

Annual Report & Accounts

2022-2023

Preserving the past | Recording the present | Informing the future



Contents

04 – 29 Performance Report

- Foreword from the Chief Executive
- Performance Report – Overview
- Performance Report – Analysis
- Detailed Analysis of Performance

30 – 64 Accountability Report for the Year Ended 31 March 2023

- Corporate Governance Report
- Remuneration and Staff Report
- Parliamentary Accountability and Audit Report

65 – 88 Financial Statements for the Year Ended 31 March 2023

- Statement of Comprehensive Net Expenditure
- Statement of Financial Position
- Statement of Cash Flows
- Statement of Changes in Taxpayers' Equity
- Notes to the Financial Statements

89 Accounts Direction

90 Appendices

Foreword from the Chief Executive

I am pleased to introduce the National Records of Scotland (NRS) Annual Report and Accounts for 2022-2023.

Since taking up my role, I have been struck by the wide variety of services that NRS delivers to help support Scotland's communities. We collect information in digital and paper form, store and protect it and provide information and analysis services to a wide range of customers across many parts of Scottish society.



NRS's work over the past year has been dominated by delivery of Scotland's Census 2022 with the conclusion of the collection phase, including the Census Coverage Survey and commencement of data analysis. These provide the strong foundations for publishing the first Census outputs in Autumn 2023.

Our Statistical Services team continued to improve and expand the scope of our other publications to inform service delivery, public debate and policy, providing accurate, accessible information that captures our evolving country. The team won awards for communication in both 2021 and 2022.

This year saw several significant record releases on ScotlandsPeople, our online ancestry research website, focusing on those record sets most requested by customers. The 1921 Census project alone added 200,000 images with details of over 4.8 million people, alongside a significant upgrade to the platform.

We have enhanced online access, building on our registration digitisation project for remote registration. Our extended digital archiving and website continuity services show we are adapting to a changing world, preserving ever more of our heritage for future generations.

Our buildings again welcomed visitors, providing access to our rich archival holdings that are not available online. Our programme of continuous improvement saw NRS awarded UK Archives Services accreditation for a second time, a great achievement. My colleagues continue to lead in collaborative assessment work with the archives sector to enhance record keeping across Scotland.

To support all of these services, we strengthened our IT infrastructure and boosted cyber security measures, while preserving our built heritage in maintenance and repair projects. We also introduced changes as colleagues adapted to new working arrangements, alongside initiatives to review and improve our staff and visitor safety policies.

I would like to thank my colleagues for their dedication and creativity over

this past year in delivering such a wide range of complex projects and public services.

This report provides further information on all of this work and much more over the past year, as well as our plans to develop our services in future. I hope you enjoy learning more.



Janet Egdell
Interim Chief Executive
28 September 2023

Performance Report – Overview

This section provides an overview of National Records of Scotland (NRS), its purpose and activities, structure, objectives and risks the organisation faced as well as the statement from the Chief Executive providing their perspective on the performance over the year.

Chief Executive Statement on Performance

I am pleased to reflect on the performance and achievements of NRS over this past year. Some of our most notable achievements are set out below.

In the first half of the year, NRS completed the collect stages of the Census, and in the second half of the year, with the support of international experts, NRS worked on the innovative use of a range of data sources, so that the final outputs will represent the whole population of Scotland.

The Scotland's Census programme saw a final return rate of 89.2%, with 30 of the 32 local authorities in Scotland above the target return rate of 85%. This was followed by the Census Coverage Survey and the commencement of data analysis. Ahead of publishing first outputs in autumn 2023, we consulted users on our plans, and received over 140 responses. Responses came from users in central and local government, academic institutions, charities and individual responses.

We continued to deliver accessible and important information about Scotland's population through a wide range of high-quality statistical products to our many stakeholders and users. The information we communicate has been used to inform and shape public debate and policy around key public health issues such as Scotland's high numbers of drug-related deaths, as well as deaths among the homeless.

In the last year we have added 385,000 new images to our online collection of records available on ScotlandsPeople, including images of the 1921 Scottish Census in November 2022. The publication of the 1921 Census comes after the conclusion of 100 year closure period for such records and provides a unique view of the country a century ago.

Following positive feedback on the temporary introduction of remote registration of deaths and still-births during the COVID-19 pandemic, NRS worked with family law and legal colleagues to introduce permanent legislation, which came into force in September 2022. This makes permanent provision for the remote registration of births, still-births and deaths by customers, alongside the option to attend a registration office to register an event in-person.

Collections deposited with us this year included the final part of the historical Scottish Met Office records, which contain very significant environmental information, as well as records from the Crown Office,

Sheriff Courts, and a number of private organisations. The deposit of 'born digital' records included the 2007 Scottish Cabinet records which are now available to the public free of charge on ScotlandsPeople. We continued to catalogue records from a variety of sources including the courts, the Scottish Government and churches.

During the year, NRS gained UK Archive Service Accreditation for the second time. This prestigious endorsement must be applied for every six years. The standard looks at an organisation's ability to develop, care for, and provide access to its collections, including aspects of organisational health which underpin those activities.

We have continued to build strong information governance and security processes which support and enable NRS in its statutory functions around the acquisition, production, preservation, sharing and disclosure of information. This included input and direction to the Census programme through the preparation, data collection and data processing phases. The programme experienced no reportable personal data breaches during this period of heightened data handling activity.

We have continued our programme of technology modernisation. Our core storage services have been modernised and we implemented additional secure backup services. We continue to work closely with our digital partner to extend our use of cloud services.

We continued to mature the project, programme and change capacity and capability in NRS, building on the lessons learned through the Census programme. Core skills and expertise covering delivery, business change and portfolio governance were resourced to enable delivery of NRS' strategic priorities going forward.

Principal Activities

NRS is a non-ministerial department of the Scottish Administration. It is headed by a Chief Executive who fulfils the role of two non-ministerial office-holders, the Registrar General for Scotland and the Keeper of the Records of Scotland.

NRS performs the registration and statistical functions of the Registrar General for Scotland and the archival functions of the Keeper of the Records of Scotland, including maintaining the archives as one of Scotland's five National Collections. NRS holds UK Accredited Archive status.

NRS collects, preserves and produces information about Scotland's people and history, and makes it available to inform current and future generations.

The organisation holds records spanning the 12th to the 21st centuries which touch on virtually every aspect of Scottish life and is the repository for the public and legal records of Scotland and many local and private archives.

NRS holds and makes available one of the most varied collections of records in Britain. The organisation provides a leadership role for archive and record professionals, and requires 250 named public authorities to submit records management plans for agreement by the Keeper.

The organisation oversees the registration of life events including births, marriages, deaths, civil partnerships, divorces and adoptions. NRS is also responsible for the statutes relating to the formalities of marriage and civil partnership, and the conduct of civil marriage, and for overall leadership of the registration service in Scotland.

The organisation takes the Census of Scotland's population every 10 years, prepares and publishes regular demographic statistics revealing the size and characteristics of the population and households of Scotland.

NRS has a global audience for its work, with people all over the world researching their Scots ancestry, accessing NRS records online or as part of a visit to Scotland, and the Scottish Register of Tartans attracts worldwide interest.



NRS Structure

NRS Chief Executive		
NRS Executive Management Team		
Director of Statistical Services	Director of Information and Records Services	Director of Operations and Customer Services
To deliver an optimum approach to all statistical services to maximise public value	To deliver modern information and archival services to maximise value across NRS and the wider public sector	To drive joined-up and customer-centred operations for NRS to improve customer value
Production, dissemination and promotion of demographic statistics, products; engagement with statistical community, Census 2022 Stats design and processing, legislation, policy; and Census future	Records management, policy and practice; conservation, storage and digital preservation; information governance; collection policy and practice; engagement with archival community; Census 2022 archiving	Customer and registration services, communications and marketing, channel management, fees/charging policy, service innovations, Census 2022 collection and operations
Director of IT Services	Director of Corporate Services/ Accountable Officer	Delivery Director
To deliver good-quality and integrated IT services which support the business requirements and deliver good value	To develop a business-focused strategy and deliver services that support the running of NRS	To provide leadership and management of NRS major programmes
End-to-end delivery of IT services including IT assurance, governance, design, build, test, operational management and security, Census 2022 IT assurance, delivery, cyber security and BAU transition	Strategy and planning, governance and performance, finance, risk and assurance, procurement/commercials, estates, organisation development, Census 2022 finance	To shape and initiate a portfolio of business change; programme management; to deliver portfolio of NRS programmes and projects; cross-cutting business change function; Census 2022 delivery oversight

Strategic Objectives and Goals

Vision: To preserve the past, record the present and inform the future.

Mission: Increase our reach and impact and be recognised as a trusted, expert and professional organisation.

Ethos: We put people at the heart of what we do and deliver in accordance with our values.

Values:

- Professional: Collaborating to share our professional skills and

knowledge whilst increasing our skills and expertise.

- Respectful: Listening and respecting different views, learning from others and expanding our knowledge and grow together.
- Accountable: Being responsible for what we do, delivering with transparency and clarity of purpose.

Customer-Focused: Knowing our customers to understand their needs, delivering a positive experience and encouraging feedback to improve what we do.

In 2022-2023 NRS continued to build on the achievements of the previous financial years and were committed to:

- Refresh our corporate strategy – including our Mission, Vision, Values and Objectives. Developing a prioritised strategic change portfolio with required enabling functions, skills and capacity to deliver on our strategic priorities. Revisiting our target operating model and developing a capability map. Ensuring inclusivity, sustainability and accessibility is core to all we do.
- Complete our post-COVID-19 service re-start activity and transition to a ways of working programme delivering short-term hybrid working practices and facilitating medium and long-term flexible working arrangements.
- Work with a range of partners to deliver the Census Collect activity in Spring 2022 and Census Outputs in 2023. Ensuring successful and lasting benefits for Scotland and informing the future of Census.
- Continue to deliver high quality public and statutory services to our customers through our online channels and in person services. We will continue to support the delivery of registration services through local authorities across Scotland. Undertake customer experience insight and start planning for new and enhanced digital services over the coming years.
- Deliver high quality statistics in line with UK standards and through enhancement of our statistical services. Working collaboratively with data partners to strengthen our administrative data and data modernisation.
- Deliver NRS archive services whilst continuing to grow our engagement with our stakeholders and the wider archive and recordkeeping sector.
- Continue to plan our programme of investment in digital archiving, long term storage and archive environment.
- Grow and invest in our people, developing our organisation to enhance

the way we operate, through investing in skills, knowledge management, leadership and capacity of our organisation. We continue to mature our governance to support our people based approaches.

- Improve our programme management and change maturity, information governance, corporate services, digital capabilities and our estate in order to support our long term goals.
- Mature and improve our IT services through investment in our infrastructure.

Principal Risks

Significant strategic risks that NRS faced in 2022-2023 included:

- Continued investment in the organisation and NRS estate is critical to meet delivery and legal obligations, however the allocated budget provided challenges in year. Longer-term planning is underway to enable the organisation to continue to operate effectively and manage consequential risks.
- The effective management of the NRS estate, noting financial and other challenges from the departure from Ladywell House, environmental issues at Thomas-Thompson House and the speed at which current physical storage space is being filled.
- Ongoing delivery of the Scotland's Census 2022 Programme, noting the first release of Census data is due in Autumn 2023.
- The increased threat in relation to malicious cyber-attack and external data breach e.g. Ransomware, Phishing, Data Leakage, Hacking or Insider Threat; and NRS preparedness for such events.
- Following growth in the size and cost of the organisations staffing cohort during the pandemic and in the peak years of the 2022 Census programme, work is underway to return the workforce to pre-Covid levels and offboard temporary appointments from the Census programme. However NRS must ensure that specialist skills are retained to support ongoing delivery of key strategic priorities and continue to sustainably deliver positive outcomes for the people of Scotland.

Performance Summary

Performance against NRS Key Performance Indicators (KPIs) has predominantly been maintained or improved throughout 2022-2023. Where performance had been impacted by the COVID 19 pandemic, services have continued to be resumed and performance has improved throughout the year.

The most impacted KPI was “Cataloguing will commence for 90% of records within 24 months of accession”. For 2022-2023 due to Covid disruptions, accessioning and cataloguing continued to be suspended.

Some KPIs have been impacted by higher volumes and more complex case resolution, with the delivery of the Census Programme peaking in 2022-2023. In particular, invoice payment, FOI responses, Ministerial Correspondence and Complaint handling were affected. Volumes are expected to return to more routine levels and, as a consequence, the KPI performance is expected to improve.



Going Concern

NRS receives its funding from the Scottish Government and its annual operating budget is approved and published each year, as part of the Scottish Government’s budget, by the Scottish Parliament. Funding requirements have been agreed with the Scottish Government that give our Board the reasonable expectation that NRS will have adequate resources to continue in operational existence for the foreseeable future. For this reason, we continue to adopt the going concern basis in preparing the Annual Report and Accounts.

Performance Report – Analysis

The purpose of this section is to provide a detailed view of NRS performance over the period 1 April 2022 to 31 March 2023. The following analysis will demonstrate how NRS performed against priority outcomes.



Performance Measures

As part of the Scottish Administration, NRS contributes to the Scottish Government's purpose and key national outcomes however as a non-ministerial department, the organisation has developed its own strategy.

NRS published an evaluation of their strategic performance on the NRS website: <https://www.nrscotland.gov.uk/about-us/corporate-planning>

NRS has adopted a number of Key Performance Indicators (KPIs), which are measurable values that demonstrate how effectively the organisation is achieving its objectives.

Key Performance Indicators	2022-23	2021-22	2020-21	2019-20
Online orders for certificates are dispatched within 15 days	100%	100%	96.20%	99.90%
Provide a response to 95% of all electronic queries to registration within 20 working days * new KPI for 2022-23	100%	N/A	N/A	N/A
ScotlandsPeople customer enquiries are responded to within 3 working days	93.98%	99.00%	99.68%	99.20%
Historical and legal search services enquiries are responded to within 20 working days	98.72%	99.60%	99.60%	99.70%
Customer orders for records held on-site to be fulfilled within 30 minutes.	75.69%	63.75%	Service not resumed	96.60%
Customer orders for records held off site to be fulfilled within 24 hours.	95.05%	97.00%	Service not resumed	99.90%
Archive Accessions and Cataloguing Assessments in 5 days	84.48%	100%	100%	100%
All of our statistical publications are delivered on time in line with our published publication schedule	96.48%	91.55%	91.00%	100%
Cataloguing will commence for 90% of records within 24 months of accession	N/A	100%	72.00%	82.00%
40-50k records will be catalogued per year	11,435	5,863	17,252	86,332
98% of invoices are paid within 10 working days of receipt	90.35%	98.90%	99.50%	99.00%
95% of FOI requests are responded to within 20 working days of receipt	96.04%	99.03%	98.17%	98.70%
Ministerial correspondence is responded to within 20 working days of receipt	88.19%	92.00%	96.92%	95.00%
All formal complaints are responded to within either 5 days of receipt (Stage 1) or 20 working days (Stage 2)	77.68%	80.15%	86.67%	98.00%
The systems and channels through which we deliver our services are reliable, responsive and secure	99.99%	99.96%	99.00%	99.90%

Risk Performance

The 2022 Census Programme has made progress through 2022-2023 in partnership with a broad range of suppliers and stakeholders, to complete the necessary preparatory work to enable the first Census outputs to be published in Autumn 2023. NRS faced a number of risks and challenges in pulling together interdependent elements into a single live operational solution, not least in terms of a challenging delivery timeline, resourcing capacity and capability, and overall technical complexity. NRS's risk management controls were a crucial and integral element in helping to identify and mitigate risk across the programme.

NRS achieved Cyber Essentials Re-Accreditation in November 2022. IT Health Checks (ITHC) were completed for NRScotland, Infrastructure and Registration Services. Outlying remediation activities commenced to address vulnerabilities identified from scans and ITHC reports. Overall, performance in managing digital and cyber risk remains paramount in the organisations priorities.

The Independent Information Assurance Review focussed on information governance and security risk controls and assessed the strength of NRS security measures. It found that NRS had a comprehensive security programme in place, that security measures had been designed to reduce the risk of compromise to the delivery of the 2022 Census Programme, and to citizen data and that strong controls were in place to detect and respond to threats that may impact the census when in live operation.

Overall, Risk Management processes continues to be reviewed by the Audit and Risk Committee, most recently promoting more universal and risk register-based reporting at wider Boards and Committees ensuring awareness and actions on risks are at the forefront of discussion.



Social, Community and Human Rights

NRS has a diverse community of stakeholders and plays a central role in the cultural, social and economic life of Scotland. NRS works in line with the Scottish Government's objective to commit to creating a modern, inclusive Scotland that protects, respects and realises human rights for people in Scotland and the UK. NRS respects all human rights and in conducting our business we regard these human rights most relevantly when dealing with our customers and stakeholders.

The registration of births, deaths and marriages will continue to be a key interaction with the state for generations to come.

Census and the demographic statistics NRS publishes inform local and central government policies including service planning and equalities monitoring.

The organisation works with public bodies across Scotland to deliver trusted, reliable and authentic records of Scotland's public administration,

underpinning citizen rights, and supporting democratic accountability.

NRS has a zero-tolerance policy towards fraud, bribery and corruption.



Review of Financial Performance

The purpose of our Annual Report and Accounts is to provide detail of the organisation's administration expenditure.

The budget approved by the Scottish Parliament for NRS operating costs was £60.260m (£59.090m 2021/2022) revenue and £2.600m (£2.000m 2021/2022) capital.

The financial outturn for 2022-2023 is summarised in the table on [page 16](#).

The total resource Departmental Expenditure Limit (DEL) outturn, excluding depreciation, is £56.673m. The increase in resource DEL expenditure in 2022-2023 compared to 2021/2022 is as a result of expenditure on the Scotland's Census 2022 Programme.

Total operating costs for the year increased by 2.8% from 2021/2022. Overall, running costs were within budget by £26k or 0.05% and depreciation by £582k or 16% bringing total operating costs within budget by £608k or 1%.

Capital expenditure for the year was £2.379m (budget £2.600m) with 91.5% of the available budget being utilised. Capital expenditure increased by £45k from 2021/2022.

Table - Financial Performance

	Draft Budget 2022-2023 £000s	Budget adjustments during year £000s	Final Budget 2022-2023 £000s	Actual 2022-2023 £000s	Variance £000s	Actual 2021-2022 £000s
Operational Costs (excluding depreciation)	58,800	5,369	64,169	63,812	(357)	61,905
Less Retained Income	(5,800)	(1,670)	(7,470)	(7,139)	331	(6,760)
Total Resource DEL (excluding depreciation)	53,000	3,699	56,699	56,673	(26)	55,145
Depreciation (Ringfenced non-cash DEL)	3,561	-	3,561	2,979	(582)	3,716
Net Resource	56,561	3,699	60,260	59,652	(608)	58,861
Capital DEL	3,000	(400)	2,600	2,379	(221)	2,334
Total	59,561	3,299	62,860	62,031	(829)	61,195



Sustainability Statement

The Scottish Government's target for net zero carbon emissions by 2045, as set in the Climate Change (Emissions Reduction Targets) (Scotland) Act 2019, requires NRS to increase its focus on sustainability to allow the Scottish Government to meet its ambitious target for the benefit of Scotland's environment, people and prosperity.

NRS continue to embed processes across the Organisation to plan for the delivery of the Scottish Government's [new targets](#).¹

NRS strategic commitments are set out in our [Annual Business Plan](#)² and these are further developed into business priorities for the year. Delivery of our projects and improvements programme is overseen by the Digital Strategy Board, which supports us to deliver our purpose more effectively, in collaboration with our stakeholders, and ensuring consideration of our statutory duties in assessing the impact of projects against specific, duty-relevant criteria. NRS is committed to our climate and sustainability obligations. This commitment is reflected in our Environmental Policy and our Procurement Strategy, which commits NRS to making more sustainable choices.

In compliance with statutory reporting duties, NRS submitted its completed [NRS Climate Change Duty report](#)³ to Sustainable Scotland Network in November 2022 for the reporting period 2021-2022 and work is now underway to prepare and submit the report for the 2022-2023 period. This process involves regular engagement across all business areas to raise awareness, stimulate identification of opportunities and gather reporting

¹ <https://www.gov.scot/policies/climate-change/reducing-emissions/>

² <https://www.nrscotland.gov.uk/about-us/corporate-planning>

³ <https://sustainablesotlandnetwork.org/reports/the-national-records-of-scotland>

information.

Individual departments and roles have an interest in aspects of climate change, in particular within the business areas of Estates, Procurement and IT, and NRS continues to take forward actions to co-ordinate the management of climate change action. A key part of this is the commitment to a new, permanent post of NRS Climate Change and Sustainability Manager which has been advertised for recruitment. This role will support NRS in identifying, developing and implementing positive change toward meeting our climate and sustainability objectives.

NRS Carbon Management Plan (CMP) 2011-2016 is due to be renewed to allow NRS to meet new carbon emissions reduction targets through the delivery of identified projects and other activities. This CMP will take into account our function as an archive and our unique historical buildings to map out a route to net zero. NRS has developed an Environmental Policy which is also currently under review.

During the 2022-2023 financial year, NRS replaced its vehicles with a decarbonised fleet. NRS has adopted the SG zero emissions target to help Scotland meet the 2045 Net Zero target and this includes the commitment to decarbonise public sector fleet vehicles by 2025. NRS was able to deliver this ahead of target.

A major project is underway at category A listed New Register House to overhaul the entire roof of this purpose-built Victorian building. A key aspect of the project requirements was to future proof the building to address climate change, specifically implementation of adaptations to improve the rainwater discharge capability in response to the increased frequency of severe rainfall. Adaptations to improve thermal performance of the building fabric (insulation) are also included. NRS has engaged external professional services to support and provide assurance around the planning, development and delivery of this strategic project.

NRS are members of the [Sustainable Scotland Network](https://sustainablescotlandnetwork.org),⁴ (SSN), which supports public sector action on sustainability and fulfilment of the Climate Change Duties. In addition, NRS progress on digitisation of records will allow increased access to our records online. This will reduce the need for in-person visits, therefore reducing the needs for travel and movement of records. The Census 2022 programme was delivered as digital first, which is likely to have had a significant impact on our CO2 emissions.

Waste Management

NRS continues to divert almost all of its waste from landfill to recycling. Waste generation has reduced significantly with the support of hybrid and flexible working practices. As office requirements reduce, sustainable methods of disposing of surplus furniture and IT equipment will align with sustainable procurement and circular economy policies.

⁴ <https://sustainablescotlandnetwork.org>

Energy Management

Maximising efficiency in the use of NRS estate is part of a key strategic review of the use of the estate. A phased approach to improving energy control and management tools will be implemented across buildings to ensure continuous monitoring and response.

Green Projects

Adaptation forms a critical outcome in the design criteria as part of the planning for the major roof overhaul of the Grade A listed New Register House. Programmed changes to emergency lighting to improve efficiency and reduce waste are planned alongside systems changes to energy management systems across the estate.

Detailed Analysis of Performance

The work of NRS is hugely varied and touches the lives of everyone in Scotland. What links it all is commitment to delivering public value and excellent customer service, and to our purpose; to collect, preserve and produce information about Scotland's people and history and make it available to inform current and future generations.



Statistical Services

The Statistics Directorate continued to deliver a wide range of high-quality statistical products which provided our many stakeholders and users with accessible and important information about Scotland's population.

Through the work we did to maintain the NHS Central Register we ensured the efficient movement of patient's medical records as they moved between areas of Scotland and into and out of Scotland. Our statistics continued to inform national and local Government, Parliament, the private and third sectors, and the public and society in general on matters of great significance. The continued delivery of trusted high-quality evidence supported important debate and decision making on a wide range of key societal issues.

We produced analyses of significant importance on how Scotland's population continued to change in size and structure, on how mortality from suicide, alcohol and drugs continued to hit communities across Scotland, and statistics on the type of households in which we live. Our Registrar's General Annual Review drew together key headline evidence, presenting it in an impactful and accessible manner.

We make available on our website a range of statistical publications. These cover the broad areas of demography, households and vital events (births, deaths and marriages). We have also developed infographics and

data visualisations to help improve the effectiveness of our dissemination and increase the reach and impact of statistics. To give an example, from March 2022 to January 2023, our webpage on deaths involving coronavirus in Scotland was visited approximately 53,000 times, with individual spreadsheets of data being downloaded up to 2,000 times. The information we communicate has been used to inform and shape public debate and policy around key public health issues such as Scotland's high numbers of drug-related deaths, as well as deaths among the homeless.

In partnership with the Scottish Government, Public Health Scotland and Research Data Scotland, we are developing a new dataset for research on the protected characteristics of Scotland's population. These actions will help researchers and policymakers to improve service delivery and outcomes for people in Scotland, based on their protected characteristics.

We are working on ways of getting our statistics out to the people they are about. We worked with independent producers Red Sky on the production of a two-part BBC documentary called 'Who lives in Scotland?'. It was based on NRS statistics and what they show about how the population is changing and what this means for all of us. It covered topics such as health, ageing, disability, nationality, and the experiences of people moving to Scotland from other countries. We won an Analysis in Government award for this work, in the Communication category.



Information and Records Services

Preservation Services

We accepted 21 new accessions into the NRS digital archive (10 in 2021-22, which was impacted by Covid). Secure transfer over the internet has been made possible by implementing MOVEit. We published revised Depositor Guidelines for digital transfers reflecting recent service enhancements. Our Web Continuity Service transitioned to a new supplier and we added 15 new websites to the archive, running 345 crawls including additional crawls on the death of Queen Elizabeth II and the resignation of the First Minister. (For comparison, in 2021-22 22 new websites were added to the archive and 237 crawls were run, excluding Covid crawls which totalled 897.) We continued to actively engage in the wider digital preservation community, helping to deliver the international iPres 2022 conference in Glasgow, providing a Director on the Digital Preservation Coalition Executive Committee and chairing two of its sub-committees.

We supported the loan of archive material to exhibitions including Anatomy: A Matter of Death and Life at National Museums of Scotland and Tartan at the V&A Dundee, and preparations got underway for the display of the Declaration of Arbroath at National Museums Scotland in 2023. 10 letters patents and 20 commissions (8 and 16 in 2021-2022) were sealed under the Great Seal of Scotland.

Information Governance and Security

We have continued to build strong information governance and security processes which support and enable NRS in its statutory functions around the acquisition, production, preservation, sharing and disclosure of information. This included input and direction to the Census programme through the preparation, data collection and data processing phases. The programme experienced no reportable personal data breaches during this period of heightened data handling activity.

We have met our KPI target for responding to Freedom of Information requests within a deadline of 20 working days. Our ability to meet requests for access to closed archive material transferred to NRS from other public authorities continues to be hampered by the effects of the pandemic. The backlog of requests was reduced significantly during the year and will continue to be driven down during 2023-2024.

Archive Depositor Liaison

Collections deposited with us this year included the final part of the historical Scottish Met Office records, which contain very significant environmental information, as well as records from the Crown Office, Sheriff Courts, and a number of private organisations. The deposit of 'born digital' records included the 2007 Scottish Cabinet records which are now available to the public free of charge on ScotlandsPeople. We continued to catalogue records from a variety of sources including the courts, the Scottish Government and churches.

The historical records at NRS contain information crucial to upholding the rights of citizens. We supported public inquiries, including the Scottish Child Abuse Inquiry, in the vital work of locating and obtaining evidence held within records. We dealt with a large number of requests for evidence of time in care, mainly in connection with Scotland's Redress Scheme. Working closely with organisations which support survivors of abuse in care, we updated guidance on our website to make it easier to request this information and also made available a detailed list of resources at NRS.

Records and Archives Engagement

We have continued to lead, support, and drive forward improvement in the Scottish archive and recordkeeping sectors and to strongly promote the visibility and expertise of NRS. Collaborative work was undertaken across Information and Records Services to identify and begin to address archive-related equality, diversity and inclusion issues, and we concluded a project on quantifying and prioritising NRSs archive cataloguing activities.

The use of our NRAS services to researchers and private owners has bounced back post-Covid and we are working closely with a wide range of external Scottish stakeholders and record-holding bodies. The Keeper's

2021-2022 report on the Public Records (Scotland) Act 2011 was published and laid before parliament in December 2022 and we continue to support the Scottish recordkeeping sector through our ongoing assessment of Records Management Plans and Progress Update Reviews. We hosted a series of events at which we engaged with over 700 stakeholders and represented the Keeper at several national and international events, including participation in the internationally convened Microsoft Customer Advisory Board.

Archive Accreditation

During the year, NRS gained UK Archive Service Accreditation for the second time. This prestigious endorsement of our archive services must be applied for every 6 years. The standard looks at an organisation's ability to develop, care for, and provide access to its collections, including aspects of organisational health which underpin those activities.



Operations and Customer Services

The results from this year's NRS Business Benchmarking Customer survey show that NRS are continuing to perform strongly when compared with other national organisations with results above the UK average and the public sector national average. NRS has retained an 81% customer satisfaction score with significant increases in the scores for complaint handling and getting it right first time.

Registration

NRS oversees and supports the provision by local authorities of the vital public service of the registration of births, still-births, deaths, marriages, and civil partnerships. The organisation also records divorces, adoptions, and changes of name.

Work continues to digitise large parts of the registration process. Once implemented, this will provide a range of benefits for customers, local authorities and NRS.

Following positive feedback on the temporary introduction of remote registration of deaths and still-births during the COVID-19 pandemic, NRS worked with family law and legal colleagues to introduce legislation, which came into force in September 2022, making permanent provision for the remote registration of births, still-births and deaths, in addition to customers continuing to have the option to attend a registration office to register an event in-person. Between September 2022 and March 2023 over 80% of death registrations and over 30% of birth registrations were completed remotely.

NRS has been collaborating with Scottish Government policy officials and a working group to develop a national certificate to recognise pregnancy loss before 24 weeks' gestation. On 14 March 2023, it was announced

that from summer 2023 NRS will introduce a Memorial Book of Pregnancy and Baby Loss Prior to 24 Weeks. This new service will be free of charge and entirely voluntary. Applications will be accepted for a loss which took place in Scotland, or where the applicant resides in Scotland. Once a record is made in the Memorial Book, a commemorative certificate will be issued to the applicant(s).

ScotlandsPeople

During 2022-2023 we had 1,484,852 visitors to the ScotlandsPeople website with 8% of these users being new to the service.

In the last year we have added 385,000 new images to our online collection of records available on ScotlandsPeople, including images of the 1921 Scottish Census for the first time in November 2022.

The highly anticipated publication of the 1921 census comes after the conclusion of 100 year closure period for such records and provides a unique view of the country in 1921 after the end of the First World War and the Spanish Flu Pandemic. The 1921 census release involved publishing over 200,000 digital images of the original census enumeration books and transcribing around 4.8 million records to create an index of everyone in Scotland on census day. The records describe the great variety of people in the country from rural communities to inhabitants of our cities; from travelling circuses to famous names and has been warmly welcomed by our customers. The 1921 marketing campaign that ran from January to March 2023 has generated strong engagement, achieving a total of 2 million impressions alongside 50,000 in traffic (clicks) and a healthy click through rate of 2.5%.

While the 1921 census was our main focus in the year, we also released over 135,000 new births, deaths and marriages and the latest available Scottish Cabinet records, we continue to add new Kirk Sessions and other church records on a rolling basis with over 50,000 new images added this year including all Synod and Presbytery Sessions records. We also added mother's maiden name as a search field to our birth and death records for the first time. Work continued throughout the year on service enhancements to improve the customer journey including the launch of an online store and improvements to searching.

We delivered a significant upgrade to the underlying systems for the ScotlandsPeople service fully migrating to Drupal version 9 and moving to cloud hosting. This work supports the continued provision of secure and reliable infrastructure and also provided the environment required to launch the 1921 Census data.

On Customer Relationship Management (CRM), we continue to deliver several email campaigns including service messages such as Welcome email or Query confirmation, alongside newsletters. Our database includes just over 2 million customers of whom about 230,000 have actively subscribed to our newsletter. We sent a mix of seasonal ones

covering a range of topics including Remembrance, Women's History Month etc and shorter announcements promoting newly released records such as the 1921 Census or iconic events such as the Declaration of Arbroath on display.

Between April 2022 and March 2023 we completed almost 99,000 (90,000 in 2021-2022) birth, death and marriage certificate orders and in the same period we handled around 86,000 (77,000 in 2021-2022) online enquires for help and support from our customers.

Historical and Legal Search Services

By June 2022, all customer-facing services were re-started with safe occupancy and good ventilation levels remaining to ensure a safe environment in the search rooms. The requirement to pre-book an appointment was removed and the copy service re-started fully.

With a return to normal service delivery for the Historical Search Room, levels of usage moved closer to pre-pandemic levels with 2823 visits to the search room between April 2022 and March 2023 requesting 11,161 productions.

Demand for appointments to view adoption records remain high with 264 appointments being attended between April 2022 and March 2023.

The digital delivery model for legal copies remained in place as a popular and efficient service improvement introduced during the pandemic with 18,875 enquiries for legal copies satisfied between April 2022 and March 2023. Legal firms returned to search rooms to conduct speculative searching and imaging of original records continued in response to customer requests.

Scottish Register of Tartans

The number of tartans registered on the Scottish Register of Tartans website during 2022-2023 was 398 designs compared to 357 the previous year.

Notable registrations included 'Queen Elizabeth II Platinum Jubilee' tartan, created to celebrate the Platinum Jubilee in 2022, and the 'Climate Stripes' tartan, based on the Climate Stripes infographic which incorporates the earth's temperature changes from 1850 to 2022.

Currently we have over 18,600 customers registered, an increase of 1,600 from last year.

Personal named tartans continue to be the most popular category accounting for 212 (59.4%) of tartans registered in the last year.

Colleagues across NRS were involved in assisting the V&A Museum, Dundee, with their tartan exhibition by loaning a number of items relating

to tartan, including the Letters Patent to the Register of Tartans Bill, 2008, and the Act of Parliament relating inter alia to the disarming of the Highlands and prohibition of the wearing of certain items of Highland dress; with relative Bill, 1748, along with others.

Outreach and Learning

The past year, Outreach and Learning have focused on promoting access to both our physical and online resources. We continue to create and publish materials that promote and help users to access our archives, as well as marking and participating in key events and anniversaries. This work included articles released and updated for the International Day for the Remembrance of the Slave Trade and its Abolition; celebrating and commemorating Women's History Month; International Women's Day; Black History Month; and Remembrance.

New guides and articles were produced on the Perth Prison records and the release of the 1921 Census on ScotlandsPeople. We researched materials on the Balfour Papers and a set of projects based on the collection were prepared and accepted for production in 2023/24. We continued to contribute articles to History Scotland, submitting a total of seven across the year and participated in their Scots Abroad themed month (September 2022) which included a blog, newsletter and social media content.

Onsite we welcomed visitors and groups back to NRS. This included a group of postgraduate students and their tutor from the University of Stirling, the Newhaven Heritage Committee and Blazhowski film company to film for the Dutch 'Who Do You Think You are?' and delegates from the international PRES conference. Offsite, we participated in a Mary Queen of Scots family day at the Moving Image Archive, as well as giving several online talks for family and local history groups.

Throughout the year, several larger projects were completed, including: a trial of more frequent ScotlandsPeople newsletters featuring content from across NRS; a full 360 degree tour of the Archivists' Garden incorporating all the content produced on each plant; a comprehensive review and redesign of the self-help 'Scottish Handwriting Kit', with the new physical version available to buy, and a digital version made available for free for the first time.

We also continued to collaborate with Historic Environment Scotland (HES) on our joint learning offer to promote the Declaration of Arbroath.

Over 450 print copies of the 'Illustrated activity booklet' and teachers' notes were sent to primary schools in Arbroath and the Angus region in collaboration with HES.

'Investigating the Sealants of the Declaration of Arbroath' was published online by HES and NRS based on original research provided by the University of Strathclyde's genealogical postgraduate programme.

It comprises: background information for teachers about the Declaration, teachers' notes, a set of sealants' information sheets and a student task sheet.



IT Services

NRS IT Services have continued with a programme of technology modernisation. Our core storage services have been modernised and we implemented additional secure backup services. Work also initiated to modernise core network services. We continue to work closely with our digital partner to extend our use of cloud services.

Our teams have been collaborating closely with colleagues in Registrations as we look to increase our operational efficiency. We also significantly extended the rollout of our managed file transfer capabilities, improving the resilience and security of our data sharing services.

We have continued to support our staff and our new ways of working including the introduction of collaboration spaces and hot desk services and improvements in our asset management controls for hybrid workers.

The quality of ongoing IT service provision remained excellent with our service KPI exceeded throughout the year.

Census 2022

NRS IT Services supported the Census 2022 programme throughout 2022-2023. People, process and technology solutions supported the collection of Census returns data and initial stages of processing. Solutions were implemented to support collection and processing of information, the provision of management information and operational support.

Cyber Security

NRS is responsible for the storage and processing of large volumes of citizen data. The protection and security of that data is critical to the operation of NRS and to ensure trust in public services.

NRS Cyber Security have continued to work closely with and support Scotland's Census 2022 programme. A full programme of assurance, operations and support was put in place to provide appropriate cyber security protections. NRS also completed the rollout of new secure storage services.

NRS have continued to strengthen their security posture with ongoing improvements in Vulnerability Management and Security Event Monitoring & Alerting and we continue to develop our teams and capabilities. In 2022-2023 IT Services also supported the successful accreditation of NRS under Cyber Essentials Plus and PSN.

Our risk management and reporting processes have also been strengthened and we maintain a robust approach to the management of technology risk.



Corporate Services

Our Business Management Unit (BMU) continued to manage and support the NRS Corporate Governance process for NRS, together with concluding critical service restart decision making process, for in building services and ensuring compliance with national Covid 19 rules.

Additionally BMU supported the governance arrangements for Scotland's Census 2022 and through the Census live collection period, the team managed high volumes of Census correspondence and supported field visits for MSPs during May 2022. BMU and Estates teams in Corporate Services and Operations and Customer Services also supported the NRS related activity, with the Registrar General and Lord Lyon in their roles in recording the death and funeral of Her Majesty Queen Elizabeth II in September 2022.

Following the delivery of NRSs 2021 Equality Mainstreaming Duty Report, a need for ongoing governance arrangements for oversight of delivery of the NRS-wide Equality, Diversity and Inclusion (EDI) agenda was identified. In April 2022, NRS established an Equality, Diversity and Inclusion (EDI) Assurance Group to address this need and to oversee our work to mainstream equality across NRS. The Group meets on a monthly basis and brings together leadership representatives from across all NRS Directorates and relevant business areas. Over the last year, the EDI Assurance Group oversaw work to fully refresh NRSs organisational Equality Outcomes. These Equality Outcomes have been developed following extensive engagement with and consideration of evidence by members of the EDI Assurance Group, and through broad engagement with NRS staff. This engagement was undertaken to ensure that NRS took reasonable steps to involve people with protected characteristics in the development of its Equality Outcomes.

Corporate Services has worked jointly with Delivery Directorate and the Executive Management Board to facilitate the preparation of a forward strategy and change portfolio for the organisation, work which will culminate beyond the end of this financial year and inform future resource and investment priorities. We have also prepared an Estates Strategy which informs the overall future shape of our estate and prioritised programme of building improvements, on which work continues, together with the preparation to replace the roof on New Register House.

NRS teams have taken forward cross-organisational work to support post-pandemic flexible ways of working, which enables a mix of in-building working to support the delivery of our public facing services, hot-desking and collaborative working spaces for teams and working from home. We have transitioned our Dumfries NHS Central Register team to work from an NHS building and are currently exiting our Ladywell House building in

Corstorphine Edinburgh, given the shift to flexible ways of working and reduced usage from the Census Programme.

The Corporate Health and Safety Strategy for 2023-2026 has been approved setting out 6 strategic aims to build on progress made over the last couple of years. Directorate Health and Safety Groups have been set up, as sub-groups of the NRS Health and Safety Committee, with improved local engagement on health and safety matters. With an ongoing focus on life safety, new Fire Risk Assessments have been carried out for all properties occupied by NRS.

In accordance with the obligations under the Procurement Reform (Scotland) Act 2014 Section 18(2) NRS publishes an Annual Procurement Report of our procurement activities on regulated procurements. Information on individual regulated procurements completed (including procurements through collaborative framework contracts) are detailed in the Annual Procurement Report. The report also contains a forecast of planned regulated procurements. A copy of the reports can be found on the Procurement page on the NRS website⁵ or on the documents section of NRS buyers page on Public Contracts Scotland (PCS)⁶.

We have continued to deliver projects to improve our estate and mature our commercial management practices. A key commercial and financial focus was on enabling the delivery of the Census Programme live Collect phase through 2022. Corporate Services managed the supplier engagement and pricing and the associated financial analysis to support the Collect extension in May 2022, driving value for money in the arrangements made and advising the Programme and Cabinet Secretary on the cost benefit arrangements. In addition, we put in place innovative agreements with the third sector and local authorities to increase known and trusted community level engagement to support Census response rates in more fragile communities. Following the Census Collect period and archiving phase of the Programme, the Contract and Commercial Management team concluded the contract closure for the Census Collect phase.



Delivery Directorate

Our Delivery Directorate continued to grow the required skills and expertise to mature the project, programme and change capacity and capability in NRS. Core functions covering Delivery, Business Change and Portfolio Governance were resourced to enable and oversee delivery of NRS' strategic ambitions.

Work continued to strengthen our strategic change framework and agree our collective corporate priorities to form a new NRS-wide change portfolio. Delivery Directorate led an exercise to capture all current and

⁵ <https://www.nrscotland.gov.uk/about-us/procurement>

⁶ https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00474

future change initiatives to facilitate prioritisation ensuring we are focusing our time, money and resources on the right things at the right time. This was aligned with our strategy refresh, budget setting and workforce planning, and ensured investment in change activity is balanced with the continued delivery of our statutory services

Delivery Directorate established a corporate portfolio management office (PMO) function to ensure delivery oversight and reporting of our change portfolio. Introducing a governance framework that facilitates informed decisions, secures approvals and manages delivery progress throughout the change lifecycle, ensuring an appropriate level of assurance, compliance, scrutiny and auditability. Introducing consistent programme and project standards, methodology and documentation.

The Delivery Directorate worked in collaborative partnership with service areas to deliver projects and change – including various office exits, embedding new flexible working practices, archive environment work, storage initiatives, and various Data, Estates and IT initiatives. A new change working group was piloted to bring together service representatives across NRS to identify change opportunities, synergies, gaps, savings, dependencies and share lessons learned.

The Delivery Directorate continued to Chair and manage the Digital and Strategy Board (DSB). This Board approved a number of new business cases, procurements, formal project closures and shared lessons learned. DSB will evolve as we embed our new change portfolio and deliver our priority projects and programmes.

During the 2022-2023 period the Delivery Directorate supported broader corporate initiatives including the strategy refresh, Equality, Diversity and Inclusion (EDI) assurance, oversight and incident management response. Work continues to transition knowledge and lessons learned from Scotland's Census 2022 and shape the future of Census. NRS Board engagement continued.

Further work to embed a robust approach to initiating, prioritising, managing and delivering change across the organisation will continue throughout 2023-2024. The intention is to deliver in a consistent, holistic way that allows us to maintain service levels, deliver Census 2022 Outputs, ensure best value, manage risk and deliver scalable, strategic growth opportunities. This is particularly key in the context of ongoing financial and resourcing challenges.



Scotland's Census 2022 Programme

By the end of the planned Census collection period at the beginning of May 2022, while over two million questionnaires had been received, the overall return rate and return rates for local authorities were lower than had been planned for. The Census collection period was extended to the end of May 2022 and a final return rate of 89.2% was achieved, with 30 of

the 32 local authorities in Scotland above the target return rate of 85%.

In May 2022, NRS established an International Steering Group (ISG) chaired by Professor James Brown from the University of Technology, Sydney. Its initial task was to provide assurance that the Census programme was ready to move on from its collect phase which it did in June 2022. The ISG has subsequently been advising NRS on its methodology and how to ensure robust estimates of the population can be produced.

NRS have been able to benefit from its previous experience in working with administrative data. Linkage methodology and sources used to develop experimental Administrative Data Based Population Estimates (ABPE) has been heavily re-used in adapting the standard statistical design.

NRS are confident in delivering first outputs in Autumn 2023, though we recognise that the timetable is challenging. A series of processing stages are run to code, clean, complete and cross-validate the statistics. Detailed planning is in place for each step of processing with a series of statistical quality gates in place at key stages to inform deliver confidence and robustness.

Planning for the first release recognises that continued stakeholder engagement is needed for users to have confidence in the estimate. Describing the technical nature of the steps taken to adapt the design of the census and for users to have confidence in the approach is essential. NRS have a strong track record for communicating effectively with its users having won the UK Analysis in Government Award for Communication in both 2021 and 2022.

In October 2022, NRS launched our outputs consultation, gathering users' views on our plans for publishing Census outputs. We closed the consultation in February 2023 after receiving over 140 responses. Responses came from users in central and local government, academic institutions, charity organisations and individual responses. A summary report on the results from the consultation will be published on the Scotland's Census website.

Linda Sinclair

Linda Sinclair
Accountable Officer
29 September 2023

Accountability Report

Accountability Report for the Year Ended 31 March 2023

The Accountability Report is the second of the three elements which comprise the Annual Report and Accounts. Its purpose is to meet the requirements of NRSs accountability to the Scottish Parliament. It is composed of:

- A Corporate Governance Report, which explains the composition and organisation of NRSs governance structures and how they support the achievement of objectives.
- A Remuneration and Staff Report which describes the remuneration of NRS senior managers and how remuneration policy has been set and implemented. In addition it describes additional details of NRS remuneration and staff to support our accountability to the Scottish Parliament and the public.
- A Parliamentary Accountability and Audit Report which brings together further accountability disclosures, and contains the Independent Auditor's Report on the financial statements.

Corporate Governance Report

The Corporate Governance Report consists of:

- The Directors' Report, describing the management structure of NRS.
- The Statement of Responsibilities for NRSs Chief Executive and for the Accountable Officer.
- The Governance Statement, which describes NRSs system of internal control and its management of resources.

Directors' Report

NRS is a non-ministerial department of the Scottish Administration. The Interim Chief Executive, Janet Egdell, is appointed in the role of two non-ministerial office holders, the Registrar General for Scotland and the Keeper of the Records of Scotland.

The Chief Executive reports to the Scottish Government's Director General of Strategy and External Affairs and Scottish Ministers. NRS sits within the portfolio of the Cabinet Secretary for Constitution, External Affairs and Culture. During the year, this post was held by Angus Robertson MSP.

Linda Sinclair was appointed Accountable Officer of NRS on 21 November

2018. The Accountable Officer has responsibility for maintaining a sound system of internal controls which support the achievement of strategy, aims, objectives and policies as agreed by the Scottish Government. These responsibilities extend to personal accountability for the safeguarding of public funds administered by NRS and for the management and operation of the organisation.

NRS Board 2022-2023

**Paul Lowe – Chair**

Chief Executive, Registrar General for Scotland
and Keeper of the Records of Scotland
(left NRS 31 March 2023)

**Janet Egdell - Chair**

Interim Chief Executive, Registrar General for
Scotland and Keeper of the Records of Scotland
(joined NRS 20 February 2023)

**Laura Mitchell**

Director of Information and Records Services,
and Deputy Keeper of the Records of Scotland

**Linda Sinclair**

Director of Corporate Services, and Accountable Officer

**Anne Slater**

Director of Operations and Customer Services

**Pete Whitehouse**

Director of Statistical Services
(left NRS 17 February 2023)

**Laura Lucas**

Director of IT Services

**Claire Gillespie**

Chief Finance Officer

**Carla McHendry**

Delivery Director

Non-Executive Directors

Non-executive directors provide support and advice on matters relating to strategy, performance, audit and risk. Eight non-executive directors served during 2022-2023. Each non-executive director has strategic leadership experience at Board and/or Audit Committee levels.

During 2022-2023, the non-executive directors were:

Bill Matthews – Strategic Board member, Census Programme Board member and Chair of the Audit and Risk Committee (from 16 September 2022)

Catherine McFie – Strategic Board member and Census Programme Board member (Resigned 17 August 2022)

Colin Ledlie – Strategic Board member and Chair of the Audit and Risk Committee (Resigned 15 September 2022)

Gordon Shipley – Strategic Board member and Health and Safety Committee member

Mandy Gallacher – Strategic Board member (Resigned 13 October 2022)

Anne Moises – Strategic Board member, Census Programme Board member and Audit and Risk Committee member

Christine Martin – Audit and Risk Committee member

Maggie Waterston – Audit and Risk Committee member

Register of Interests

All executive and non-executive directors participated in a quarterly declaration of any directorships held and/or other significant interests which may conflict with their role or the conduct of NRS. A [Register of Interests](#)⁷ is held, and no conflicts were noted during the financial year.

Handling of Personal Data

We have had no personal data incidents that were reportable to the Information Commissioner during the year. Further detail on the control environment relating to personal data and information security can be found in our [Governance Statement on page 37](#).

⁷ <https://www.nrscotland.gov.uk/about-us/corporate-governance>

Independent Auditors

Responsibility for auditing our Annual Report and Accounts lies with the Auditor General for Scotland. Grant Thornton UK LLP were appointed as NRS external auditors on behalf of the Auditor General for Scotland for the period 1 April 2022 to 31 March 2023.

The external auditors were remunerated the sum of £69,820 in respect of statutory audit services for the financial year 2022-2023. The fees payable to the external auditors are shown in the Statement of Comprehensive Net Expenditure and in Note 3 to the accounts. There were no payments made for non-audit work during the year.

Linda Sinclair

Linda Sinclair
Accountable Officer
29 September 2023

Statement of the Chief Executive's and Accountable Officer's responsibilities

In accordance with an accounts direction issued under article 19(4) of The Public Finance and Accountability (Scotland) Act 2000, NRS is required to prepare resource accounts for each financial year in the form and on the basis set out in the Accounts Direction reproduced on [page 88](#) of this document.

The accounts are prepared on an accruals basis and must give a true and fair view of the state of affairs of NRS and of its income and expenditure, Statement of Financial Position and cash flows for the financial year.

In preparing the accounts the Accountable Officer is required to comply with the Government Financial Reporting Manual and in particular to:

- observe the accounts direction, including the relevant accounting and disclosure requirements, and apply suitable accounting policies on a consistent basis;
- make judgments and estimates on a reasonable basis;
- state whether applicable accounting standards have been followed and disclose and explain any material departures in the financial statements;
- prepare the financial statements on the going concern basis; and
- confirm that the Annual Report and Accounts as a whole is fair, balanced and understandable, taking personal responsibility for the Annual Report and Accounts and the judgements required for determining that it is fair, balanced and understandable.

Section 70 of the Scotland Act 1998 requires Scottish legislation to provide for members of staff of the Scottish Administration to be designated as answerable to the Scottish Parliament in respect of expenditure and receipts. Such members of staff are called Accountable Officers. The Registrar General for Scotland/Keeper of the Records of Scotland is a statutory office-holder who is a member of the Scottish Administration and not part of the staff of the Scottish Administration. A consequence of Section 70 is that the Registrar General/Keeper cannot be designated as Accountable Officer. The Registrar General/Keeper, as statutory office-holder, remains accountable to the Parliament for the performance of their duties.

The NRS Director of Corporate Services has been appointed by the Principal Accountable Officer as Accountable Officer for NRS. The responsibilities as the Accountable Officer for NRS include the propriety and regularity of the public finances for which they are responsible, keeping proper records and safeguarding NRS assets. These responsibilities are described in full in the 'Memorandum to Accountable Officers from the Principal Accountable Officer' published in the Scottish Public Finance Manual.

Accountable Officer's Declaration

As Accountable Officer, I confirm that the Annual Report and Accounts as a whole are fair, balanced and understandable. I take personal responsibility for the annual report and accounts and for the judgments required to determine that it is fair, balanced and understandable.

As the Accountable Officer, I have taken all the steps that I ought to have taken to make myself aware of any relevant audit information and to establish that Grant Thornton UK LLP's auditors are aware of that information. So far as I am aware, there is no relevant audit information of which the auditors are unaware.

Linda Sinclair

Linda Sinclair
Accountable Officer
29 September 2023

Governance Statement

This governance statement outlines and evaluates the governance, risk management and internal control arrangements in place during the year. In summary, I am satisfied that, overall, NRS is operating in accordance with Scottish Government and HM Treasury guidance as regards to internal controls and risk management, and that the governance structure used within the organisation contributes substantially to the achievement of our overall objectives.

Scope of Responsibility

As Accountable Officer for NRS, I am personally answerable to the Scottish Parliament for the propriety and regularity of NRS finances and for the economical, efficient and effective use of the resources placed at its disposal.

My duties and those of the Keeper/Chief Executive Officer are set out in the statement of responsibilities on [page 35](#).

Corporate Governance Framework

The governance framework comprises the range of systems, processes, culture and values used to direct NRS. The NRS governance framework is designed to give assurance that the organisation carries out its duties and responsibilities using the highest standards of effective internal control and risk management. NRS complies with the requirements and best practice principles of the Scottish Public Finance Manual (SPFM).

I am provided with assurance in my role as Accountable Officer by our Executive Management Board, Strategic Board and Audit and Risk Committee and by independent non-executive directors. A system of internal controls and active risk management is in place, along with a programme of internal audit reviews.

I have detailed below our governance arrangements, including information about our Executive Management Board (EMB), Strategic Board (SB) and Audit and Risk Committee (ARC). It explains their activities in establishing strategic direction, delivering against objectives and managing risk. Our Corporate Governance Framework can be found at [Appendix A](#). I am satisfied that these forums represent, and deliver, effective corporate governance within NRS.

NRS Executive Management Board

NRS EMB is the overarching executive board for NRS, setting the strategic direction and organisation of NRS, with management and oversight of NRS key assets. EMB meets every six weeks and sets the strategic financial profile, building organisational capability and capacity through our people, overseeing use of and safeguarding information assets. The Board will also direct the management of business operations and oversee the change activity to achieve the NRS vision.

NRS Strategic Board

The Strategic Board acts in an advisory capacity to the Chief Executive to provide support and constructive challenge on the operations of NRS, with a particular focus on the strategic direction of the organisation, checking it is on track to deliver the purpose and vision. The Strategic Board meets quarterly and considers the balance between business and transformation activities and uses the experience of non-executive directors to identify opportunities and emerging issues that ought to be taken into consideration.

NRS Audit and Risk Committee

Through a process of constructive challenge, the Audit and Risk Committee supports the Chief Executive Officer and Accountable Officer in their responsibilities for issues of risk, control and governance and associated assurance. The Committee meets quarterly and is also attended by NRS Chief Financial Officer and Scottish Government Directorate of Internal Audit and Assurance and External Audit colleagues who have an independent advisory role.

Internal Controls Assessment

The system of internal control is designed to manage risk, rather than to eliminate all risks that the organisation might encounter. The system is subject to continuous review and it is modified as necessary to reflect changes in corporate aims and objectives and/or the assessment of risk as it applies to the organisation.

In my role as Accountable Officer, I am assisted by members of staff, including the Executive Directors. I secure considerable assurance from the controls they apply in the day-to-day execution of their duties.

Towards the end of each financial year, I also ask those Executive Directors to certify formally that the controls in their areas have operated properly and effectively for the entire period under review. Where appropriate, the Executive Directors will seek similar written assurance from their direct reports.

I can confirm that I have received appropriate certificates covering the period 1 April 2022 to 31 March 2023 from all Executive Directors and where appropriate their direct reports, which highlighted no material issues with regards to our system of internal controls.

Scottish Government Directorate of Internal Audit and Assurance (SGDIAA)

Internal Audit focus on key activities which are relevant to NRS business objectives and audits are designed to ensure an independent opinion on the adequacy of governance, risk management and internal control arrangements is provided.

The 2022-2023 audit plan comprised reviews of:

Category	Audit Title	Outcome
Assurance Review	Capital Strategy and Planning	Limited Assurance
Assurance Review	Registration Services	Limited Assurance
Assurance Review	Culture Review	Reasonable Assurance (emerging)
Follow Up	H&S Implementation of Amalgamate Recommendations (Part 2)	4 Medium Recommendations: 2 Fully Implemented 1 Partially Implemented 1 Not Implemented
Follow Up	Programme and Project Management	1 Medium Recommendation Fully Implemented
Assurance / Advisory Review	SG Shared Systems	Reasonable Assurance (emerging)

SGDIAA provided an overall internal audit 'Reasonable' rating for the effectiveness of the systems of governance, risk management and internal control operating across NRS. All SGDIAA recommendations have been or are in the process of being implemented.

Risk Management

NRS manages risk as an integral part of our system of internal control using risk management principles set out in the SPFM, and our risk management framework.

We continue to review how we accurately record and manage our view of

corporate risks and take appropriate action to ensure the relevant controls and mitigations are in place.

NRS corporate risk register is reviewed and approved by the Executive Management Board at their meetings through thematic risk reviews, and presented at our Audit and Risk Committee meetings. NRS Directors own the corporate risks and associated mitigations and our Risk, Compliance and Assurance Lead is responsible for coordinating our risk management approach and the improvements NRS can make going forward to consolidate corporate risks and further embed risk management across the organisation.

NRS risks are identified and prioritised with reference to objectives and to the external and internal context in which they arise.

Programmes and Projects

All significant projects and programmes are overseen by a Project or Programme Board whose role is to oversee delivery and manage the associated risks.

Complementing this oversight, NRS manages risk and performance of projects and programmes as part of the overall portfolio of activities directed towards delivering its corporate plan. In particular, the Executive Management Board oversees the Census Programme and the Digital and Strategy Board receives regular reports on progress and risk across our major programmes and projects in the NRS portfolio. The performance of the organisation's key programmes is also reported in the quarterly governance report, which is considered by the Audit and Risk Committee and NRS Strategic Board for their wider information on progress.

Strategic Planning

NRS operates within the [National Performance Framework](https://nationalperformance.gov.scot)⁸ set by Scottish Ministers. The organisation supports several of the Scottish Government's key National Outcomes. NRS has developed a strategy which explains its purpose and vision and provides the strategic context that supports its corporate planning.

During 2016-2017, NRS put in place a corporate plan, covering the period 2016-2022, which describes its long-term objectives. The corporate plan is refreshed annually to include a business plan for the year ahead. The plan forms the basis of the annual planning exercise, which determines the immediate steps to be taken to deliver its objectives. During this planning exercise, NRS business areas and teams consider how they will contribute to the organisation's vision and objectives. This then informs local business area plans, from which teams and individual staff can identify

⁸ <https://nationalperformance.gov.scot>

team and personal objectives.

An explanation of NRS 2022-2023 priorities can be found in the [NRS Annual Business Plan](#).⁹

NRS [National Records of Scotland - Equality Mainstreaming Duty Report 2021 \(nrscotland.gov.uk\)](#) sets out how NRS is mainstreaming equality into its work and summarises the progress towards fulfilling our equality outcomes. It demonstrates the progress the organisation is making towards embedding equality in all operations. It identifies areas where the organisation can improve to ensure these values are upheld and practised consistently across the business.

NRS [British Sign Language \(BSL\) Plan 2018-24](#)¹⁰ sets out how the organisation will promote and support BSL in accordance with the BSL (Scotland) Act 2015. The plan follows the Scottish Government's BSL National Plan, published in October 2017, which was developed through extensive engagement with Deaf and Deafblind BSL users and those who work with them. A [BSL video version](#)¹¹ of this plan is also available.

Organisational Resilience and Business Continuity

Due to the widespread impact of COVID-19, NRS accelerated several elements of the business continuity improvement implementation plan. These improvements helped NRS respond more effectively to the crisis at all levels, from strategic through tactical to operational.

As NRS built a clearer picture of the COVID-19 response and the lessons learned from it, the response command groups were, and will continue to be, used to improve the organisation's ability to respond to, and recover from, any future disruptive incident.

The business continuity programme going forward will include large-scale reviews of all key services across the organisation, relevant updates to all documentation and then a subsequent round of exercising and training to ensure all response teams are prepared for their response roles.

Financial Management

As Accountable Officer, I formally delegate responsibility for financial management to business area leads and budget managers. These named individuals are responsible for ensuring that expenditure is committed and recorded in line with the Scottish Public Finance Manual and with the principles of Value for Money. Furthermore, they are responsible for identifying and raising income as required. These delegations are recorded and are reviewed periodically to ensure they remain up to date.

⁹ NRS - Annual Business Plan - 2022-23 ([nrscotland.gov.uk](#))

¹⁰ [www.nrscotland.gov.uk/about-us/corporate-planning](#)

¹¹ [www.nrscotland.gov.uk/files/video/video.html](#)

Our budget is set in the context of the Scottish Government's annual budget process. Budget managers receive a periodic financial report detailing incurred income and expenditure. The Executive Management Board receive regular financial updates, highlighting performance year to date and the forecast outturn, including recommendations for corrective action and budget realignment. In addition, NRS provide monthly financial monitoring information to Scottish Government Finance Directorate.

Whistleblowing

Our Whistleblowing And Raising a Concern Procedure outlines the process that employees should follow when reporting a perceived wrongdoing within our organisation, including something they believe goes against the core values in the Civil Service Code (the Code) i.e. integrity, honesty, objectivity and impartiality.

This procedure has been written in accordance with the process set out in the Code and in the Civil Service Management Code. Under the Code, civil servants have a right and a responsibility to speak up and report behaviour that contravenes the Code's values.

Both the procedure and the FAQs can be found on our [website](#).¹²

Asset Management and Counter-Fraud

We have an anti-fraud policy, which describes roles and responsibilities in relation to fraud. A Fraud Response Plan is in place to ensure that prompt and effective action is taken to investigate the circumstances of suspected frauds, minimise potential losses, and take the appropriate legal and disciplinary action.

An Asset Management Policy is in place that provides a framework within which our assets can be managed effectively. In implementing this policy, we have enhanced our physical asset controls by undertaking more robust asset verification to improve records and identify assets no longer in use.

Information Security

The core business of NRS is to collect, process, safeguard, and make available information about Scotland's people and history in an accessible, useful, responsible, and efficient way. NRS protects the information kept, using an information security governance and assurance structure and a suite of information security policies. Information security advice and guidance is provided by a team of qualified information security professionals.

¹² <https://www.nrscotland.gov.uk/about-us/corporate-information#whistleblowing>

NRS follows the principles of the International Security Standard (ISO27001) and works within HM Government Security policies and guidance as well as following various relevant professional codes of conduct. All staff and contractors employed in NRS are required to undergo pre-employment checks carried out to the Baseline Personnel Security Standard (BPSS) which is outlined in the HMG Security Policy Framework. All staff undertake mandatory annual data protection training and all new staff complete security induction training and ongoing security awareness training.

NRS complies with the HM Government Minimum Standard for Cyber Security and is working towards a baseline implementation of the Scottish Government Cyber Resilience Framework. Compliance with and certification to Cyber Essentials Plus is in place, demonstrating the organisation's commitment to continuous security improvement and providing a level of external independent assurance.

NRS works in collaboration with its partners in Government and other sectors to ensure that all of its processing operations are compliant with the General Data Protection Regulation and the Data Protection Act 2018. NRS Data Protection Officer is a member of the Executive Management Board. The organisation routinely uses data protection impact assessments to ensure that when we process personal data, it will benefit the public, and that any privacy issues are identified and addressed at the outset. NRS publishes privacy information explaining how it uses personal information, and the rights individuals have under data protection legislation and how they can exercise them, at the [NRS website](https://www.nrscotland.gov.uk/privacy).¹³

¹³ <https://www.nrscotland.gov.uk/privacy>

Review of Effectiveness

As Accountable Officer, I also have responsibility for reviewing the effectiveness of the system of internal control. My review is informed by:

- seeking assurances from the business leads across NRS, who have responsibility for the development and maintenance of the internal control framework;
- the work of the Scottish Government internal audit team, who submit to me and to the Audit and Risk Committee regular reports on the adequacy and effectiveness of our system of internal control, together with recommendations for improvement;
- the comments made by the external auditors, Audit Scotland, in their management letters and other reports;
- the results of Gateway Reviews and similar assurance processes; and
- any other specific reviews that are commissioned from time to time.

We rely on the Scottish Government for the provision of many important aspects of our corporate services. For example, most of our Human Resources related support comes from the Scottish Government's HR service and the Scottish Government provide and support our finance and accounting system, as well as operating a range of key controls over transactions and balances within it. I receive assurances on the robustness of these services from the Scottish Government Directors who have responsibility for their delivery. In general, I am satisfied that these services meet our requirements and I recognise that economies of scale have been achieved from their use.

Based on these sources of information and assurance, and my own knowledge of internal control matters, I am satisfied that during the year the system of internal control was effective in helping us to meet our aims and objectives.

Linda Sinclair

Linda Sinclair
Accountable Officer
29 September 2023

Remuneration and Staff Report

The Remuneration and Staff Report consists of two elements:

- a Remuneration Report, describing the remuneration of NRSs senior management.
- a Staff Report, which discusses our people, our key policies and the numbers and costs of our staff.

Remuneration Report

The Registrar General/Keeper and their staff are part of the Scottish Administration under the Scotland Act 1998. Angus Robertson MSP, Cabinet Secretary for Constitution, External Affairs and Culture answers in the Scottish Parliament on matters relating to NRS, advised by the Registrar General/ Keeper. The First Minister is responsible for appointing the Registrar General/Keeper and for laying before the Scottish Parliament the Annual Report of the Registrar General.

Neither the Cabinet Secretary for Constitution, External Affairs and Culture, nor the First Minister, receives specific remuneration relating to their responsibilities for NRS.

The remuneration for the Registrar General/Keeper was set by the Scottish Government. For other senior officials remuneration was determined by pay arrangements covering the Senior Civil Service and other staff in the Scottish Government and associated departments.

For the purposes of disclosing remuneration, NRS considers its senior management, responsible for directing the activities of NRS as a whole, to be the membership of the Executive Management Board.

The table below sets out which parts of the Remuneration Report are subject to audit.

Disclosure	Audited	Unaudited
Remuneration in specified categories	✓	
Pension Benefits	✓	
Analysis by pay bands	✓	
Exit packages	✓	
Payment for loss of office	✓	
Members' salaries, allowances and expenses		✓
Fair pay disclosures	✓	
Remuneration policy		✓
Trade Union facility time		✓
Analysis of staff by gender		✓
Sickness absence data		✓
Policies on diversity issues and disabled persons		✓

Salaries of Senior Management

The salary and pension entitlements of our senior management, including the Chief Executive and Registrar General/Keeper were as follows.

Single total figures of remuneration 2022-2023: ^{14 15 16}					
Board Members	Salary (£'000)	Bonus payments (£'000)	Benefits in kind (to nearest £100)	Pension benefits (£'000)	Total (£'000)
Paul Lowe Chief Executive (left NRS 31 March 2023)	95-100	-	-	62	160-165
Janet Egdell Chief Executive (joined NRS 20 February 2023)	10-15	-	-	-	10-15
Linda Sinclair ¹⁷ Director of Corporate Services and Accountable Officer	75-80	-	-	6	80-85
Pete Whitehouse Director of Statistical Services (left NRS 17 February 2023)	70-75	-	-	5	75-80
Laura Mitchell ¹⁷ Director of Information and Records Services	65-70	-	-	-	65-70
Anne Slater Director of Operations and Customer Services	80-85	-	-	-	80-85
Laura Lucas Director of IT Services	85-90	-	-	31	115-120
Carla McHendry ¹⁷ Delivery Director	65-70	-	-	27	95-100
Claire Gillespie Chief Finance Officer	70-75	-	-	64	130-135
Bill Matthews Non-executive	0-5	-	-	-	0-5
Catherine McFie Non-executive	0-5	-	-	-	0-5
Colin Ledlie Non-executive	0-5	-	-	-	0-5
Gordon Shipley Non-executive	0-5	-	-	-	0-5
Mandy Gallacher Non-executive	0-5	-	-	-	0-5
Christine Martin Non-executive	0-5	-	-	-	0-5
Maggie Waterston Non executive	0-5	-	-	-	0-5
Anne Moises Non-executive	0-5	-	-	-	0-5

The value of pension benefits accrued during the year is calculated as the real increase in pension multiplied by 20 plus the real increase in any lump sum less the contributions made by the individual. The real increases exclude increases due to inflation or any increases or decreases due to a transfer of pension rights.

¹⁴ Calculations for determining the pension figures are produced by MYCSP on behalf of the Scottish Government for NRS.

¹⁵ In line with Scottish Government pay policy arrangements, no performance-related awards apply for 2022-2023

¹⁶ During the year non-executive directors earned £242 per Strategic Management Board meeting attended.

¹⁷ Part-time member, full-time equivalent salary band £80-£85k

Single total figures of remuneration 2021-2022: ¹⁸ ¹⁹ ²⁰

Board Members	Salary (£'000)	Bonus payments (£'000)	Benefits in kind (to nearest £100)	Pension benefits (£'000)	Total (£'000)
Paul Lowe Chief Executive	80-85	-	-	20	100-105
Pete Whitehouse Director of Statistical Services	75-80	-	-	30	105-110
Laura Mitchell ²¹ Director of Information and Records Services	60-65	-	-	13	70-75
Anne Slater Director of Operations and Customer Services	75-80	-	-	15	90-95
Laura Lucas Director of IT Services	80-85	-	-	31	110-115
Carla McHendry ²¹ Delivery Director	65-70	-	-	26	90-95
Linda Sinclair ²¹ Director of Corporate Services and Accountable Officer	75-80	-	-	21	95-100
Claire Gillespie (joined NRS 19 April 2021) Chief Finance Officer ²²	60-65	-	-	74	130-135
Bill Matthews Non-executive	0-5	-	-		0-5
Catherine McFie Non-executive	0-5	-	-		0-5
Colin Ledlie Non-executive	0-5	-	-		0-5
Gordon Shipley Non-executive	0-5	-	-		0-5
Mandy Gallacher Non-executive	0-5	-	-		0-5
Christine Martin Non-executive	0-5	-	-		0-5
Maggie Waterston Non executive (Joined March 2022)	0-5				0-5
Anne Moises Non-executive	0-5	-	-		0-5

¹⁸ Calculations for determining the pension figures are produced by MYCSP on behalf of the Scottish Government for NRS.

¹⁹ In line with Scottish Government pay policy arrangements, no performance-related awards apply for 2021-2022.

²⁰ During the year non-executive directors earned £242 per Strategic Management Board meeting attended.

²¹ Part-time member, full-time equivalent salary band 75-80.

²² Full year equivalent salary band is 65-70

Civil Service Pensions

The pension entitlements of Management Board members are set out in the tables below.

Single total figures of pensions 2022-2023:

Board Members	Accrued pension age as at 31/3/23 and related lump sum	Real increase in pension and related lump sum at 31/3/23	CETV at 31/3/23	CETV at 31/3/22	Real increase in CETV ²³	Employer contribution to partnership pension account
	£'000	£'000	£'000	£'000	£'000	Nearest £'000
Paul Lowe Chief Executive	30-35 plus a lump sum of 55-60	2.5-5 plus a lump sum of 2.5-5	564	468	40	-
Janet Egdell Chief Executive	45-50	0	861	858	-4	-
Pete Whitehouse Director of Statistical Services	35-40 plus a lump sum of 70-75	0-2.5 plus a lump sum of 0	668	607	-4	-
Laura Mitchell Director of Information and Records Services	35-40 plus a lump sum of 75-80	0 plus a lump sum of 0	756	690	-19	-
Anne Slater Director of Operations and Customer Services	40-45 plus a lump sum of 100-105	0 plus a lump sum of 0	933	850	-24	-
Claire Gillespie Chief Finance Officer	20-25 plus a lump sum of 40-45	2.5-5 plus a lump sum of 2.5-5	335	264 ²⁴	37	-
Laura Lucas Director of IT Services	5-10	0-2.5	97	71	16	-
Carla McHendry Delivery Director	5-10	0-2.5	59	38	14	-
Linda Sinclair Director of Corporate Services	30-35 plus a lump sum of 55-60	0-2.5 plus a lump sum of 0	518	468	-5	-

²³ The final salary pension of a person in employment is calculated by reference to their pay and length of service. The pension will increase from one year to the next by virtue of any pay rise during the year. Where there is no or a small pay rise, the increase in pension due to extra service may not be sufficient to offset the inflation increase – that is, in real terms, the pension value can reduce, hence the negative values. Some members have also transferred from the final salary scheme to the alpha scheme.

²⁴ Value does not match value at 31/3/22 from 2021-22 Annual Report & Accounts due to retrospective update to salary.

Single total figures of pensions 2021-2022:

Board Members	Accrued pension at pension age as at 31/3/22 and related lump sum	Real increase in pension and related lump sum at pension age at 31/3/22	CETV at 31/3/22	CETV at 31/3/21	Real increase in CETV	Employer contribution to partnership pension account
	£'000	£'000	£'000	£'000	£'000	Nearest £'000
Paul Lowe Chief Executive	25-30 plus a lump sum of 50-55	0-2.5 plus a lump sum of 0	468	435	7	-
Pete Whitehouse Director of Statistical Services	30-35 plus a lump sum of 65-70	0-2.5 plus a lump sum of 0	607	558	16	-
Laura Mitchell Director of Information and Records Services	30-35 plus a lump sum of 75-80	0-2.5 plus a lump sum of 0	690	648	4	-
Anne Slater Director of Operations and Customer Services	40-45 plus a lump sum of 95-100	0-2.5 plus a lump sum of 0	850	799	4	-
Claire Gillespie (joined NRS 19 April 2021) Chief Finance Officer	20-25 plus a lump sum of 35-40	2.5-5 plus a lump sum of 5-7.5	289	228	45	-
Laura Lucas Director of IT Services	5-10	0-2.5	71	47	16	-
Carla McHendry Delivery Director	0-5	0-2.5	38	20	13	-
Linda Sinclair Director of Corporate Services	25-30 plus a lump sum of 50-55	0-2.5 plus a lump sum of 0	468	434	8	-

Pension Benefits

Pension benefits are provided through the Civil Service pension arrangements. From 1 April 2015, a new pension scheme for civil servants was introduced – the Civil Servants and Others Pension Scheme or alpha, which provides benefits on a career average basis with a normal pension age equal to the member's State Pension Age (or 65 if higher). From that date all newly appointed civil servants and the majority of those already in service joined alpha. Prior to that date, civil servants participated in the Principal Civil Service Pension Scheme (PCSPS). The PCSPS has four sections: Three providing benefits on a final salary basis (classic, premium or classic plus) with a normal pension age of 60; and one providing benefits on a whole career basis (nuvos) with a normal pension age of 65.

These statutory arrangements are unfunded with the cost of benefits met by monies voted by Parliament each year. Pensions payable under classic, premium, classic plus, nuvos and alpha are increased annually in line with Pensions Increase legislation. Existing members of the PCSPS who were within 10 years of their normal pension age on 1 April 2012 remained in the PCSPS after 1 April 2015. Those who were between 10 years and 13 years and 5 months from their normal pension age on 1 April 2012 will switch into alpha sometime between 1 June 2015 and 1 February 2022. All members who switch to alpha have their PCSPS benefits 'banked', with those with earlier benefits in one of the final salary sections of the PCSPS having those benefits based on their final salary when they leave alpha. (The pension figures quoted for officials show pension earned in PCSPS or alpha – as appropriate. Where the official has benefits in both the PCSPS and alpha, the figure quoted is the combined value of their benefits in the two schemes.) Members joining from October 2002 may opt for either the appropriate defined benefit arrangement or a 'money purchase' stakeholder pension with an employer contribution (partnership pension account).

Employee contributions are salary-related and range between 4.6% and 8.05% for members of classic, premium, classic plus, nuvos and alpha. Benefits in classic accrue at the rate of 1/80th of final pensionable earnings for each year of service. In addition, a lump sum equivalent to three years initial pension is payable on retirement. For premium, benefits accrue at the rate of 1/60th of final pensionable earnings for each year of service. Unlike classic, there is no automatic lump sum. Classic plus is essentially a hybrid with benefits for service before 1 October 2002 calculated broadly as per classic and benefits for service from October 2002 worked out as in premium. In nuvos, a member builds up a pension based on his pensionable earnings during their period of scheme

membership. At the end of the scheme year (31 March) the member's earned pension account is credited with 2.3% of their pensionable earnings in that scheme year and the accrued pension is uprated in line with Pension Increase legislation. Benefits in alpha build up in a similar way to nuvos, except that the accrual rate is 2.32%. In all cases members may opt to give up (commute) pension for a lump sum up to the limits set by the Finance Act 2004.

The partnership pension account is a stakeholder pension arrangement. The employer makes a basic contribution of between 8% and 14.75% (depending on the age of the member) into a stakeholder pension product chosen by the employee from a panel of providers. The employee does not have to contribute, but where they do make contributions, the employer will match these up to a limit of 3% of pensionable salary (in addition to the employer's basic contribution). Employers also contribute a further 0.5% of pensionable salary to cover the cost of centrally-provided risk benefit cover (death in service and ill health retirement).

The accrued pension quoted is the pension the member is entitled to receive when they reach pension age, or immediately on ceasing to be an active member of the scheme if they are already at or over pension age. Pension age is 60 for members of classic, premium and classic plus, 65 for members of nuvos, and the higher of 65 or State Pension Age for members of alpha. (The pension figures quoted for officials show pension earned in PCSPS or alpha – as appropriate. Where the official has benefits in both the PCSPS and alpha the figure quoted is the combined value of their benefits in the two schemes, but note that part of that pension may be payable from different ages.)

Further details about the Civil Service pension arrangements can be found at the website can be found at the [Civil Service Pension Scheme website](#).²⁵

Further details of pensions costs and contributions during 2022-2023 can be found under '[Staff Numbers and Related Costs](#)' and '[Pension Costs](#)'.

Cash Equivalent Transfer Values

A Cash Equivalent Transfer Value (CETV) is the actuarially assessed capitalised value of the pension scheme benefits accrued by a member at a particular point in time. The benefits valued are the member's accrued benefits and any contingent spouse's pension payable from the scheme. A CETV is a payment made by a pension scheme or arrangement to secure pension benefits in another pension scheme or arrangement when the member leaves a scheme and chooses to transfer the benefits accrued in their former scheme.

²⁵ <http://www.civilservicepensionscheme.org.uk>

The pension figures shown relate to the benefits that the individual has accrued as a consequence of their total membership of the pension scheme, not just their service in a senior capacity to which disclosure applies.

The figures include the value of any pension benefit in another scheme or arrangement which the member has transferred to the Civil Service pension arrangements. They also include any additional pension benefit accrued to the member as a result of their buying additional pension benefits at their own cost. CETVs are worked out in accordance with the Occupational Pension Schemes (Transfer Values) (Amendment) Regulations 2008 and do not take account of any actual or potential reduction to benefits resulting from Lifetime Allowance Tax, which may be due when pension benefits are taken.

Real Increase in CETV

This reflects the increase in CETV that is funded by the employer. It does not include the increase in accrued pension due to inflation, contributions paid by the employee (including the value of any benefits transferred from another pension scheme or arrangement) uses common market valuation factors for the start and end of the year.

Compensation for Loss of Office

No members of the Board were compensated for loss of office in 2022-2023 or 2021-2022.

Off-payroll arrangements

NRS does not employ any individuals via off-payroll arrangements.

Fair pay Disclosure

In accordance with the Financial Reporting Manual, reporting bodies are required to disclose the relationship between the remuneration of the highest-paid director in their organisation and the median remuneration of the organisation's workforce.

The banded remuneration of the highest-paid director in NRS in the financial year 2022-2023 was £95-£100k (2021-2022 was £80-85k). This is 2.8 times the median remuneration of the workforce, which was £34,447 (2021-2022: 2.5 times, median £33,071). The range between the lowest and highest remuneration bands was £20-25k to £95-£100k (2021-2022: £20-25k to £80-85k). The remuneration percentage change from 2021-2022 to 2022-2023 in relation to the highest paid director was 17.6%, and the average percentage change in respect of NRS employees was 4%.

The median remuneration calculation includes permanent staff and fixed-

term appointments, it does not include contractors and agency staff.

Total remuneration includes salary, non-consolidated performance-related pay and benefits in kind. As no non-consolidated performance related pay or benefits in kind were paid to NRS employees in year the remuneration figure reflects salaries paid. It does not include employer pension contributions and the cash equivalent transfer value of pensions.

The increase in the median pay ratio for 2022-2023 is consistent with the regrading of the Chief Executive role within NRS in 2022-2023 and the pay, reward and progression policies for NRS employees.

Pay Ratio

2022-2023	25 th Percentile Pay Ratio	Median Pay Ratio	75 th Percentile Pay Ratio
Ratio	4:1	2.8:1	2.3:1
Remuneration	£24,488	£34,447	£42,936

2021-2022	25 th Percentile Pay Ratio	Median Pay Ratio	75 th Percentile Pay Ratio
Ratio	3.6:1	2.5:1	2.1:1
Remuneration	£23,233	£33,071	£40,129

Staff Report

Staff Numbers and Costs

As at 31 March 2023 NRS had 514 members of staff. Only the Chief Executive is in the Senior Civil Service.

We follow Scottish Government Pay Policy for Staff Pay Remits regarding pay increases. The Pay Award is due to be paid annually on 1 April, but due to pay negotiations this was delayed and paid in arrears with November 2022 salaries for permanent and fixed term appointment staff.

The aggregate payroll costs for all staff employed by NRS were as follows:

	2022-2023			2021-2022		
	Permanent Staff	Temporary Staff	Total Staff	Permanent Staff	Temporary Staff	Total Staff
	£'000	£'000	£'000	£'000	£'000	£'000
Wages and Salaries	16,334	4,747	21,081	14,742	14,268	29,010
Social Security Costs	1,805	-	1,805	1,492	94	1,586
Pension Costs	4,482	-	4,482	3,936	253	4,189
Other Staff Costs	(117)	-	(117)	18	-	18
Total	22,504	4,747	27,251	20,188	14,615	34,803

Pension costs

The PCSPS and alpha schemes are unable to identify individual employers' shares of the underlying assets and liabilities. A full actuarial valuation was carried out at 31 March 2016. Details can be found in the separate scheme statement for the PCSPS at the [Civil Service Pensions Scheme website](http://www.civilservicepensionscheme.org.uk).²⁶

For 2022-2023, employers' contributions of £4,482k (2021-2022: £4,189k) were payable to PCSPS at one of five rates in the range 26.6% to 30.3% of pensionable pay, based on salary bands. The Scheme Actuary reviews employer contributions every four years following a full scheme valuation. The contribution rates are set to meet the cost of the benefits accruing during 2022-2023 to be paid when the member retires, and not the benefits paid during this year to existing pensioners.

Employees can opt to open a partnership pension account, a stakeholder pension with an employer contribution. Employers' contributions are paid to one or more of a panel of three appointed stakeholder pension providers. Employer contributions are age-related and range from 8% to 14.75% of pensionable pay. Employers also match employee contributions up to 3% of pensionable earnings. For 2022-2023, the value of Employers' Contributions relating to the partnership pension account was £35,029 (2021-2022: £38,885).

Staff Composition

Staff Information	2022-2023	2021-2022
Staff (whole-time equivalent)	514	573
Staff turnover	5.39%	7.29%
Sick absence/person	8.8 days	7.2 days
Male/Female staff %	46/54	49/51
Male/Female Board members % (Strategic Board)	50/50	58/42
Male/Female senior management % (Chief Executive and directors)	25/75	29/71

Staff numbers for 2022-2023 can be broken down into 428 permanent staff and 86 temporary staff (2021-2022: 426 and 147 respectively).

²⁶ <http://www.civilservicepensionscheme.org.uk>

Civil Service Employee Survey 2022

During October to December 2022, our staff were asked to participate in the annual Civil Service wide People Survey which measures the extent of employee engagement within the organisation. Permanent and temporary staff are invited to complete the survey. A total of 306 staff participated and NRS achieved an overall engagement score of 58%.

Equal Opportunities and Diversity

All NRS staff have Scottish Government terms and conditions of employment.

We recruit permanent staff within Bands A - C in line with Scottish Government Resourcing Policy and the Civil Service Recruitment Code. NRS is committed to building a more inclusive and diverse workforce.

We do not regard sex, marital status, age, race, ethnic origin, sexual orientation, disability, religion or belief, working patterns, employment status, gender identity (transgender), caring responsibility or trade union membership as a bar to employment, training or advancement. We recruit staff solely on their ability to do the job.

We are part of the wider Scottish Government commitment to the Disability Confident Employer Scheme and guarantee interviews to all disabled candidates who meet the minimum criteria for a post.

All recruiting managers are required to complete online Inclusive Recruitment training before participating in interviews and required to complete refresher training annually.

All NRS staff can access a variety of staff networks which includes Carers, Disabled Staff, Race, Faith & Belief, LGBTI+, and EU & EEA Nationals.

Trade Union Relationships

At the quarterly Joint Partnership Board, NRS management consults with the Trade Union Side (TUS) at the formative stages of NRS organisational policy development, both at strategic and operational level. The TUS represents, promotes and protects their members' interests. The trade unions represented at the meeting are Public and Commercial Services Union (PCS), FDA and Prospect.

The Trade Union (Facility Time Publication Requirements) Regulations 2017 came into force on 1 April 2017. The regulations place a legislative requirement on relevant public sector employers to collate and publish, on an annual basis, a range of data on the amount and cost of facility time within their organisation.

NRS had five (FTE equivalent: 5) employees who were trade union officials during the year to 31 March 2023. All five employees spent

between 1-50% of working hours on facility time. The percentage of NRSs total pay bill spent on paying employees who were relevant trade union officials for facility time during the relevant period was 0.02%. Time spent on paid trade union activities as a percentage of total paid facility time hours was 71.1%.

Employability

NRS staff have Scottish Government terms and conditions of employment. We follow and apply Scottish Government HR policy and procedures.

Flexible Working Hours

Under the Flexible Working Policy any member of staff can apply to work flexibly, either formally or informally. Formal flexible working would be part-time hours. Informal arrangements could be alternative working patterns, including working compressed hours, working from home or term-time working. As at 31 March 2023, 3% of staff had a part-time formal working contract.

Employment Opportunities

NRS offers opportunities for people to obtain work experience, including paid 42-week Student Placements and placements for Graduate Trainee Archivists. We work with Midlothian Council to provide Secondary School pupils with a week's work experience to help them experience life in the workplace through direct observation and hands-on experience.

Health and Safety

The NRS Health and Safety Committee was appointed by the Executive Management Board (EMB). Its role is to ensure that NRS policies, procedures and working practices regarding health and safety meet or exceed any legal obligations and promoting the wellbeing and safety of NRS employees and its third parties, including contractors, tenants, customers and stakeholders.

All staff are required to undertake mandatory and role specific H&S training.

Exit Packages

There were no exit packages incurred during the year (2021-2022: Nil).

Linda Sinclair

Linda Sinclair
Accountable Officer
29 September 2023

Parliamentary Accountability and Audit Report

The Parliamentary Accountability and Audit Report consists of:

- the Parliamentary Accountability Report; and
- the independent auditor's report to NRS, the Auditor General for Scotland and the Scottish Parliament.

Parliamentary Accountability Report

Regularity of Expenditure

The expenditure and income in the financial statements were incurred or applied in accordance with any applicable enactments and guidance issued by the Scottish Ministers, the Budget (Scotland) Act covering the financial year and sections 4 to 7 of the Public Finance and Accountability (Scotland) Act 2000; and the sums paid out of the Scottish Consolidated Fund for the purpose of meeting the expenditure shown in the financial statements were applied in accordance with section 65 of the Scotland Act 1998.

NRS incurred no losses or special payments above the £250k reporting threshold.

Fees and Charges

Details of income gathered by NRS through fees and charges can be found in [Note 4](#) to the financial statements. This note also gives details of the financial objectives of the fees and charges and performance against these objectives.

Remote Contingent Liabilities

The Financial Reporting Manual states that where information about contingent liabilities is not required to be disclosed because the likelihood of a transfer of economic benefits is considered too remote, they should be disclosed separately for parliamentary reporting and accountability purposes. NRS does not have any remote contingent liabilities at 31 March 2023.

Accounts Direction

In accordance with the accounts direction issued by Scottish Ministers under section 19(4) of the Public Finance and Accountability (Scotland) Act 2000 these accounts have been prepared in compliance with the principles and disclosure requirements of the Government Financial Reporting Manual, which follows generally accepted accounting practice as defined in International Financial Reporting Standards (IFRS) as

adopted by the European Union and the Companies Act 2006 to the extent that it is meaningful and appropriate in the public sector context. The accounts direction is reproduced at [page 88](#) of these accounts.

The information in this report is subject to audit.

Linda Sinclair

Linda Sinclair
Accountable Officer
29 September 2023

Independent auditor's report to National Records of Scotland, the Auditor General for Scotland and the Scottish Parliament

Reporting on the audit of the financial statements

Opinion on financial statements

We have audited the financial statements in the annual report and accounts of National Records of Scotland for the year ended 31 March 2023 under the Public Finance and Accountability (Scotland) Act 2000. The financial statements comprise the Statement of Comprehensive Net Expenditure, the Statement of Financial Position, the Statement of Cash Flows and Statement of Changes in Taxpayers' Equity and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and UK adopted international accounting standards, as interpreted and adapted by the 2022/23 Government Financial Reporting Manual (the 2022/23 FReM).

In our opinion the accompanying financial statements:

- give a true and fair view of the state of the body's affairs as at 31 March 2023 and of its net expenditure for the year then ended;
- have been properly prepared in accordance with UK adopted international accounting standards, as interpreted and adapted by the 2022/23 FReM; and
- have been prepared in accordance with the requirements of the Public Finance and Accountability (Scotland) Act 2000 and directions made thereunder by the Scottish Ministers.

Basis for opinion

We conducted our audit in accordance with applicable law and International Standards on Auditing (UK) (ISAs (UK)), as required by the Code of Audit Practice approved by the Auditor General for Scotland. Our responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of our report. We were appointed by the Auditor General on 18 May 2022. Our period of appointment is five years, covering 2022/23 to 2026/27. We are independent of the body in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. Non-audit services prohibited by the Ethical Standard were not provided to the body. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern basis of accounting

We have concluded that the use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the body's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from when the financial statements are authorised for issue.

These conclusions are not intended to, nor do they, provide assurance on the body's current or future financial sustainability. However, we report on the body's arrangements for financial sustainability in a separate Annual Audit Report available from the [Audit Scotland website](#).

Risks of material misstatement

We report in our Annual Audit Report the most significant assessed risks of material misstatement that we identified and our judgements thereon.

Responsibilities of the Accountable Officer for the financial statements

As explained more fully in the Statement of the Chief Executive's and Accountable Officer's Responsibilities, the Accountable Officer is responsible for the preparation of financial statements that give a true and fair view in accordance with the financial reporting framework, and for such internal control as the Accountable Officer determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Accountable Officer is responsible for using the going concern basis of accounting unless there is an intention to discontinue the body's operations.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities outlined above to detect material misstatements in respect of irregularities, including fraud. Procedures include:

- using our understanding of the central government sector to identify that the Public Finance and Accountability (Scotland) Act 2000 and directions made thereunder by the Scottish Ministers are significant in the context of the body;
- inquiring of the Accountable Officer and management as to other laws or regulations that may be expected to have a fundamental effect on the operations of the body;
- inquiring of the Accountable Officer and management concerning the body's policies and procedures regarding compliance with the applicable legal and regulatory framework;
- discussions among our audit team on the susceptibility of the financial statements to material misstatement, including how fraud might occur; and
- considering whether the audit team collectively has the appropriate competence and capabilities to identify or recognise non-compliance with laws and regulations.

The extent to which our procedures are capable of detecting irregularities, including fraud, is affected by the inherent difficulty in detecting irregularities, the effectiveness of the body's controls, and the nature, timing and extent of the audit procedures performed.

Irregularities that result from fraud are inherently more difficult to detect than irregularities that result from error as fraud may involve collusion, intentional omissions, misrepresentations, or the override of internal control. The capability of the audit to detect fraud and other irregularities depends on factors such as the skilfulness of the perpetrator, the frequency and extent of manipulation, the degree of collusion involved, the relative size of individual amounts manipulated, and the seniority of those individuals involved.

A further description of the auditor's responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Reporting on regularity of expenditure and income

Opinion on regularity

In our opinion in all material respects:

- the expenditure and income in the financial statements were incurred or applied in accordance with any applicable enactments and guidance issued by the Scottish Ministers, the Budget (Scotland) Act covering the financial year and sections 4 to 7 of the Public Finance and Accountability (Scotland) Act 2000; and
- the sums paid out of the Scottish Consolidated Fund for the purpose of meeting the expenditure shown in the financial statements were applied in accordance with section 65 of the Scotland Act 1998.

Responsibilities for regularity

The Accountable Officer is responsible for ensuring the regularity of expenditure and income. In addition to our responsibilities in respect of irregularities explained in the audit of the financial statements section of our report, we are responsible for expressing an opinion on the regularity of expenditure and income in accordance with the Public Finance and Accountability (Scotland) Act 2000.

Reporting on other requirements

Opinion prescribed by the Auditor General for Scotland on audited part of the Remuneration and Staff Report

We have audited the parts of the Remuneration and Staff Report described as audited. In our opinion, the audited parts of the Remuneration and Staff Report have been properly prepared in accordance with the Public Finance and Accountability (Scotland) Act 2000 and directions made thereunder by the Scottish Ministers.

Other information

The Accountable Officer is responsible for the other information in the annual report and accounts. The other information comprises the Performance Report and the Accountability Report excluding the audited parts of the Remuneration and Staff Report.

Our responsibility is to read all the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon except on the Performance Report and Governance Statement to

the extent explicitly stated in the following opinions prescribed by the Auditor General for Scotland.

Opinions prescribed by the Auditor General for Scotland on Performance Report and Governance Statement

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Performance Report for the financial year for which the financial statements are prepared is consistent with the financial statements and that report has been prepared in accordance with the Public Finance and Accountability (Scotland) Act 2000 and directions made thereunder by the Scottish Ministers; and
- the information given in the Governance Statement for the financial year for which the financial statements are prepared is consistent with the financial statements and that report has been prepared in accordance with the Public Finance and Accountability (Scotland) Act 2000 and directions made thereunder by the Scottish Ministers.

Matters on which we are required to report by exception

We are required by the Auditor General for Scotland to report to you if, in our opinion:

- adequate accounting records have not been kept; or
- the financial statements and the audited parts of the Remuneration and Staff Report are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

We have nothing to report in respect of these matters.

Conclusions on wider scope responsibilities

In addition to our responsibilities for the annual report and accounts, our conclusions on the wider scope responsibilities specified in the Code of Audit Practice are set out in our Annual Audit Report.

Use of our report

This report is made solely to the parties to whom it is addressed in accordance with the Public Finance and Accountability (Scotland) Act 2000 and for no other purpose. In accordance with paragraph 108 of the Code of Audit Practice, we do not undertake to have responsibilities to members or officers, in their individual capacities, or to third parties.

Angela L Pieri

Angela Pieri, (for and on behalf of Grant Thornton UK LLP)
110 Queen Street
Glasgow
G1 3BX

Date: 02 october 2023

Financial Statements for the Year Ended 31 March 2023

Statement of Comprehensive Net Expenditure for the year ended 31 March 2023

	Note	2022- 2023 £,000	2021- 2022 £'000
INCOME			
Operating Income	4	(7,139)	(6,761)
Fees and charges for records and services	4	(6,595)	(6,553)
Property rental income	4	(544)	(208)
EXPENDITURE			
Staff Costs	2	27,251	34,803
Operating Expenditure	3	39,540	30,819
Depreciation and amortisation	6	2,979	3,716
Grants	3	190	190
Other operating expenditure	3	36,371	26,913
Net Operating Costs for the Year		59,652	58,861
Other Comprehensive Income		(955)	(1,180)
Net gain/ loss on revaluation of PPE	6	(955)	(1,180)
Total Comprehensive (Income)/Expenditure for the Year		58,697	57,681

The notes on pages 69 to 88 form part of these financial statements.

Statement of Financial Position as at 31 March 2023

	Note	2022- 2023 £,000	2021- 2022 £'000
Non-Current Assets			
Property, plant and equipment	6	16,234	15,741
Heritage assets	6	2,036	2,168
Intangible assets	6	8,590	8,705
		26,860	26,614
Current Assets			
Trade and other receivables	7	1,165	1,738
Cash and cash equivalents	8	1	1
		1,166	1,739
Total Assets		28,026	28,353
Current Liabilities			
Trade and other payables	9	4,367	12,580
Non-Current Assets Less Net Current Liabilities		23,659	15,773
Non-Current Liabilities			
Creditors (falling due after more than one year)	9	-	213
Net Assets		23,659	15,560
Taxpayers' Equity			
General Fund	SoCTE	15,512	7,768
Revaluation Reserve	SoCTE	8,147	7,792
Total Equity		23,659	15,560

The notes on pages 69 to 88 form part of these financial statements.

Linda Sinclair

Linda Sinclair

Accountable Officer.

29 September 2023

Statement of Cash Flows for the year ended 31 March 2023

	Note	2022- 2023 £,000	2021- 2022 £'000
Cash flows from operating activities			
Net operating cost	SoCNE	(59,652)	(58,861)
Adjustments for non-cash transactions			
– depreciation	3	2,979	3,716
– loss on disposal of non-current assets	3	110	–
– audit fee	3	70	70
Movements in working capital			
– (increase)/decrease in receivables	7	572	(609)
– (decrease)/increase in payables	9	(8,426)	6,327
Net cash outflow from operating activities		(64,347)	(49,357)
Cash flows from investing activities			
Purchase of property, plant and equipment	6	(1,171)	(1,315)
Purchase of intangible assets	6	(1,208)	(1,019)
Net cash flow from investing activities		(2,379)	(2,334)
Cash flows from financing activities			
Funding	SoCTE	66,726	51,691
Cash flows from financing activities		66,726	51,691
Net movement in cash and cash equivalents	8	-	-
Cash and cash equivalents at beginning of year	8	1	1
Cash and cash equivalents at end of year	8	1	1

The exact sum of Parliamentary net funding drawn during the 2022-2023 financial year was £66,726,282.84.

The notes on pages [69 to 88](#) form part of these financial statements.

Statement of Changes in Taxpayers' Equity for the year ended 31 March 2023

	Note	General Fund £'000	Revaluation Reserve £'000	Total Equity £'000
Balance at 1 April 2022		7,768	7,792	15,560
Net operating costs for the year ended 31 March 2023	SoCNE	(59,652)	-	(59,652)
Revaluation adjustment	6	-	955	955
Transfers between reserves	6	600	(600)	-
Notional auditors' remuneration	3	70	-	70
Net funding		66,726	-	66,726
Balance at 31 March 2023		15,512	8,147	23,659

Statement of Changes in Taxpayers' Equity for the year ended 31 March 2022

	Note	General Fund £'000	Revaluation Reserve £'000	Total Equity £'000
Balance at 1 April 2021		14,266	7,214	21,480
Net operating costs for the year ended 31 March 2022	SoCNE	(58,861)	-	(58,861)
Revaluation adjustment	6	-	1,180	1,180
Transfers between reserves	6	602	(602)	-
Notional auditors' remuneration	3	70	-	70
Net funding		51,691	-	51,691
Balance at 31 March 2022		7,768	7,792	15,560

Explanation of Reserves:

General Fund – the General Fund represents the total assets less liabilities of NRS, to the extent that they are not represented by the revaluation reserve and financing items.

Revaluation Reserve – the Revaluation Reserve reflects the unrealised element of the cumulative balance of indexation and revaluation adjustments (excluding donated assets).

The notes on pages [69 to 88](#) form part of these financial statements.

Notes to the Financial Statements for the year ended 31 March 2023

1. Statement of Accounting Policies

These financial statements have been prepared in accordance with the principles and disclosure requirements set out in the Financial Reporting Manual (FReM) for 2022-2023, published by HM Treasury. The financial statements have been prepared on a going concern basis. The FReM interprets and applies International Financial Reporting Standards (IFRS) to the central government context. Where the FReM and IFRS permit a choice of accounting policy, the policy judged most appropriate to the circumstances of National Records for Scotland (NRS) has been selected. The accounting policies described below have been applied consistently to all material items within the financial statements.

1.1 Key Estimates and judgements

The preparation of financial statements requires the use of estimates and judgements. The key estimates within these financial statements are described below, with additional information on asset lives contained in the separate accounting policies on these assets. There are no other accounting significant judgements.

Property, Plant and Equipment

Valuations and useful life estimates in respect of NRS buildings have been supplied by District Valuer Services (DVS), a division of the Valuation Office Agency. The valuation has been undertaken in accordance with International Financial Reporting Standards (IFRS) as interpreted and applied by the HMT Treasury Financial Reporting Manual (FReM). The valuation has been prepared in accordance with the professional standards of the Royal Institution of Chartered Surveyors: RICS Valuation – Global Standards and RICS UK National Supplement, commonly known together as the Red Book. UK VPGA 5 addresses the valuation of central government assets for accounting purposes. Carrying amounts are set out in note 6.

Intangible Assets

Following a review of asset life, management is satisfied that NRS should retain existing estimated life for website images for the purposes of 2022-2023 financial statements. Management is also satisfied, based on sensitivity analysis, that there are sufficient future income streams in excess of the website images asset category to support the existing valuation. This will be reviewed annually. As there is no active market for our website images asset, the cost model has been applied and therefore no revaluations are possible. Carrying amounts are set out in note 6.

1.2 Accounting Convention

These financial statements have been prepared under the historical cost convention modified to account for the revaluation of tangible and intangible non-current assets at their value to the business by reference to their current costs or perceived market value. Other classes of assets are carried at depreciated or amortised historic cost.

1.3 Non-Current Assets: Property, Plant and Equipment

Title to the freehold land and buildings shown in the financial statements is held as follows:

property on the departmental estate, title to which is held by Scottish Ministers; and

property, not being part of the departmental estate, held by NRS in the name of the Scottish Ministers.

Freehold land and buildings are shown at fair value less subsequent depreciation, valued using a rolling programme of professional valuations covering each building every five years, supplemented with interim desktop valuations. For 2022-2023 valuations were completed as a desktop exercise with the exception of Thomas Thomson House where a physical evaluation was carried out. Other non-current assets are shown at historic cost net of depreciation as a proxy for fair value.

The minimum levels for capitalisation of a non-current asset across asset categories are as follows:

Property, Plant and Equipment	£'000
Freehold Land and Buildings	20
Office Equipment (including Fixtures and Fittings)	5
Vehicles	5
Plant and Equipment	10
ICT Systems	1
Specialised Shelving	10
Heritage Assets – Papers and Journals	20

Information and Communications Technology (ICT) systems are capitalised where the pooled value exceeds £1,000 – pooling of assets is in line with Scottish Government Policy.

Costs for Property, Plant and Equipment include the original purchase price of the asset and the costs attributable to bringing the asset to its working condition for its intended use.

Depreciation

Freehold land and assets held for sale are not depreciated.

Depreciation is provided on property, plant and equipment on a straight-line basis at rates sufficient to write down their cost or re-valued amounts to their residual values over their estimated useful lives. The depreciation rates for the principal categories of assets are as follows:

Property, Plant and Equipment	Years
Buildings	2-50 (as per valuation)
Office Equipment (including Fixtures and Fittings)	5
Vehicles	5
Plant and Equipment	5-10
ICT Systems	3-5
Specialised Shelving	10-20
Heritage Assets – Papers and Journals	25-30

1.4 Non-Current Assets: Intangible Assets

Intangible assets are shown at historic cost net of amortisation as a proxy for fair value.

The minimum levels for capitalisation of a non-current asset across asset categories are as follows:

Intangible Assets	£'000
Website Images	5
Computer Software and Computer Licences	1

Costs for intangible assets include the original purchase price of the asset and the costs attributable to bringing the asset to its working condition for its intended use.

All non-current (intangible) assets disclosed within the asset classes are owned by NRS. The Website Images asset category includes both digital images and the software infrastructure used to present them to the public.

Amortisation

Amortisation is provided on intangible assets on a straight-line basis at rates sufficient to write down their costs over their estimated useful lives. The amortisation rates for the principal categories of assets are as follows:

Intangible Assets	Years
Website Images	60
Computer Software and Computer Licences	3-5

1.5 Third Party Assets

NRS holds, as custodian or trustee, certain assets belonging to third parties. These are not recognised in the financial statements since neither NRS nor government, more generally, has a direct financial beneficial interest in them.

1.6 Heritage Assets

Heritage Assets are defined as tangible items with historical, artistic, scientific, technological, geophysical or environmental qualities that are held and maintained principally for their contribution to knowledge and culture.

NRS is responsible for holding and maintaining a wide range of historical records, documents and current data in the care of Scottish Ministers. The majority of these assets are acquired or generated in the course of NRSs ongoing activities.

Given the nature of these assets it is not possible to obtain a reliable valuation for them. Accordingly, they have not been capitalised. On occasion, NRS will purchase additional records and documents. Where assets are acquired in exchange for consideration in this way, they are recognised as an asset and valued at cost.

Details of NRSs policies and practices with regard to the management of our records, and of our preservation and conservation work, can be found on our [website](#).

1.7 Operating Income

Operating income is income that relates directly to the operating activities of NRS. It includes fees and charges for services provided to external customers. It includes both income applied without limit and income applied with limit. For income categorised as being applied with limit any excess income over that approved is surrendered to the Scottish Consolidated Fund.

NRS recognises the full income received from our ScotlandsPeople website at the time the income is paid as the service is recognised as being delivered when full access to view and purchase all documents is granted.

Where contractually any income is paid in arrears, income will be

recognised up to the year-end and a provision created to accrue, where necessary.

NRS recognises subscription payments for ScotlandsPeople website by apportioning them across the time period to which they relate.

Trade Receivables

Trade receivables are recognised at fair value. NRS holds no provision for impairment of receivables as the majority of transactions are with other government departments and of low value, not considered to be a risk to the organisation.

1.8 Staff Costs and Operating Expenditure

The Statement of Comprehensive Expenditure analyses expenditure between Staff Costs and Operating Expenditure. Staff Costs includes the cost of permanent and temporary employees, as well as temporary agency and contract staff engaged in NRSs objectives. Operating Expenditure includes all other costs of NRSs operations, including goods and services, grants made, and depreciation and amortisation of non-current assets.

Trade Payables

Trade payables are recognised at fair value and calculated on an accruals basis. All operations of NRS are deemed to be continuing operations.

1.9 Grants

Grants payable are recorded as expenditure in the period that the underlying activity giving entitlement to the grant occurs.

1.10 Foreign Exchange

Transactions which are denominated in a foreign currency are translated into sterling at the exchange rate ruling on the date of each transaction, except where rates do not fluctuate significantly, in which case an average rate for a period is used.

1.11 Pensions

Present and past employees are covered by the provisions of the Principal Civil Service Pension Scheme (PCSPS) which is a defined benefit scheme and is unfunded and non-contributory. Portfolios, Agencies and other bodies covered by the PCSPS recognise the expected cost of providing pensions for their employees, on a systematic and rational basis over the

period during which they benefit from their services. Liability for payment of future benefits is a charge to the PCSPS. Separate scheme statements for the PCSPS as a whole are published.

1.12 VAT

VAT is charged to the relevant expenditure category or included in the capitalised purchase cost of assets. Where output tax is charged or input tax is recoverable, the amounts are stated net of VAT.

1.13 Leases

The leases entered into by NRS in 2022-2023 were for office equipment classified as operating leases and, as such, the rentals are charged to the Operating Cost Statement.

The remaining lease, covering one of NRSs buildings, grants NRS the right to occupy the building for 100 years to 2064 in exchange for a peppercorn rent. There is no annual cost or lease liability. Applying the transition guidance for IFRS 16, the asset value will be unchanged on transition, and the liability remains nil.

1.14 IFRS updates issued but not yet effective

There are no IFRS standards in issue that will have a material impact on NRSs accounts in future years.

1.15 Going Concern

The accounts are prepared on the going concern basis, which provides that the entity will continue in operational existence for the foreseeable future.

2. Staff Costs

Please refer to Remuneration and Staff Report on [page 45](#).

3. Operating Expenditure

3.1 Analysis of Operating Expenditure

	2022-2023 £,000	2021-2022 £'000
Accommodation	5,153	3,372
ICT maintenance and supplies	1,193	1,651
Support services from other public bodies	802	766
Specialist service contracts	2,698	4,078
Communications services	221	630
ScotlandsPeople web hosting	529	426
Website development and running costs	5	6
Stationery	33	29
Marketing	228	242
Training	114	110
Transport and travel	19	6
Census 2022 services	24,542	14,888
Other supplies and services	654	638
Losses and special payments	-	1
Non-cash items:		
Depreciation and amortisation	2,979	3,716
Loss on disposal of assets	110	-
Audit fee	70	70
Programme expenditure:		
Grant to Scottish Council on Archives	190	190
Total	39,540	30,819

3.2 Other Operating Expenditure

There is £731k of expenditure relating to operating lease arrangements for properties recorded within Other Operating Expenditure (2021-2022: £740k).

4. Operating Income

4.1 Analysis of Operating Income

	2022-2023 £,000	2021-2022 £'000
Income from contract to operate NHS Central Register	(933)	(933)
Charges for access to records and associated services	(1,532)	(1,339)
Income from the ScotlandsPeople website	(3,645)	(3,840)
Other fees and charges	(485)	(440)
Property rental income from other public bodies	(544)	(208)
Income from capital grant	-	-
Total Administration Income	(7,139)	(6,761)

Receipts from fees and charges arise from a range of services provided to customers, including income from the sale of extracts through both our ScotlandsPeople Centre and ScotlandsPeople Website, contracted income from the Scottish Government to maintain the National Health Service Central Register, fees for the statutory services we provide to the public, and rental income from other public bodies who are minor occupiers in the buildings we operate.

4.2 Operating Income received from External and Public Sector Customers analysed by services provided is as follows:

	Income Received £'000	Full Cost £'000	Surplus/ (Deficit) £'000
Service Provided:			
Delivery of ScotlandsPeople online	5,129	4,782	347
Maintenance of the National Health Service Central Register (NHSCR) of patients and associated research data sales	933	1,105	(172)

5. Reconciliation of Net Operating Cost to Net Resource Outturn and Resource Budget Outturn

	2022-2023 £,000	2021-2022 £'000
Net Operating Cost	59,652	58,861
Net Resource Outturn	59,652	58,861
of which:		
Departmental Expenditure in DEL	59,652	58,861
Departmental Expenditure in AME	-	-

Budgets for Departmental Expenditure Limits (DEL) are set as part of the Scottish Spending Review and annual Budget Bills. These are allocated for running costs associated with the delivery of NRSs functions and services.

6. Non-Current Assets – Property, Plant and Equipment 2022-2023

	Freehold Land £'000	Buildings £'000	Office Equipment £'000	Vehicles £'000	Plant and Equipment £'000	ICT Systems £'000	Specialised Shelving £'000	Assets under Construction £'000	Total £'000
Cost or valuation									
At 1 April 2022	2,325	10,942	469	89	1,340	5,092	2,925	-	23,182
Additions	-	250	-	271	-	289	-	361	1,171
Disposals	-	-	-	-	(20)	(169)	-	-	(189)
Transfers	-	-	-	-	-	30	-	-	30
Transfer – capital grant asset	-	-	-	-	-	-	-	-	-
Revaluation	30	108	-	-	-	-	-	-	138
Impairment and revaluation to outturn	-	-	-	-	-	-	-	-	-
At 31 March 2023	2,355	11,300	469	360	1,320	5,242	2,925	361	24,332
Accumulated Depreciation									
At 1 April 2022	-	-	468	83	967	3,683	2,240	-	7,441
Charged in year	-	817	1	6	83	535	112	-	1,554
Disposals	-	-	-	-	(6)	(74)	-	-	(80)
Revaluation	-	(817)	-	-	-	-	-	-	(817)
At 31 March 2023	-	-	469	89	1,044	4,144	2,352	-	8,098
Net book value current year	2,355	11,300	0	271	276	1,098	573	361	16,234
Net book value prior year	2,325	10,942	1	6	373	1,409	685	-	15,741

6. Non-Current Assets – Property, Plant and Equipment 2021-2022

	Freehold Land £'000	Buildings £'000	Office Equipment £'000	Vehicles £'000	Plant and Equipment £'000	ICT Systems £'000	Specialised Shelving £'000	Assets under Construction £'000	Total £'000
Cost or valuation									
At 1 April 2021	2,271	10,583	469	89	1,325	4,349	2,918	7	22,011
Additions	-	55	-	-	15	743	-	-	813
Disposals	-	-	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	7	(7)	-
Transfer – capital grant asset	-	-	-	-	-	-	-	-	-
Revaluation	54	304	-	-	-	-	-	-	358
Impairment and revaluation to outturn	-	-	-	-	-	-	-	-	-
At 31 March 2022	2,325	10,942	469	89	1,340	5,092	2,925	-	23,182
Accumulated Depreciation									
At 1 April 2021	-	-	467	74	881	3,279	2,123	-	6,824
Charged in year	-	823	1	9	86	404	117	-	1,440
Disposals	-	-	-	-	-	-	-	-	-
Revaluation	-	(823)	-	-	-	-	-	-	(823)
At 31 March 2022	-	-	468	83	967	3,683	2,240	-	7,441
Net book value current year	2,325	10,942	1	6	373	1,409	685	-	15,741
Net book value prior year	2,271	10,583	2	15	444	1,070	795	7	15,187

6. Non-Current Assets – Heritage Assets 2022-2023

	Heritage Assets – Papers and Journals £'000
Cost or Valuation	
At 1 April 2022	3,618
Additions	-
Disposals	-
Transfers	-
At 31 March 2023	3,618
Accumulated Amortisation	
At 1 April 2022	1,450
Charged in year	132
At 31 March 2023	1,582
Net book value current year	2,036
Net book value prior year	2,168

6. Non-Current Assets – Heritage Assets 2021-2022

	Heritage Assets – Papers and Journals £'000
Cost or Valuation	
At 1 April 2021	3,116
Additions	502
Disposals	-
Transfers	-
At 31 March 2022	3,618
Accumulated Amortisation	
At 1 April 2021	1,335
Charged in year	115
At 31 March 2022	1,450
Net book value current year	2,168
Net book value prior year	1,781

6. Non-Current Assets – Intangible Assets 2022-2023

	Computer Licenses £'000	Website Images £'000	Computer Software £'000	Assets under Development £'000	Total £'000
Cost or Valuation					
At 1 April 2022	2,181	10,076	6,344	446	19,047
Additions	21	–	1,187	–	1,208
Disposals	(1,094)	–	(5,473)	–	(6,567)
Transfers	–	–	416	(446)	(30)
At 31 March 2023	1,108	10,076	2,474	–	13,658
Accumulated Amortisation					
At 1 April 2022	1,551	3,903	4,888	–	10,342
Charged in year	205	131	957	–	1,293
Disposals	(1,094)	–	(5,473)	–	(6,567)
At 31 March 2023	662	4,034	372	–	5,068
Net book value current year	446	6,042	2,102	–	8,590
Net book value prior year	630	6,173	1,456	446	8,705

Assets under development carried forward were transferred to computer software in year. £416k was in relation to the 1921 Census transcription service. £30k was classified incorrectly in 2021-2022 as AUD which should have been classified as AUC. £30k has been transferred to PPE as it was in use in year.

6. Non-Current Assets – Intangible Assets 2021-2022

	Computer Licenses £'000	Website Images £'000	Computer Software £'000	Assets under Development £'000	Total £'000
Cost or Valuation					
At 1 April 2021	1,651	10,076	5,472	829	18,028
Additions	530	–	43	446	1,019
Disposals	–	–	–	–	–
Transfers	–	–	829	(829)	–
At 31 March 2022	2,181	10,076	6,344	446	19,047
Accumulated Amortisation					
At 1 April 2021	1,105	3,592	3,484	–	8,181
Charged in year	446	311	1,404	–	2,161
Disposals	–	–	–	–	–
At 31 March 2022	1,551	3,903	4,888	–	10,342
Net book value current year	630	6,173	1,456	446	8,705
Net book value prior year	547	6,484	1,988	829	9,848

7. Trade and Other Receivables

	2022-2023 £,000	2021-2022 £'000
Amounts falling due within one year		
Trade receivables	43	291
Prepayments and accrued income	1,116	1,441
Other receivables – sundry debtors	6	6
Total receivables falling within one year	1,165	1,738
Total Receivables	1,165	1,738
Movement	572	609
Analysis by category of counterparty		
Other Central Government Bodies	60	90
Local Authorities		-
NHS Bodies		-
Bodies External to Government	1,105	1,648
Total Receivables	1,165	1,738

8. Cash and Cash Equivalents

	2022-2023 £,000	2021-2022 £'000
At 1 April	1	1
Movement	-	-
At 31 March	1	1
	1	
Commercial banks and cash in hand		1
Total Cash	1	1

9. Trade and Other Payables: amounts falling due within one year

	2022-2023 £,000	2021-2022 £'000
Trade payables	166	1,166
Deferred income	0	4
Employee benefits	1,033	1,239
Accrued expenditure	1,870	9,145
Capital accruals	183	-
Income tax, social security and pensions	902	910
Lease incentive	213	116
Total Payables	4,367	12,580
Lease incentive	-	213
Retention	-	-
Total payables falling after one year	-	213
Total Payables	4,367	12,793
Movement	(8,426)	6,327
Analysis by category of counterparty		
Other Central Government Bodies	153	123
Local Authorities		-
NHS Bodies		-
Bodies External to Government	4,214	12,670
Total Payables	4,367	12,793

10. Provisions for Liabilities and Charges

During the year there were no provisions made for liabilities and charges (2021-2022: Nil). During financial year 2022-2023, no NRS employees were awarded early retirement.

11. Commitments under Leases

Total future minimum lease payment under operating leases are given in the table below for each of the following periods.

	2022-2023 £'000	2021-2022 £'000
Obligations under operating leases comprise:		
Land and Buildings		
– Within one year	290	858
– Between two and five years	0	3,240
– After five years	0	2,288
Total	290	6,386
Other		
– Within one year	52	96
– Between two and five years	10	50
– After five years	0	-
Total	62	146
Total obligations under operating leases	352	6,532

The land and buildings operating leases were in respect of rent for Ladywell House and Cairnsmore House.

The Ladywell House lease break option was exercised in January 2023. The Cairnsmore House lease expired in December 2022 and was not renewed.

In 2022-2023 NRS no longer carry liabilities for leases under IFRS16.

Obligations under other operating leases are for NRS leased office equipment. This falls under the low-value assets exemption of IFRS 16. The value and term of these leases is such that this will not materially affect the accounts.

12. Capital Commitments

Capital commitments as at 31 March 2023 for which no provision has been made £1.4m (£115k 2021-2022). This is a contractual commitment over the period of the New Register House roof replacement project.

13. Related party transactions

NRS maintains the National Health Service Central Register of patients on behalf of the Scottish Government. The Scottish Government is regarded as a related party with which NRS has had various material transactions during the year.

In addition, NRS has had a number of transactions with other government departments and other central government bodies.

During the year there were no material transactions by board members, key managerial staff or other related parties.

14. Contingent Liabilities

There were no contingent liabilities at 31 March 2023 that require to be disclosed under IAS37.

15. Financial Instruments

NRS is exposed to minimal amounts of financial risk, largely because of the non-trading nature of its activities and the way Government is financed.

16. Segmental Analysis as at 31 March 2023

NRS is structured into six key business areas. The structure and portfolio of responsibility under each business area is outlined at page 9 under NRS structure.

The following table outlines the current NRS directorate structure. The revenue is not analysed by geographical area or major customer as required by IFRS 8 because the cost to develop this information is excessive.

Segmental Reporting of 2022-2023 Outturn

	Staff Costs £'000	Grants, Goods and Services £'000	Total Expenditure £'000	Operating Income £'000	Total Net Operating Costs £'000
Information and Records Services	2,817	478	3,295	(36)	3,259
IT Services	6,412	2,462	8,874	-	8,874
Operations and Customer Services	5,296	1,047	6,343	(5,616)	727
Statistical Services	7,717	27,043	34,760	(943)	33,817
Corporate Services	4,336	5,420	9,756	(544)	9,212
Delivery	673	1	674	-	674
	27,251	36,451	63,702	(7,139)	56,563
Adjust for items not allocated by segment:					
Depreciation				3	2,979
Loss on disposal of assets				3	110
Total Net Operating Costs per Statement of Comprehensive Net Expenditure					59,652

Segmental Reporting of 2021-2022 Outturn

	Staff Costs £'000	Grants, Goods and Services £'000	Total Expenditure £'000	Operating Income £'000	Total Net Operating Costs £'000
Information and Records Services	3,323	434	3,757	(6)	3,751
IT Services	9,463	4,073	13,536	0	13,536
Operations and Customer Services	5,008	939	5,947	(5,600)	347
Statistical Services	12,954	17,590	30,544	(946)	29,598
Corporate Services	3,872	4,066	7,938	(209)	7,729
Delivery	183	0	183	0	183
	34,803	27,102	61,905	(6,761)	55,144
Adjust for items not allocated by segment:					
Depreciation				3	3,716
Impairment				3	0
Total Net Operating Costs per Statement of Comprehensive Net Expenditure					58,861

17. Post Balance Sheet Events

There were no material events that require to be adjusted in the accounts or to be disclosed after the reporting period.

Accounts Direction



Scottish Government
Riaghaltas na h-Alba
gov.scot

NATIONAL RECORDS OF SCOTLAND

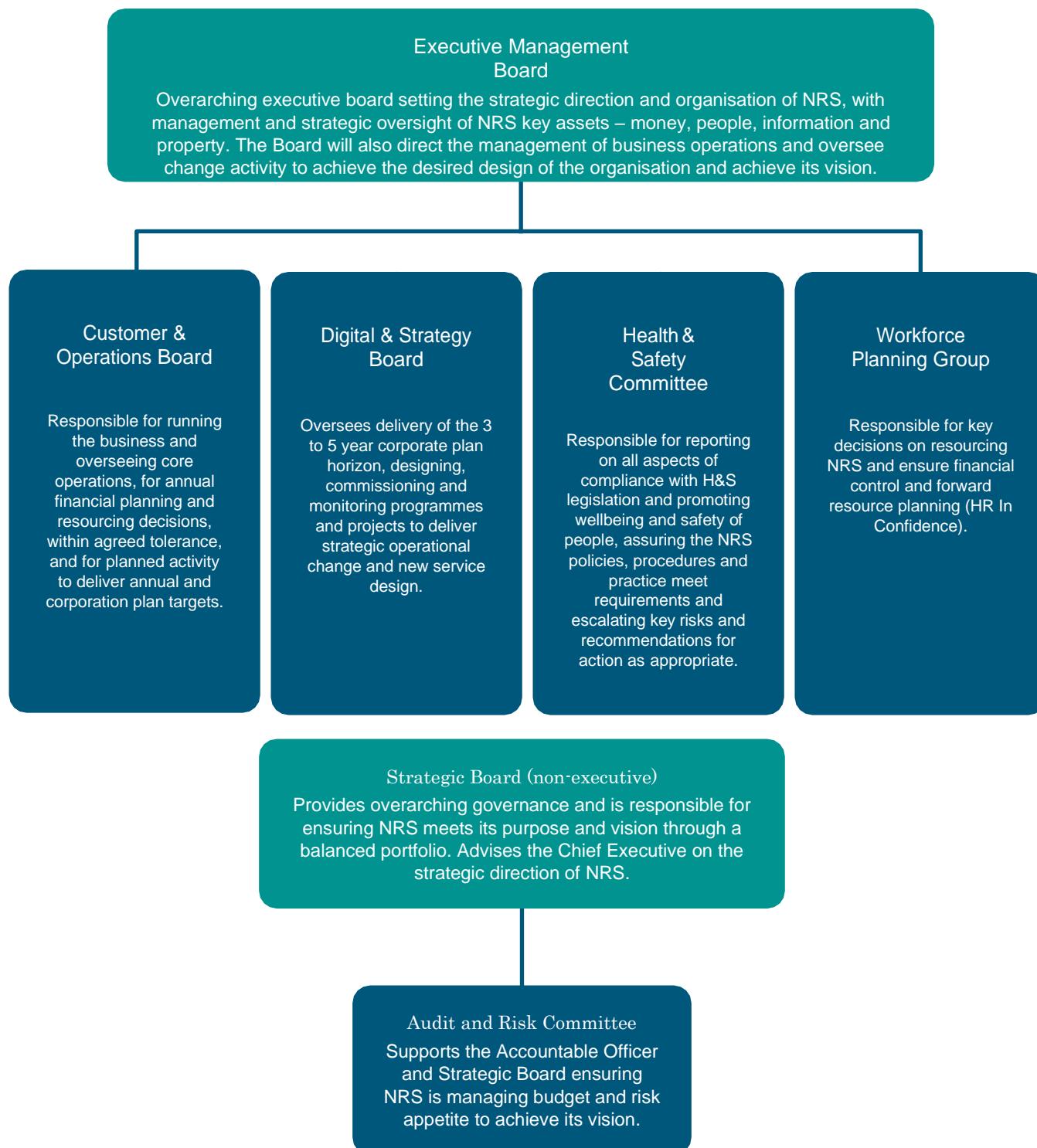
Direction by the Scottish Ministers in accordance with section 19(4) of the Public Finance and Accountability (Scotland) Act 2000

- 1. The statement of accounts for the financial year ended 31 March 2012 and subsequent years shall comply with the accounting principles and disclosure requirements of the edition of the Government Financial Reporting Manual (FReM) which is in force for the year for which the statement of accounts is prepared.*
- 2. The accounts shall be prepared so as to give a true and fair view of the net resource outturn, resources applied to objectives, recognised gains and losses and cash flows for the financial year, and of the state of affairs as at the end of the financial year.*
- 3. This direction shall be reproduced as an appendix to the statement of accounts.*

*Signed by the authority of the Scottish Ministers
Dated 6 June 2012*

Appendix A – Corporate Governance Framework

A summary of our Corporate Governance framework through 2022-2023 is as follows.



Grant Thornton UK LLP
110 Queen Street,
Glasgow
G1 3BX

Dear Grant Thornton UK LLP

National Records of Scotland
Financial Statements for the year ended 31 March 2023

This representation letter is provided in connection with the audit of the financial statements of National Records of Scotland for the year ended 31 March 2023 for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects in accordance with International Financial Reporting Standards, and the Government Financial Reporting Manual 2022/23 ("the FReM") and applicable law.

We confirm that to the best of our knowledge and belief having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

Financial Statements

- i. We have fulfilled our responsibilities for the preparation of the organisations' financial statements in accordance with International Financial Reporting Standards and The Government Financial Reporting Manual 2022/23 ("the FReM"); in particular the financial statements are fairly presented in accordance therewith.
- ii. We have complied with the requirements of all statutory directions affecting National Records of Scotland and these matters have been appropriately reflected and disclosed in the financial statements.
- iii. National Records of Scotland has complied with all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance. There has been no non-compliance with requirements of any regulatory authorities that could have a material effect on the financial statements in the event of non-compliance.
- iv. We acknowledge our responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud.
- v. Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable. We are satisfied that the material judgements used in the preparation of the financial statements are soundly based, in accordance with the FReM and adequately disclosed in the financial statements. We understand our responsibilities includes identifying and considering alternative methods, assumptions or source data that would be equally valid under the financial reporting framework, and why these alternatives were rejected in favour of the estimate used. We are satisfied that the methods, the data and the significant assumptions used by us in making accounting estimates and their related disclosures are appropriate to achieve recognition, measurement or disclosure that is reasonable in accordance with the FReM and adequately disclosed in the financial statements.
- vi. We are satisfied that the material judgements used in the preparation of the financial statements are soundly based, in accordance with International Financial Reporting Standards, and adequately disclosed in the financial statements. There are no other material judgements that need to be disclosed. The assessment of asset lives for intangible assets is based upon the best estimate of expected use. The information provided for leases and whether they are on or off the statement of financial position has assessed the lease contracts in place.

- vii. Except as disclosed in the financial statements:
 - a. there are no unrecorded liabilities, actual or contingent
 - b. none of the assets of National Records of Scotland have been assigned, pledged or mortgaged
 - c. there are no material prior year charges or credits, nor exceptional or non-recurring items requiring separate disclosure.
- viii. Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of International Financial Reporting Standards and the FReM.
- ix. All events subsequent to the date of the financial statements and for which International Financial Reporting Standards and the FReM require adjustment or disclosure have been adjusted or disclosed.
- x. We have only accrued for items received before the year-end.
- xi. We have considered the misclassification and disclosure changes schedule included in your Annual Audit Report. National Records of Scotland's financial statements have been amended for this misstatement, misclassification and disclosure change as detailed within the Annual Audit Report and are free of material misstatements, including omissions.
- xii. Actual or possible litigation and claims have been accounted for and disclosed in accordance with the requirements of International Financial Reporting Standards.
- xiii. We have no plans or intentions that may materially alter the carrying value or classification of assets and liabilities reflected in the financial statements.
- xiv. We have updated our going concern assessment. We continue to believe that National Records of Scotland's financial statements should be prepared on a going concern basis and have not identified any material uncertainties related to going concern on the grounds that:
 - a. the nature of the organisation means that, notwithstanding any intention to cease its operations in their current form, it will continue to be appropriate to adopt the going concern basis of accounting because, in such an event, services it performs can be expected to continue to be delivered by related public authorities and preparing the financial statements on a going concern basis will still provide a faithful representation of the items in the financial statements
 - b. the financial reporting framework permits the entry to prepare its financial statements on the basis of the presumption set out under a) above; and
 - c. the organisation's system of internal control has not identified any events or conditions relevant to going concern.

We believe that no further disclosures relating to the organisation's ability to continue as a going concern need to be made in the financial statements.

Information Provided

- xv. We have provided you with:
 - a. access to all information of which we are aware that is relevant to the preparation of National Records of Scotland's financial statements such as records, documentation and other matters;
 - b. additional information that you have requested from us for the purpose of your audit; and
 - c. access to persons within National Records of Scotland via remote arrangements, where/if necessary, from who you determined it necessary to obtain audit evidence.
- xvi. We have communicated to you all deficiencies in internal control of which management is aware.

- xvii. All transactions have been recorded in the accounting records and are reflected in the financial statements.
- xviii. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- xix. We have disclosed to you all information in relation to fraud or suspected fraud that we are aware of and that affects National Records of Scotland and involves:
 - a. management;
 - b. employees who have significant roles in internal control; or
 - c. others where the fraud could have a material effect on the financial statements.
- xx. We have disclosed to you all information in relation to allegations of fraud, or suspected fraud, affecting the financial statements communicated by employees, former employees, analysts, regulators or others.
- xxi. We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing financial statements.
- xxii. We have disclosed to you the identity of National Records of Scotland's related parties and all the related party relationships and transactions of which we are aware.
- xxiii. We have disclosed to you all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements.

Annual Governance Statement

- xxiv. We are satisfied that the Governance Statement (AGS) fairly reflects National Records of Scotland's risk assurance and governance framework, and we confirm that we are not aware of any significant risks that are not disclosed within the AGS.

Remuneration and Staff Report

- i. We are satisfied that the disclosures contained within the Remuneration and Staff report have been prepared in accordance with the FReM and that disclosures made are complete and accurate.

Annual Report

- ii. The disclosures within the Annual Report fairly reflect our understanding of National Records of Scotland's financial and operating performance over the period covered by National Records of Scotland's financial statements.

Approval

The approval of this letter of representation was minuted by the Audit and Risk Committee at its meeting on 28 September 2023.

Yours faithfully

Linda Sinclair

Linda Sinclair

Accountable Officer

Date: 29 September 2023

Signed on behalf of National Records of Scotland