well as the plans for further staff training. The Team looks forward to updates in consecutive PURs.</p> <p>That Microsoft SharePoint enables version control in BnG electronic files is great news, but it is also important to make sure that staff create and edit documents within that environment. The Assessment Team trusts that BnG has considered this and has rolled out staff training on this matter accordingly.</p> <p>If this was a statutory review, the improvements made in this element warrant the change from Amber to Green RAG status.</p>
12. Competency Framework	<b>G</b>	<b>G</b>	<b>G</b>	<p>Update required on any change.</p>	<p>Bòrd na Gàidhlig regularly provides training to all staff on records management and data protection and has recently rolled out SharePoint training at two levels: one for all staff and a further session for those who will be administrators. Further records management training is planned for early in the next financial year to coincide with the roll out of the new file plan.</p>	<p>The Keeper expects to see evidence that Staff creating, or otherwise processing records, are appropriately trained and supported.</p> <p>There seems to be ample evidence that information governance training is appropriately considered in the authority.</p> <p>SharePoint training is being provided as the migration continues (see element 4).</p> <p>Information security training is being provided (see element 8).</p> <p>It is expected that the Data Protection Officer, once in post, will organise training on that issue. The Assessment Team looks forward to learning more about this in subsequent PURs.</p>	<p>Carol Johnson is undertaking a Records Management course with Frank Rankin for a Practitioner Certificate in Scottish Public Sector Records Management.</p> <p>Operations Manager Louise Maclean attended the NRS PRSA Introduction to Newcomers Surgery training event on 29 June.</p> <p>Induction for new staff now includes information and training slides for RM.</p> <p>Data protection training was provided for all staff and Board members on 23 February 2021 and 22 March 2021.</p> <p>Data protection and records management are part of the board and staff induction packs.</p>	<p>Thank you for providing the Assessment Team with this update on competency framework for existing and new staff as well as Board members. The training indicates a continuing commitment to increasing and maintaining records management knowledge and its day-to-day practical implementation within the organisation.</p>
	<b>G</b>	<b>G</b>	<b>G</b>	<p>The Keeper welcomes the addition of a review of BnG's RMP within this authority's Internal Audit Work Plan and</p>	<p>An audit of the RMP and progress that was made was completed in 2018. The</p>	<p>It is a requirement of the Public Records (Scotland) Act 2011 that "An authority must— (a) keep its records</p>	<p>All investigations by Internal Audit in Jan 2020 have been signed off as</p>	<p>The Assessment Team acknowledge the receipt of the Internal Audit Report and</p>

13. Assessment and Review				would like to hear updates on this project.	findings from that audit are attached. <a href="#">[Appendix F]</a>	<p>management plan under review” (PRSA Part 1 5.1.a.)</p> <p>In their original submission Bòrd na Gàidhlig provided an Internal Audit Work Plan for the years 2014-2017 showing that the RMP would form part of that audit. The Assessment Team is pleased to acknowledge that this was done. The Keeper has previously commended the use of internal audit, where available, to provide an ‘objective’ view on information governance provision in an organisation.</p> <p>The Assessment Team acknowledge receipt of the <i>Internal Audit Quarterly Report</i> (November 2018 - January 2019). This document will be retained in order that the Bòrd submission can be kept up-to-date.</p> <p>The authority’s participation in the PUR process this year also demonstrates a commitment to reviewing its RMP.</p>	complete. The Internal Audit Reports are attached as Appendix 6 for information on what was scrutinised.	commend BnG for completing an Internal Audit as well as for its continuing engagement with the PUR process. These show consistent commitment to best practice records management.
14. Shared Information	<b>G</b>	<b>G</b>	<b>G</b>	BnG intends to revise its contractual statements to cover the records management provisions of contractors carrying out BnG’s functions on its behalf, using text available on the Scottish Council on Archives website. The Keeper requests that he is informed of these changes and would ask that he is sent a sample contract (redacted if necessary) as an example of this change.	Bòrd na Gàidhlig has implemented both data processing agreements (for those processing personal data on BnG’s behalf) and data sharing agreements for those who would like access to personal data contained in BnG’s research data. A copy of the templates is attached. <a href="#">[Appendix G – to be emailed separately]</a>	<p>Thank you for this update. However, the Assessment Team has no record of receiving Appendix G as part of the PUR submission. There is no requirement to submit evidence at the time of Progress Update Review. However, we thought we should bring this discrepancy to your attention.</p> <p>The RAG status of this element remains Green.</p>	Attached are BnG’s Data Processing Agreements and Data Sharing Agreement templates as Appendix 7a & 7b.	The Team is grateful for this update, as well as the provided Data Processing and Data Sharing Agreement Templates. This element will remain at Green. Update required on any change.

## 7. The Public Records (Scotland) Act Assessment Team's Summary

### Version

The progress update submission which has been assessed is the one received by the Assessment Team on 30 June 2021. The progress update was submitted by Carol Niclain (Carol Johnson), Manaidsear na h-Oifis (Office Manager).

The progress update submission makes it clear that it is a submission for **Bòrd na Gàidhlig**.

The Assessment Team has reviewed Bòrd na Gàidhlig's Progress Update submission and agrees that the proper record management arrangements outlined by the various elements in the authority's plan continue to be properly considered. The Assessment Team commends this authority's efforts to keep its Records Management Plan under review.

### General Comments

Bòrd na Gàidhlig continues to take its records management obligations seriously and is working to bring all elements into full compliance.

Section 5(2) of the Public Records (Scotland) Act 2011 provides the Keeper of the Records of Scotland (the Keeper) with authority to revisit an agreed plan only after five years has elapsed since the date of agreement. Section 5(6) allows authorities to revise their agreed plan at any time and resubmit this for the Keeper's agreement. The Act does not require authorities to provide regular updates against progress. The Keeper, however, encourages such updates.

The Keeper cannot change the status of elements formally agreed under a voluntary submission, but he can use such submissions to indicate how he might now regard this status should the authority choose to resubmit its plan under section (5)(6) of the Act.

## 8. The Public Records (Scotland) Act Assessment Team's Evaluation

Based on the progress update assessment the Assessment Team considers that Bòrd na Gàidhlig continue to take their statutory obligations seriously and are working hard to bring all the elements of their records management arrangements into full compliance with the Act and fulfil the Keeper's expectations.

The Assessment Team recommends authorities consider publishing PUR assessment reports on their websites as an example of continued good practice both within individual authorities and across the sector.

This report follows the Public Records (Scotland) Act Assessment Team's review carried out by



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Public Records Support Officer