

**NRS EXECUTIVE MANAGEMENT BOARD (EMB)****17 August 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
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
Claire Gillespie	Chief Finance Officer
Alan Ferrier	Director of Statistics
Jonathon Wroth-Smith	Director of Census Statistics
Tracy Richardson	NRS HR Business Advisor(Item 3)
Jay Pearce	Head of People and Talent(Items 4&12)
Steven Andison	NRS Workforce Planning Lead(Item 6)
Graham Thomson	Business Support Manager(secretariat)

**Apology:**

Lesley Smillie	Census Programme Director
Shirley Cameron	Head of Business Management(governance)
Gemma Barker	Corporate Governance Manager(governance)

**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 07 June 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. HR MI Report – Tracy Richardson
  - 3.1 Tracy Richardson introduced her paper which EMB noted. Good data was coming from HR. Directors would start receiving separate reports for their business areas.
  - 3.2 Tracy Richardson was thanked for her report and she confirmed that all Directors would receive quarterly dashboards going forward.
4. Corporate Risk Register – Top 10 Risks – Key Risks for NRS - Linda Sinclair/Jay Pearce

4.1 Jay Pearce gave an overview of his paper which was noted by the Board.

4.2 Eight Corporate Risks were increased, three were reduced and two high scoring risks remained unchanged.

4.3 Jay Pearce would re-circulate paper and Directors would review risks for their business areas.

**Action EMB 353: Jay Pearce to recirculate Corporate Risk Register and Directors to review for their business area. Action Owners: Jay Pearce/Directors**

5. NRS Finance Report – Claire Gillespie

5.1 Claire Gillespie introduced the NRS Finance Update and the paper was noted by EMB.

5.2 Claire highlighted the following key points:

- The NRH roof and Scotland's People projects have encountered delays at tender stage. The impact is currently unknown however it is anticipated to impact current year spend materially. Contract award is anticipated to be September and October respectively
- IT hardware refresh was at business case development
- IT, Corporate Services and Information and Records were on track to closing the gap between forecast and budget

**Action EMB 354: Shared document to be created regarding current service risks faced, which could inform discussions with SG Finance and Portfolio. Action Owners: All EMB members**

6. Workforce Planning Update – Steven Andison

6.1 Steven Andison introduced his paper and this was noted by EMB.

6.2 Review of key posts would be undertaken in the coming weeks.

**Action EMB 355: EMB to review all posts in-line with categorisation template: Action Owner: All EMB members**

6.3 EMB were asked to review vacancies and collectively determine the priority based on agreed factors such as business criticality, statutory/legal function or business as usual.

6.4 Once agreed, a list would be provided to the Work Force Planning (WFP) Group and business areas would be asked to submit Post Based Control forms to start the recruitment process to fill those posts in 2023/2024 financial year.

6.5 Due to the volume of recruitment, People Services would look at other ways of filling posts through use of reserve lists or collaborative recruitment.

7. Governance Framework Review – Janet Egdell

7.1 Janet Egdell introduced her paper and asked for consideration that all governance boards enabled good decision making and risk mitigation and empowered delivery, with the correct reporting procedures in place with structure and attendance at all meetings being continually reviewed.

7.2 EMB noted the paper.

8. Future of Census Update – Jon Wroth-Smith/Alan Ferrier

8.1 EMB noted the Future of Census Update paper.

9. NRS Security – Laura Mitchell/Linda Sinclair

9.1 Directors were asked to remind staff to report data breaches. A Saltire article would be produced to remind staff.

9.2 The DEA audit will take place during the week of 4 September and the week of 28 August will be taken up with preparations.

9.3 Support was being provided for colleagues around NRS on various matters including:

- Access to adoption registers and records,
- Future of Census
- ScotlandsPeople re-tender
- Reuse of information
- Data sharing with DWP
- Ladywell exit (information assets)
- Considering implications for NRS of changes in SG/UK Govt policy, including recording Teams meetings, changes to security classification definitions, and forthcoming withdrawal of Scottish Government Cyber Security Procurement Support Tool (SCSPS)

9.4 An IT Health Check (ITHC) of the planned corporate website platform was underway.

10. Business Area Updates – Directors

10.1 Urgent Director Updates would be provided to EMB in correspondence.

11. For noting: NRS Governance – Janet Egdell

11.1 EMB noted the draft minutes from The Audit and Risk Committee meeting on 27 June 2023

11.2 EMB noted the agenda for the Strategic Board meeting on 22 August 2023.

12. AOB

12.1 Jay Pearce's Equality-related Impact Assessments EMB Briefing paper was noted by EMB and Jay was thanked for his hard work in producing it.

12.2 Alan Ferrier would pick up NHSCR issues with Linda Sinclair.

**Action EMB 356: Next steps, Strategy and Culture to be added to agenda for the next EMB meeting. Action Owner: BMU**

**13. Date of Next Meeting – 12 October 2023**

**End**