

2022 MIJB Governance Requirements: Scheme of Works

Item	Legislation	Required Action	Deadline	Key Dates	Expected Outcome	Lead(s)	Overall RAGB Status
Code of Conduct	Ethical Standards in Public Life (Scotland) Act 2000	Update in line with the revised Model Code of Conduct	10 June 2022	April	MIJB Board to Approve Revision	Gill Main & Alan Turpie	On Target
				April	Submission to SG for approval		
				June - July	SG approval of revised Code		
				July	Publication of Code on website (alongside Register of Interest)		
Register of Interests	Public Bodies (Joint Working) (Scotland) Act 2014	Update and maintain	June 2022 & ongoing	March	Review of current membership	Alan Turpie	Some Work Completed
				April- May	Completion of new membership documentation		
Standing Orders	Public Bodies (Joint Working) (Scotland) Act 2014 And Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Order 2014	Update	August 2022	June to August	Review of current documentation	Alan Turpie	Some Work Completed
				August	Report recommendation to IJB		
Records Management Plan (RMP)	Public Records (Scotland) Act 2011	Update and review with particular attention given to areas previously agreed by The Keeper under 'improvement model' terms only	September 2022	April - August	Review of RMP: Section 2: Records Manager(s) Review of named records manager(s) with council system access and training	Roxanne King	Overdue
					section 7: Archiving and Transfer		

	Completed		On Target		Some Work Completed		Overdue
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					Requirement for a formal agreement to be put in place regarding permanent preservation and outcome of Council scoping exercise on Digital Archiving and Preservation		
					Section 9: Data Protection Any update on whether MIJB wish to develop its own FoI policy (as suggested as a future option in the existing MIJB RMP)		
					Section 13: Assessment and Review Update on the plan to form an RMP Planning group		
				September	Liaison with The Keeper for approval		
Publication Scheme	Freedom of Information (Scotland) Act 2002	Update and review Guide to Information	December 2022	October	MIJB to discuss review and agree associated Guide to Information which covers the type of information the Board plans on making available	Gill Main/Alan Turpie	
				November	MIJB to review proposed reviewed draft		
				December	MIJB requested to approve final draft		
				December	Publish revised Guide to Information		

	Completed		On Target		Some Work Completed		Overdue
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