

INQUIRY ACTION PLAN
NOTIFICATION OF COMPLETED ACTION

Strategic Lead Officer	Nuala McKinlay SIRO
Recommendation	9. That the Council reviews and improves the process of management decision making.
Outcome number and summary	12. The Council can appropriately recall and evidence documents and rationale for its decision-making in relation to HR matters and matters involving children, in order to: <ul style="list-style-type: none"> • assure an appropriate audit trail • provide opportunities for reflection • provide confidence in those decisions • assist with the reasoning process. • protect Council staff and service users • increase effectiveness of service delivery
Action	c) Undertake a review of data retention protocols in relation to HR records whilst ensuring alignment to other policies and protocols, including ACAS guidance.
Deadline within Plan	July 2022

1. MEASURES TAKEN

Detail here the specific actions taken to meet the identified outcome.

HR retention policies, as contained in the Council's Information Asset Register have been studied. Focus was placed on those retention policies applying to Disciplinary and Grievance Processes. ACAS have produce a Code of Practice on Disciplinary and Grievance Procedures and this has been appropriately cross referred to in the SBC Retention Policy.

The Scottish Council on Archives and Records Retention Schedules provides local and other public authorities with up-to-date guidance for the compilation of retention schedules to help manage the records they create and use day-to-day. SCARRS helps to identify statutory and regulatory retention periods for those records where these exist and suggests typical retention periods based on common practice.

As with other areas relevant to Local Authorities, SCARRS have produced a Schedule for best practice for HR records. This best practice Schedule was compared with SBC's retention periods for Disciplinary and Grievance records. SBC's Retention Schedule mirrors exactly the SCARRS Schedule and is therefore best Practice.

This review of the policies therefore finds the retention Schedules to adopt best practice and no change is suggested to them.

1B. ASSOCIATED DOCUMENTS

Note here any documents attached as being relevant to this action

SCARRS HR Retention Schedule

SBC's Information Asset Register – relevant part.

2. BENCHMARKING

Explain what steps have been taken to measure the actions taken against best practice.

See above

3. EXTERNAL AGENCY INVOLVEMENT

Where the Action Plan identifies a third party dependency, explain here the involvement and approval of any such party.

NA

4. ONGOING MONITORING ARRANGEMENTS

Where relevant, what steps have been put in place to ensure ongoing review of this action?

The Council's IAR requires regular review by all Asset Owners as part of our Information Management Policy.

5. HOW DOES THE ACTION MEET THE OUTCOME?

Explain briefly how the steps taken will achieve the desired objective?

The action taken has confirmed that SBC retention policy in this area conforms with best practice.s

Approval by Review Group:

Date:	
Comments/amendments:	
Was the action completed within the Action plan timeframe?	
Signature of Chair:	

Approval by Council:

Date:	
Comments/amendments:	
Signature of Chair:	

