

NRS EXECUTIVE MANAGEMENT BOARD (EMB)**07 June 2023****09:30 – 12:00****MS Teams****Attendees:**

Janet Egdell	Interim Chief Executive (Chair), Registrar General and Keeper
Laura Mitchell	Director of Information & Records Services and Deputy Keeper
Linda Sinclair	Director of Corporate Services and Accountable Officer
Carla McHendry	Delivery Director
Alan Ferrier	Director of Statistics
Jonathon Wroth-Smith	Director of Census Statistics
Claire Gillespie	Chief Finance Officer
Lesley Smillie	Census Programme Director (Item 7)
Shirley Cameron	Head of Business Management (governance)
Gemma Barker	Corporate Governance Manager (governance)
Graham Thomson	Business Support Officer (secretariat)

Apology:

Anne Slater	Director of Operations and Customer Services and Deputy Registrar General
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Apologies:**1. Welcome, Introductions and apologies**

1.1 Janet Egdell welcomed everyone to the meeting and apologies were as listed above. There were no new declarations of interest.

2. Minutes and Actions

2.1 The minutes from the meeting held on 11 May 2023 were approved and would be published on the NRS website.

2.2 A review of actions was undertaken. The action tracker would be updated accordingly.

3. Health and Safety Quarterly Update – Linda Sinclair

3.1 Linda Sinclair provided an update and highlighted the following key points:

- The Health and Safety Strategy had been published, with a view to the wider NRS Strategy
- The Health and Safety Committee continued to meet on a quarterly basis, with the last meeting held on 17 May 2023
- Wellbeing metrics had been reviewed. This included stress indexes
- Accidents and near misses were continuously monitored
- Fire Risk Assessments on all buildings had been completed, with a range of actions to be taken forward by Estates and business areas
- Overall training had been progressed, work with the Training Team around reminders and targeting was on-going

4. Corporate Risk Register – Top 10 Risks – Key Risks for NRS - Linda Sinclair

4.1 Linda Sinclair confirmed the Top 10 Risks were unchanged from the previous EMB meeting on 11 May.

4.2 The Risk dashboard would be produced for upcoming Strategic Board and Audit and Risk Committee meetings.

Action EMB 352: A one page summary of all Risks to be provided for inclusion in Audit and Risk Committee papers to be received by 13 June and issued on 20 June. Action Owner: Janet Egdell/Directors/Risk Owners

4.3 Directors were reminded to review and update the Corporate Risk Register.

5. NRS Finance Report – Claire Gillespie

5.1 Claire Gillespie introduced the NRS Finance Report and EMB Members were asked to note the 2022/2023 draft outturn along with the statutory audit plans and timings and the 2023/2024 budget update.

5.2 EMB noted the Report and Janet Egdell thanked the Finance Team for their hard work.

6. Business Area Updates – Directors

6.1 Laura Mitchell gave an update on information and records services:

- The Declaration of Arbroath was currently on display at the National Museum of Scotland until 2 July 2023
- Laura Mitchell put on record her thanks to all involved with the Declaration of Arbroath display project
- An archival storage Project Initiation Document(PID) was being developed
- An environmental conditions external assurance report was due and would be reviewed

6.2 Linda Sinclair gave an update on Corporate Services:

- Estates continued activity around the Ladywell House closure, as well as progressing hotdesking opportunities approaches across the wider estate. An update on Estates activity would be published on Connect
- A new Facilities Management contract was being procured. This would be in place at the beginning of the next financial year
- NRH Roof Replacement contract was in tender process

6.3 Alan Ferrier provided an update from Statistical Services

- A busy period for statistical publications was upcoming, including the publication of census 2022 first outputs
- Future of Census work was on-going
- NHSCR building move - a formal project closure document was being developed for the move project as the NHSCR team were now located in Mountainhall, Dumfries
- A Connect Article would be published around upcoming Digital Economy Act (DEA) accreditation submission

6.4 Jon Wroth-Smith gave an update on Census Statistical Services

- There was a continued focus on data processing, additional expertise from ONS and NISRA had been welcomed
- Engagement work had continued to be a focus with papers due to be published shortly

6.5 Carla McHendry provided an update on the Delivery Directorate:

- The Saltire and Connect page launch had been successful. Carla McHendry thanked the team and wider contributors for their work on the project
- Activity continued in relation to the portfolio including:
 - support to the Ladywell House closure project
 - transition of census staff into the Delivery Directorate, as well as Future of Census resource considerations
 - NHSCR move project close down report and lessons learned which would be shared with EMB
- Engagement with the SG Digital Assurance Office to discuss digital project assurance

6.6 Janet Egdell provided an update as Chief Executive:

- The NRS IT Services Director temporary opportunity was being advertised
- It was noted that Janet Egdell would cover the IT Services interests at EMB while the post was vacant, following Laura Lucas' move to the Scottish Government.

7. Future of Census Update – Lesley Smillie

7.1 Lesley Smillie provided an update on Future of Census and highlighted the following:

- There was continued stakeholder engagement, including work with the Scottish Government
- A joint session with Scottish Government stakeholders was planned for 20 June 2023

- Agreement on roles and responsibilities and next steps would be discussed at the meeting on 20 June and EMB would be provided with an update following discussions

8. NRS Security – Laura Mitchell/Linda Sinclair

8.1 The DEA accreditation formal letter had been received. Regular discussions between IT Service and Statistical Services were ongoing.

8.2 A Scottish Public Sector tool for assurance would be retired in December 2023, leaving a gap in supplier assurance, mitigations would be considered.

8.3 Ladywell House work had progressed well with over 7,000 information assets tagged and removed.

9. Procurement approval decisions for EMB – Linda Sinclair

9.1 There were no new procurement approval decisions for EMB

10. Digital and Strategy Board Governance Update – Carla Mchendry

10.1 Carla McHendry shared her paper with the meeting and highlighted the following key points:

- The NRS Digital and Strategy Board (DSB) was established in 2019 as the main forum to oversee delivery of the 1-5 year corporate strategic change portfolio.
- As outlined in the NRS Framework document, DSB is responsible for approving, initiating, shaping, prioritising and monitoring programmes and projects to deliver strategic ambitions and digital change, plus new service design.
- NRS was currently finalising a new strategy, including the strategic priorities for the NRS portfolio of projects.
- Given the focus on NRS delivery and ensuring time, money and resources are allocated appropriately, a review of the way NRS makes decisions and governs delivery of strategic change programmes and projects would be beneficial.
- NRS had evolved its delivery capacity and capability since 2019, the establishment of a new Delivery Directorate, and had developed change capability and experience through delivery of the Census 2022 programme.
- As NRS baselined the priorities, changes to DSB should be considered alongside wider programme and project governance, learning from the Census Programme where possible.

10.2 Following a discussion including wider governance in NRS, Carla would further develop the DSB governance approaches and decision thresholds. EMB would also review corporate governance in conjunction with directorate governance at a future EMB meeting.

10.3 For Noting: NRS Governance. NRS Strategic Board – 31 May 2023 – Janet Egdell

10.4 EMB noted the agenda and papers discussed at Strategic Board on 31 May 2023.

10.5 For Noting: NRS Governance. NRS Audit and Risk Committee(ARC) – 27 June 2023 – Linda Sinclair

10.6 EMB noted the agenda for the next Audit and Risk Committee meeting on 27 June 2023.

10.7 For Noting: NRS Communications Report – Janet Egdell

10.8 EMB noted the NRS Communications Report. Carla McHendry suggested that there should be a greater focus on internal communications.

11. AOB

11.1 Alan Ferrier would advise EMB of the publication timetable for the release of official statistical publications, ahead of the release date. EMB would not have a role in approving official statistics releases which are governed by strict protocols laid out by the Office of Statistics Regulation.

12. Date of Next Meeting – 25 July 2023

End