

**NRS EXECUTIVE MANAGEMENT BOARD MEETING****20 December 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	Interim Digital and 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
	Chief Finance Officer
	Head of People and Talent ( <i>Item 3</i> )
	Head of Business Management (governance)
	Business Support Officer (secretariat)
	Business Support Officer (secretariat - observing)

**Apologies:**

Jonathon Wroth-Smith	Director of Census Statistics
	Corporate Governance Manager (governance)

**1. Welcome, Introductions and apologies**

1.1 Janet Egdell welcomed everyone to the meeting. Apologies were noted as above.

1.2 There were no new declarations of interest.

**2. Minutes and Actions**

2.1 The minutes from the meeting held on 22 November 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. Corporate Risk Register – Head of People and Talent**

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

3.2 There were no changes to major risks since the November meeting. Proposed new risk 26 was still to be scored.

3.3 There was a discussion on reviewing the risk register and how this could be presented in future.

**Action EMB 360: To review all risks in the register, archive old risks, and check those with lower scores. Action Owner: All**

#### **4. Finance – Chief Finance Officer**

4.1 The Chief Finance Officer highlighted the following points:

- New delegated authority letters would be issued for the remainder of 2023/2024
- The Mid-Year review was complete and NRS was on track to return a balanced budget

4.2 There was a discussion on the impact of the initial 2024/2025 budget forecasts and planning needed for future years.

#### **5. Portfolio dashboard and IT services update – Carla McHendry**

5.1 Carla McHendry presented the Change Portfolio, and the following were noted:

- The Adam Dome and reception at GRH had reopened the previous week and thanks were passed to all involved in the redecoration and reopening
- A capital management report was being developed
- The future pipeline of contracts has been captured and work planned on reporting to the Digital and Strategy Board
- Initiating projects and developing robust business cases would be a key focus for 2024

5.2 Highlights from the IT services update included:

- There was one major incident in November, and a number of potential cyber-attacks were blocked
- Cyber Essentials accreditation had been awarded, and NRS was on track for Cyber Essentials Plus accreditation in January 2024

#### **6. Census 2022 Programme Update – Alan Ferrier**

6.1 Alan Ferrier updated the meeting and EMB noted the Programme Status was Green.

6.2 Recent focus had been to conclude the Post Adjustment Edit & Imputation stage and development of an engagement plan for 2024.

## **7. Future of Census Update – Linda Sinclair**

7.1 Linda Sinclair noted that work had progressed on governance plans for 2024, with workstreams starting in January 2024 and overseen by a Design Delivery Forum.

7.2 Resources and skill requirements for Future of Census activity were again noted as a pressure.

## **8. NRS Security Update – Laura Mitchell/Linda Sinclair**

8.1 Linda Sinclair highlighted that a new Head of Physical Security would start in 2024.

8.2 Laura Mitchell provided an update on DEA accreditation and Safe Haven assurance.

8.3 The following were also noted:

- Expressions of Interest for the physical security contract were being done through the Framework
- The Information Asset Register would be reviewed in the new year

## **9. NRS Strategy and Culture Next Steps – Janet Egdell**

9.1 Janet Egdell noted that this had been discussed at the recent Strategic Board and would be reviewed in the light of feedback from the meeting.

## **10. Annual Customer Survey – Anne Slater**

10.1 EMB noted the paper and that the survey would run from 29 January 2024 for two weeks.

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

11.1 EMB noted:

- Digital & Strategy Board – a summary of decisions/actions from the meeting would be presented to future EMB meetings
- Customer & Operations Board - work on KPIs would be brought to EMB for consideration
- Information Security Committee – the ISMS would be reviewed in advance of DEA Accreditation
- Statistical Services Board– discussions had taken place on risk scoring, and around action plans

## **12. AOB**

12.1 No matters were raised.

**13. Date of Next Meeting – 30 January 2024**

13.1 The Forward Look was noted

13.2 The draft 2024 Publications calendar was noted and feedback welcomed.

13.3 The potential for streamlining the requirement for NRS to produce three separate statutory annual reports (AR&A, RGAR and PRSA) as well as a number of other statutory reports throughout the year was discussed.

**Action EMB 361: To review all reporting/publication activity throughout the year from a Public Service Reform view. Action Owner: All**

**End**