

**NRS EXECUTIVE MANAGEMENT BOARD (EMB)****03 October 2023****10:00 – 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
Carla McHendry	Delivery Director
Anne Slater	Director of Operations and Customer Services and Deputy Registrar General
Linda Sinclair	Director of Corporate Services and Accountable Officer
Alan Ferrier	Director of Statistics
Jonathon Wroth-Smith	Director of Census Statistics
	Chief Finance Officer
	Head of Communications and Engagement (Item 3)
	Head of People and Talent (Item 7)
	Corporate Governance Manager(governance)
	Business Support Manager (secretariat)

**Apology:**

Head of Business Management (governance)

**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 17 August 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. Communication Report – Head of Communications and Engagement**

3.1 The Head of Communications and Engagement introduced his paper and highlighted the following key points:

- NRS had 416 items of coverage in August 2023, which was the highest it's been over a monthly period. 67% of coverage was based on proactive news releases
- A quarter of the articles had a negative or critical sentiment and the majority of the reach figure was from articles which were neutral

- The ScotlandsPeople August newsletter had trialled a new approach with a short newsletter to test engagement with video content and interaction with customers

3.2 There had been a Partnership Board discussion around Saltire and teething issues and how a clearer tag on NRS articles could be displayed. The Head of Communications and Engagement confirmed this had been fed back to the Scottish Government and would be looked into.

3.3 Carla McHendry asked about the NRS Strategy and how NRS would engage and give Communications staff content around it. Janet Egdell asked when the best time to publish the strategy would be. Communications would analyse this and report back to EMB.

3.4 Carla McHendry asked how viewing numbers on articles were tracked on Saltire. The Head of Communications and Engagement confirmed that the new Saltire shows instant analytics and highlighted how many views each page had.

3.5 Laura Mitchell asked about future publishing of accounts. Communications were looking into this.

#### **4. Health and Safety Quarterly Report – Linda Sinclair**

4.1 Linda Sinclair introduced the Health and Safety Quarterly Reports. The reports were noted by EMB.

4.2 The Health and Safety Committee and local Health and Safety groups continued to meet and work was progressing. Delivering against policy and updating policy, Fire Safety and Assisted Evacuation were all topics that had been discussed at the last Health and Safety Committee meeting.

#### **5. Census 2022 Programme Update – Jon Wroth-Smith**

5.1 Jon Wroth-Smith presented his paper and this was noted by EMB.

5.2 Programme Status was green and first outputs were delivered on 14 September 2023.

#### **6. Future of Census Update – Jon Wroth-Smith**

6.1 Jon Wroth-Smith raised the following key points on Future of Census:

- NRS and SG held a second workshop on 26 September 2023 as a follow on from the session in early summer. The session considered:
  - Vision statement for the work
  - Governance Structure
  - Plans for communication with Ministers
  - Ways of Working

**7. Corporate Risk Register – Top 10 Risks – Key Risks for NRS - Linda Sinclair/ Head of People and Talent**

7.1 The Head of People and Talent gave an overview of his paper which was noted by the Board.

7.2 No changes in risk scores since the last EMB review. Target Scores had been added.

7.3 Carla McHendry raised the issue of the Cyber Risk and highlighted that an IT Dashboard was being developed that would be circulated to EMB members.

**8. NRS Finance Report – Chief Finance Officer**

8.1 The Chief Finance Officer introduced the NRS Finance Update and the Annual Audit Report for National Records of Scotland 2022-2023 paper was noted by EMB.

8.2 The Chief Finance Officer highlighted the following key points:

- Grant Thornton had been appointed as NRS external auditors for 5 years from 2022/2023 to 2026/2027
- Grant Thornton had advised their opinion on the AR&A would be unmodified with the financial statements giving a true and fair view of NRS as at 31 March 2023
- Finance would continue to report financial performance against budget for 2023/2024 as a formal update to EMB with ad hoc updates as required.
- Finance would continue to work with Directors on managing staffing budget pressures for 2023/2024
- Finance would consider and report on the impact on recruitment and staffing forecasts as a result of the Shared Service programme HR system go live
- Planning was underway for the 2023/2024 mid-year review of internal budget allocations and outturn forecasts. Outputs were planned to be reported and discussed at the quarterly budget review on 25 October 2023

**9. NRS Portfolio Dashboard – Carla McHendry**

9.1 EMB noted the paper.

**10. NRS Security – Laura Mitchell/Linda Sinclair**

10.1 Laura Mitchell provided an update on NRS Security and confirmed DEA Accreditation review had looked at security controls in September 2023, including physical security. Indications are that NRS was expected to remain accredited.

10.2 The next Information Security meeting was scheduled for November.

10.3 Linda Sinclair provided an update on physical security and covered the following key points:

- John Feenie, who was Head of Security, had left the organisation, however a recruitment process had been ongoing. Any issues regarding the security provision in the interim should be escalated to Head of Facilities
- Scottish Government security guards had now been redeployed by SG and NRS were operating with 100% private security team provided through the current FM contract which comes to an end in May 2024. NRS continued to utilise the SG call centre for out of hours alarms and issues and mobile team for out of hours response
- The security team provided cover from 7am to 7pm at all buildings and 24 hour cover at New Register House, due to the identified risk associated with the fire alarm
- A business case was being prepared to assess the organisations ongoing physical security needs and to ascertain the most appropriate solution for the provision of this service to meet NRS requirements
- At Mountainhall Treatment Centre, the agreed security strategy had been implemented and the final decant from the offices had been completed successfully

## **11. Business Area Updates – Directors**

11.1 Carla McHendry would send round an update from IT to EMB members and would welcome feedback. Further urgent director updates would be provided to EMB in correspondence.

## **12. Matters Arising From Other Governance Meetings – Janet Egdell**

12.1 EMB noted the agenda from the Audit and Risk Committee meeting on 28 September 2023.

## **13. AOB**

13.1 There was no further business discussed.

## **14. Date of Next Meeting – 22 November 2023**

**End**