

Chief Executive

Board Headquarters
Garden House
Kirkwall
Orkney
KW15 1BQ
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The Keeper of the Records of Scotland
National Records Scotland
HM General Register House
2, Princes Street
Edinburgh
EH1 3YY

Date: 29 February 2016
Enquiries to Suzanne Lawrence
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Dear Sir,

Public Records (Scotland) Act 2011 **Element 10 Business Continuity and Vital Records**

The Public Records (Scotland) Act 2011 requires that NHS Orkney establish plans for the preparation for, response to and recovery from any emergency that might affect the critical core functions of this organisation.

In line with the Civil Contingencies Act 2004 and the (Contingency Planning) (Scotland) Regulations 2005 and as part of NHS Orkney's Emergency Planning and Business Continuity Management framework, the NHS Orkney Resilience Planning Group meets quarterly. The membership of this group has representatives from all core services including the Director of Public Health, the Consultant in Public Health Medicine, Resilience Officer and Service leads. Its purpose is to provide a forum which oversees the development, implementation and review of all aspects of NHS Orkney's emergency planning and business continuity processes. The Resilience Planning Group reports to the Corporate Management Team and the Board's Finance and Performance Committee

Each department within NHS Orkney has the necessary information included within their Business Continuity / Service Recovery Plans to ensure an effective response to disruptive incidents that may affect the organisations critical functions. All plans are reviewed at least annually.

The plans are not for general distribution for both security and data protection reasons

I am satisfied that robust processes are in place within NHS Orkney to ensure Business Continuity and protect Vital Records

Yours Faithfully

A handwritten signature in blue ink that reads 'Cathie Cowan' with a horizontal line underneath.

Cathie Cowan
Chief Executive

Orkney NHS Board Headquarters:
Garden House, New Scapa Road,
Kirkwall, Orkney KW15 1BQ

Chair: Ian Kinniburgh
Chief Executive: Cathie Cowan

Orkney NHS Board is the common name of Orkney Health Board



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