

NRS MANAGEMENT BOARD MEETING

14 December 2017

Media Room

General Register House, Edinburgh

Present:

Tim Ellis	Chief Executive (Chair)
Laura Mitchell	Deputy Keeper and Head of Records and Archives Services
Anne Slater	Head of Public Services and Interim Head of Corporate Services
Amy Wilson	Head of Statistical Futures
Steven Hanlon	Head of Finance and Accountable Officer
Catherin McFie	Non-Executive Director
Mandy Gallacher	Non-Executive Director
Bill Matthews	Non-Executive Director
Gordon Shipley	Non-Executive Director

In attendance:

Linda Sinclair	Change Programme Manager
David Smith	Secretariat

Apologies:

Colin Ledlie	Non-Executive Director
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1. Welcome and Declaration of Interests

Mandy Gallacher (MG) advised she is undertaking some work with the Scottish Futures Trust.

2. Note of Meeting held on 21 September and Action Log

Members agreed the note of 21 September 2017 was an accurate record of the meeting. Members reviewed the action log.

3. Board Business

3.1 Finance

Steven Hanlon (SH) introduced the finance paper and drew members' attention to the completion of the Autumn Budget Revision, with preparation for the Spring Budget Revision underway. Members discussed the paper, noting the financial position including the forecast underspend on capital.

3.2 Best Value Principles

SH presented the paper which discussed the principle of best value as set out in the Scottish Public Finance Manual and the duty placed on Accountable Officers to ensure arrangements have been made to secure best value. Members thanked SH for the paper.

3.3 Portfolio Update

Anne Slater (AS) presented the portfolio update. Members discussed the progress of key programmes within the portfolio including the Digital Preservation Programme, Census 2021 and the Estates Strategy.

3.4 Audit and Risk Committee (ARC) Update

In the absence of the Chair of the Audit and Risk Committee, members noted the draft minute of the meeting with thanks.

4. Estates Update

AS provided an update on operational estates matters, in particular the recent issues with stonework at West Register House, the activation of business continuity plans and remedial work that is underway. Members discussed the arrangements in place and plans for the return of staff to the building.

5. Census Update

Amy Wilson (AW) drew members' attention to key milestones since the last update. This included the completion of some major procurement activity, and budgetary approval. Members discussed how resourcing was critical to the success of the programme.

6. People and Culture

Christina McLaren (CMcL) presented the report, including progress on workforce planning, attendance management classes for managers, and more detailed management information becoming available. The results of the People Survey 2017 have been released. There are some small increases in scores at the NRS level, however there is a more mixed picture within individual business areas. The Organisational Development manager is discussing results with business leads with a view to making recommendations. Members noted the papers with thanks.

7. NRS Operating Model and Governance Structures

Linda Sinclair (LS) provided an update on the NRS transformation project which included the implementation of a new operating model and governance structures. The intention is to bring the new governance arrangements from April 2018, including the name change for this Management Board to Strategic Board, to better reflect its purpose. Members discussed the importance of regular communication for

staff, and engagement with the Partnership Board. Members asked to be kept up to date on progress including receiving copies of communications to staff.

Action: Secretariat to ensure staff updates are sent to Board members.

8. Board Development

Members discussed the balance of board business between the strategic and operational. The Non-Executive members noted the good quality of papers received, but requested that Executive members consider where they would like particular strategic advice and to highlight that when providing papers.

Action: Tim Ellis to consider particular areas where Board members' advice would be helpful.

9. Date of Next meeting and Close

The next meeting of the NRS Management Board will be held on 8 March 2018 in the Lord Clerk Register's Room in General Register House.

February 2018