

NRS EXECUTIVE MANAGEMENT BOARD MEETING**22 November 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 Director Delivery and Digital
Anne Slater	Director of Operations & 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 People and Talent (Item 3)
	Head of Business Management (governance)
	Corporate Governance Manager (governance)
	Business Support Officer (secretariat)

1. Welcome, Introductions and apologies

1.1 Janet Egdell welcomed everyone to the meeting, no apologies were noted. There were no new declarations of interest.

2. Minutes and Actions

2.1 The minutes from the meeting held on 3 October 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 Risk NRS 11 had increased to a score of 16; risks NRS 18 and NRS 25 had scores below 16. Proposed new risks 26 to 30 would be worked up in more detail.

3.3 It was noted that risk management would transition to the Business Management Unit in the new year.

Action EMB 357: To bring to January 2024 EMB a proposal for an “exercise in a box” on cyber risk. Action Owner: Carla McHendry

Action EMB 358: To review scoring of risk NRS 25. Action Owner: Janet Egdell

4. Finance Update – Chief Finance Officer

4.1 The Chief Finance Officer introduced the NRS Finance Update and highlighted the following key points:

- The budget was aligned with the Mid Year Forecast; future reporting would be against these figures
- Staffing budget forecasts would be monitored closely each month to ensure recruitment aligned with forecast outturn
- Goods and services budget had been aligned with the forecast based on priority spend
- Income forecasts had increased
- The Census Programme budget remained stable
- Capital spend had been reviewed
- The 2024/2025 budget commissioning exercise was due to commence shortly

4.2 EMB noted the 2023/2024 forecast outturn position at September 23 (Period 6) and next steps.

EMB-D188 EMB agreed to the request to return £0.5 million capital budget to SG at the Spring Budget Review.

5. NRS Change Portfolio and IT services update – Carla McHendry

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

- Digital and Strategy Board (DSB) was moving to a monthly cadence with the Terms of Reference under review, and was now supported by a Delivery Management Forum (DMF)
- Change Management was evolving to develop a pipeline of projects from ideas to business case, with consideration given to the delivery approach
- Work had progressed on the NRH Roof repair contract award
- The Adam Dome works had completed and the front door of GRH would re-open on 13 December 2023
- The LWH Exit and the 1921 Census projects had closed with formal reports to be submitted to the December DSB

5.2 Highlights from the IT services update included:

- There was one major incident in October, and a number of potential cyber attacks were blocked
- Work was continuing on the corporate website, Cyber Essentials Plus reaccreditation, the telephony strategy and plans to refresh search room workstations

- Plans for 2024 included a heat map of application lifecycles, which would be brought back to EMB for visibility

6. Census 2022 Programme Update – Jon Wroth-Smith

6.1 Jon Wroth-Smith updated the meeting and EMB noted the Programme Status was Green.

6.2 An Impact Assessment was presented to align outputs 1B and the first topic from outputs 2 into a single release as there were efficiencies to be gained from a single publication.

EMB-D189 EMB agreed to the change to a combined release of Census 2022 outputs 1B and the first topic from outputs 2 in May 2024

7. Future of Census Update – Jon Wroth-Smith

6.1 Jon Wroth-Smith noted that work was progressing on a work package for 2024, including plans for the governance structure, business cases and submissions.

6.2 A discussion followed on timelines, resource and skill requirements for Future of Census activity.

8. NRS Security – Laura Mitchell/Linda Sinclair

8.1 Laura Mitchell provided an update on the replacement for the Scottish Public Procurement Assessment Tool.

8.2 The following were also noted:

- DEA accreditation was due in December; work on reshaping the ISMS would require cross-organisation input
- Privacy notices were being updated following the ICO's opinion on handling of the Adopted Children Register
- Standard operating procedures for document security were in place ahead of the reopening of the Adam Dome

8.3 Linda Sinclair advised that recruitment for a Head of Physical Security was progressing.

9. NRS Strategy and Culture Next Steps – Janet Egdell

9.1 Janet Egdell presented an updated draft of the strategy document and directors offered feedback on this version.

9.2 It was agreed that a revised version would be brought to the next Strategic Board.

Action EMB 359: To revise the draft NRS Strategy before the Strategic Board meeting in December 2023. Action Owner: Janet Egdell

10. Matters Arising From Other Governance Meetings – Janet Egdell

12.1 EMB noted:

- The agenda for the Audit and Risk Committee meeting on 28 November 2023
- The agenda for the Strategic Board meeting on 14 December
- The EDI Assurance Group update

11. NRS Corporate Governance Cadence for 2024-2025 - Corporate Governance Manager

11.1 EMB approved the governance meeting cadence for 2024-2025.

11.2 It was noted that the Information Security Committee should report into EMB and would be included under Matters Arising from Governance Meetings at EMB future meetings.

12. AOB

12.1 It was noted that a UK civil service policy on the number of days per week to attend an office did not apply to Scottish Government employees.

13. Date of Next Meeting – 20 December 2023

End