

PUBLIC RECORDS (SCOTLAND) ACT 2011

**Report on the Progress Update
Review (PUR) submitted by
Lothian Valuation Joint Board
on 14th January 2026**

20th March 2026

Table of Contents

1.	Progress Update Review (PUR) Mechanism	3
2.	Accessing Past Reports	3
3.	Key to Red — Amber — Green (RAG) Status	3
4.	Progress Update on the Model Plan Elements	4
4.1	Element 1: Senior management responsibility	4
4.2	Element 2: Records manager responsibility	5
4.3	Element 3: Records management policy statement	6
4.4	Element 4: Business classification	7
4.5	Element 5: Retention schedules	8
4.6	Element 6: Destruction arrangements	9
4.7	Element 7: Archiving and transfer arrangements	10
4.8	Element 8: Information security	11
4.9	Element 9: Data Protection	12
4.10	Element 10: Business continuity and vital records	13
4.11	Element 11: Audit trail	14
4.12	Element 12: Records management training for staff	15
4.13	Element 13: Assessment and review	16
4.14	Element 14: Shared information	17
4.15	Element 15: Public records created by third parties	18
5.	PRSA Implementation Team’s Summary	19

1. Progress Update Review (PUR) Mechanism

The Progress Update Review (PUR) mechanism is an optional process which allows named authorities to submit an update to the [Public Records \(Scotland\) Act 2011](#) (PRSA) Implementation Team. It supports the implementation of PRSA which promotes efficient and accountable record keeping by named Scottish public authorities. Further details about the PUR mechanism can be found on the [National Records of Scotland website](#). You can read more about the role of the PRSA Implementation Team on the [National Records of Scotland website](#).

2. Accessing Past Reports

Previous Records Management Plan (RMP) assessment reports can be found at the following links:

- [Records Management Plan \(RMP\) Assessment Reports \(agreed to December 2024\)](#) (search for your authority's report by using the alphabetical table).
- [Records Management Plan \(RMP\) Assessment Reports \(agreed after December 2024\)](#) (under publication title, enter the name of your authority; under publications topic, select 'Records and archives'; under publications type, select 'Public Records (Scotland) Act').

If a PUR has previously been submitted, finalised PUR reports can be found at the following links:

- [Progress Update Review \(PUR\) Reports \(to December 2024\)](#) (search for your authority's report by using the alphabetical table).
- [Progress Update Review \(PUR\) Reports \(after December 2024\)](#) (under publication title, enter the name of your authority; under publications topic, select 'Records and archives'; under publications type select 'Public Records (Scotland) Act').

3. Key to Red — Amber — Green (RAG) Status

Each Element is given a Red — Amber — Green (RAG) status rating as follows:

RAG status rating: Red

There is a serious gap in provision for this element with no clear explanation of how this will be addressed. If this were an RMP the Keeper may choose to return it, without agreement, on this basis.

RAG status rating: Amber

If this were an RMP the Keeper would consider agreeing this element under an 'improvement model'. This means that the Authority demonstrates an ongoing commitment to closing a gap in provision. The Keeper will request that they are updated as work on this element progresses.

RAG status rating: Green

If this were an RMP the Keeper would consider agreeing this element of an authority's RMP.

4. Progress Update on the Model Plan Elements

4.1 Element 1: Senior management responsibility

PRSA section 1(2)(a)(i) states that authorities must identify the individual who is responsible for management of the authority's public records. An individual senior staff member must be identified as holding corporate responsibility for records management.

RAG status rating: Green

4.1.1 Self-assessment Update

Rory Mackenzie was appointed as Assessor and ERO in Nov 2025.

4.1.2 Progress Review Comments

Thank you for this update. We have now revised your details on our contacts spreadsheet to show Mr Mackenzie as Assessor. The Keeper has previously indicated that a change of an individual identified against a particular element of an RMP does not invalidate that RMP, provided that the role remains substantially similar.

4.2 Element 2: Records manager responsibility

Section 1(2)(a)(ii) of PRSA specifically requires a RMP to identify the individual responsible for ensuring the authority complies with its plan. An individual staff member must be identified as holding operational responsibility for records management and has appropriate corporate responsibility, access to resources, and skills.

RAG status rating: Green

4.2.1 Self-assessment Update

No change.

4.2.2 Progress Review Comments

No immediate action required. Update requested on any future change.

4.2.3 Note on Anonymity

It is a requirement of PRSA that the Keeper is given the name of the individual who is responsible for the day-to-day implementation of an authority's records management plan. By default, if you are updating us of a change, we will include this name in the published PUR report. However, we are able to acknowledge that a name has been privately provided if that is preferable. Please let us know if you would prefer to omit the name of the individual that appears against this Element in the published report.

4.3 Element 3: Records management policy statement

The Keeper requires each authority's plan to include a records management policy statement. The policy statement should describe how the authority creates and manages authentic, reliable and useable records, capable of supporting business functions and activities for as long as they are required. The policy statement should be made available to all staff, at all levels in the authority.

RAG status rating: Green

4.3.1 Self-assessment Update

Updated to reflect staffing changes.

4.3.2 Progress Review Comments

Thank you for this update. In the Keeper's original agreement it was noted that LVJB had indicated a process for ensuring that relevant information governance policies are kept under review. It is welcome to see confirmation that this is being appropriately pursued.

4.4 Element 4: Business classification

Records are known and are identified within a structure, ideally founded on function. The Keeper expects an authority to have properly considered business classification mechanisms and its RMP should therefore reflect the functions of the authority by means of a business classification scheme, information asset register or similar.

RAG status rating: Green

4.4.1 Self-assessment Update

No change.

4.4.2 Progress Review Comments

No action required.

4.5 Element 5: Retention schedules

Section 1(2)(b)(iii) of PRSA specifically requires a RMP to include provision about the archiving and destruction or other disposal of the authority's public records.

RAG status rating: Green

4.5.1 Self-assessment Update

No change.

4.5.2 Progress Review Comments

No action required.

4.6 Element 6: Destruction arrangements

Records are destroyed in a timely and appropriate manner and records of their destruction are maintained. Section 1(2)(b)(iii) of PRSA specifically requires a RMP to include provision about the archiving and destruction, or other disposal, of an authority's public records.

RAG status rating: Green

4.6.1 Self-assessment Update

No change.

4.6.2 Progress Review Comments

No action required.

4.7 Element 7: Archiving and transfer arrangements

Records that have enduring value are permanently retained and made accessible in accordance with the Keeper's 'Supplementary Guidance on Proper Arrangements for Archiving Public Documents'. Section 1(2)(b)(iii) of PRSA specifically requires a RMP to make provision about the archiving and destruction, or other disposal, of an authority's public records.

RAG status rating: Green

4.7.1 Self-assessment Update

No change.

4.7.2 Progress Review Comments

No action required.

4.8 Element 8: Information security

Records are held in accordance with information security compliance requirements. An authority's RMP must make provision for the proper level of security for its public records. Section 1 (2)(b)(ii) states and authority's RMP must include provision about maintaining security of information contained in the authority's public records.

RAG status rating: Green

4.8.1 Self-assessment Update

No change.

4.8.2 Progress Review Comments

No action required.

4.9 Element 9: Data Protection

Records involving personal data are managed in compliance with data protection law. The Keeper will expect an authority's RMP to indicate compliance with its data protection obligations.

RAG status rating: Green

4.9.1 Self-assessment Update

No change.

4.9.2 Progress Review Comments

No action required.

4.10 Element 10: Business continuity and vital records

An authority's business continuity arrangements should include the recovery of records made temporarily unavailable due to an unexpected event.

RAG status rating: Green

4.10.1 Self-assessment Update

No change.

4.10.2 Progress Review Comments

No action required.

4.11 Element 11: Audit trail

The location of records is known and changes recorded.

RAG status rating: Amber

4.11.1 Self-assessment Update

Following the resolution of initial challenges, the implementation of our M365 disposal rule is now firmly embedded within the organisation, ensuring compliance with data retention and disposal requirements. This initiative has strengthened our governance framework by reducing risk associated with unnecessary data storage and improving overall information lifecycle management. Initial work has been successfully completed within the Governance area, establishing clear processes and accountability. Building on this foundation, we are preparing for the next phase of rollout, which will extend these practices into our Administration and HR functions. Work is scheduled to commence across our Council Tax and commercial valuation areas from summer 2026. This progression will further enhance organisational efficiency, support regulatory compliance, and promote a culture of responsible data management across all departments.

4.11.2 Progress Review Comments

It is pleasing to note that the software issues LVJB previously reported on have been resolved. The full organisation-wide adoption of a functional M365 system is bound to take time to be rolled out properly and to be embedded in staff business as usual procedures. As previously noted, it is important that M365 is implemented in a structured way and that the Board's Business Classification Scheme can be used as a structure to develop the required SharePoint sites. As the text of this PUR indicates the roll-out is still a work in progress the Keeper would probably be content to retain the improvement model 'amber' status of this element. It is important to note that the current 'amber' grading does not indicate that the Keeper is liable to have a concern around the record management provision in the authority. In fact, the Keeper is likely to judge that, if appropriately implemented, the M365 transition may represent an improvement in record keeping in LVJB.

PRSA Implementation Team will be interested to learn more as to how this implementation is progressing in subsequent PURs.

4.12 Element 12: Records management training for staff

Staff creating, or otherwise processing records, are appropriately trained and supported.

RAG status rating: Green

4.12.1 Self-assessment Update

No change.

4.12.2 Progress Review Comments

No action required.

4.13 Element 13: Assessment and review

Records Management arrangements are regularly and systematically reviewed with actions taken when required. Section 5(1)(a) of PRSA says that an authority must keep its RMP under review.

RAG status rating: Green

4.13.1 Self-assessment Update

No change.

4.13.2 Progress Review Comments

No action required.

4.14 Element 14: Shared information

Information sharing, both within the authority and with other bodies or individuals, is necessary, lawful, and controlled.

RAG status rating: Green

4.14.1 Self-assessment Update

No change.

4.14.2 Progress Review Comments

No action required.

4.15 Element 15: Public records created by third parties

Adequate arrangements must be in place for the management of public records created and held by third parties who carry out any functions of the authority, see section 3 of PRSA.

RAG status rating: N/A

4.15.1 Self-assessment Update

No comment provided

4.15.2 Progress Review Comments

As this Element was not assessed in 2016, no RMP baseline RAG-status exists. This Element will remain at 'N/A' until a formal resubmission takes place.

5. PRSA Implementation Team's Summary

The PRSA Implementation Team has reviewed Lothian Valuation Joint Board's PUR submission and recognises this authority's efforts to manage their records.

The PUR RAG status for each element is indicative only of the situation as outlined by the authority in the PUR. The PUR RAG statuses to not change the RAG status of elements that have been formally agreed by the Keeper in an RMP assessment report.

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