

NRS EXECUTIVE MANAGEMENT BOARD MEETING

28 February 2024

09:30 – 12:00

MS Teams

Attendees:

Janet Egdell

Interim Chief Executive (Chair), Registrar General and Keeper
Director of Information & Records Services and Deputy Keeper
Director of Operations and Customer Services and Deputy Registrar General
Director of Corporate Services and Accountable Officer
Digital and Delivery Director
Director of Census Statistics
Director of Statistics
Chief Finance Officer
Corporate Governance Manager (governance)
Business Support Officer (secretariat)
Head of People and Talent (*Item 9*)
Head of NRS People Services (*Item 8 & 9*)
Head of Statistical Engagement and Promotion (*Item 6.1*)

Apologies:

Head of Business Management (governance)

1. Welcome, Introductions and apologies

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

2. Minutes and Actions

2.1 The minutes from the meeting held on 30 January 2024 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.

2.3 Janet Egdell updated members that an “exercise in a box” on cyber risk would be facilitated by ScotlandsCyberSecurity Centre (SC3) and would include a number of organisations who use Safe Haven. Janet advised the exercise was proposed to take place in May 2024.

2.4 EMB approved the business case for a new Information Security and Privacy contract.

EMB-D191: EMB approved the business case for a new Information Security and Privacy contract.

3. Finance Report

3.1 Members noted the 2023/24 financial position to January 2024 (Period ten), along with the outputs from the 2024/25 budget commissioning exercise and agreed the delegated budget allocations for the financial year.

3.2 Members noted the importance of prioritising NRS finances where potential investment would be made to mitigate risks and provide savings for future financial years. The Director of Statistics noted the ongoing exercise to amalgamate corporate risks would help to prioritise investment decisions. Members noted the challenges in prioritising key projects, including essential estates building maintenance.

3.3 The Director of Corporate Services and Accountable Officer gave EMB an update on the current Learning and Development (L&D) model. Members agreed to feedback comments via correspondence and noted the finance allocation for L&D were to be approved at the March meeting. Members noted this was an important piece of work following feedback from the People Survey around improving investment in training.

4. Portfolio dashboard and IT services update – Digital and Delivery Director

4.1 EMB noted the papers.

5. Census 2022 Programme Update & Future of Population Statistics PID. – Director of Census Statistics

5.1 The Director of Census Statistics updated the meeting. EMB noted the papers.

6. Census Disclosure Control – Overview and Request for Volunteers – Head of Statistical Engagement and Promotion

6.1 The Head of Statistical Engagement and Promotion provided an update on proposed Census Disclosure Control testing. The Head of Statistical Engagement and Promotion advised the exercise would take place between March and April 2024 and could be carried out remotely by staff. EMB confirmed content with the proposal and asked the Head of Statistical Engagement and Promotion to promote the opportunity to staff via Connect.

7. NRS Security Update – Director of Information & Records Services and Deputy Keeper/ Director of Corporate Services and Accountable Officer / Digital and Delivery Director

7.1 The Director of Information & Records Services and Deputy Keeper/ Director of Corporate Services and Accountable Officer / Digital and Delivery Director provided a verbal update on NRS security. The Director of Information & Records Services and Deputy Keeper advised there were no reportable Information Security incidents since the last update. The following points were noted:

- There was continuing work around best practice assurance for the National Safe Haven
- OCS and IRS were continuing to engage around search room security and documents required for the record audit
- Information Security Committee were continuing to identify and review potential risks
- OCS were looking to update NRS payment mechanisms to ensure processes met payment card industry data standards
- DEA annual accreditation was confirmed for October 2024
- UK Statistics Authority (UKSA) review had been brought forward from 2026 to 2025
- Working with Cyber Team around security refresh and disaster recovery
- Head of Physical Security would be joining end of March
- New Physical security contract was being progressed
- Awaiting confirmation of date from SG on security controls upgrade to NRS doors

8. HR MI Report – Head of NRS People Services

8.1 The Head of NRS People Services provided an update on HR MI stats for period ending December 2023. The following points were noted:

- Communications around attendance management procedures, including keeping in touch with absent staff
- Highlighting that exit interview information complemented HR information on staff turnover
- Looking to arrange trauma informed practice training for relevant staff
- Carrying out further analysis of stress related absences
- Highlighting the importance of line management support, including monthly conversations, setting objectives and having regular contact with staff
- The next HR MI Report would be available towards the end of April 2024

8.2 EMB agreed to highlight attendance management procedures at the next C Band Forum.

8.3 The Director of Census Statistics advised a People Committee was being set up within the Stats Directorate and offered to assist People Services with further analysis of Oracle Cloud data.

9. NRS People Survey action plan – Janet Egdell

9.1 Janet Egdell provided an update on the NRS People Survey action plan. EMB approved the action plan and discussed key actions around communications and engagement, managing change and transparency. For example, 'Ask Director' Sessions.

9.2 The Head of People and Talent confirmed the Ways of Working Group would take the lead on delivering the agreed People Survey action plan.

10. Matters Arising From Other Governance Meetings – Janet Egdell

10.1 EMB noted:

- Strategic Board Workshop 30 January 2024 - Agenda
- Digital & Strategy Board 8 Feb 2024 - Agenda
- Health & Safety Committee 20 Feb 2024 – Agenda
- Census Programme Board – Wed 21 February – Agenda
- COB KPI Workshop 22 Feb 2024 - Agenda
- Audit & Risk Committee 27 February 2024 – Agenda
- Audit and Risk Committee - 27 February 2024 - Item 9.1 - NRS Governance Report

11. AOB

11.1 No matters were raised.

12. Date of Next Meeting – 27 March 2024

12.1 The Forward Look was noted.

12.2 The draft agenda for 27 March 2024 was approved.

End