

Registers of Scotland

RoS Board

November 2020

Future Board Meeting and Updates Proposal

Purpose

1. This paper proposes the structure and rhythm of Board meetings and NED updates for 2021 and beyond.

Recommendation

2. The Board are invited to note the structure and rhythm of Board meetings and the proposed sequencing of written updates from the Keeper for 2021.

Background

3. The Keeper, Accountable Officer, ARC Chair, Head of Secretariat and Secretary to the Audit and Risk Committee worked together to come up with a proposal for optimal sequencing of EMT, ARC and Board meetings, which meets the needs of our reporting sequencing and statutory requirements.

4. The proposal was been set out in such a way that the meetings can be set up as a recurring sequence, meaning that the board dates no longer need to be set on an annual basis, we now know the future board dates indefinitely.

5. This sequencing was shared and agreed by NEDs in September 2020 and has now been set up in diaries.

Agreed Sequencing of Meetings

EMT CG Quarterly Reporting Meetings	ARC BAU Meetings	Board BAU Meetings
Last Thursday in January	Second Tuesday in February	Second Tuesday/Wednesday in March
Last Thursday in April	Second Tuesday in May	Second Tuesday in June
Last Thursday in July	Second Tuesday in August	Second Tuesday/Wednesday in September
Last Thursday in October	Second Tuesday in November	Second Tuesday in December

ARC Check Ins	Meetings of the Board
Corporate Plan Workshop – Third Tuesday in January	Corporate Plan Workshop – Third Tuesday in January
Last Tuesday in March	Risk Workshop – Fourth Tuesday in May
Risk Workshop – Fourth Tuesday in May	
Second Tuesday in July	
Fourth Tuesday in September	

Keepers Written Updates

6. The Keeper will provide interim written updates as required to keep the Board informed in between Board meetings and will confirm the dates of these proposed updates in due course.

Other Opportunities for NED Engagement

7. In addition to the opportunities to meet and hear from Registers of Scotland detailed above, Non-Executive Directors will continue to be invited to attend internal and external engagement activities and may be asked to join project boards where applicable.

Conclusion

8. The Board is asked to note the proposals set out in the paper and agree the written update sequencing for 2021.

Chief Executive and Keeper of the Registers of Scotland

26 October 2020