

Registers of Scotland

Board Meeting

14 June 2022

Draft of Annual Report and Accounts 2021-22

Purpose

1. The purpose of this paper is to ask Board Members to discuss feedback provided on the initial draft of the Annual Report 2021-22.
2. Please note that as we have gathered detailed feedback from the version circulated on 26 April, this will be an opportunity to generally discuss the report and suggest possible additional minor updates as opposed to significant changes.

Recommendation

3. Board members are asked to highlight any feedback that they provided on the initial draft of the Annual Report which they feel needs further discussion. For example, content that they feel will not make sense to the reader, anything that looks inaccurate/could be misleading and any figures they feel need to be checked or changed.
4. Board members are asked to discuss and offer final feedback during the meeting on 14 June. Communications colleagues will attend the meeting and take note of any updates needing made to the draft following the meeting.

Background

5. The purpose of the Annual Report is to give an overview of how RoS has performed over the financial year 2021-22.
6. The first draft of the report was emailed to the Accountable Officer and The Keeper on 08 April and their initial comments and feedback have been incorporated or flagged as being in progress in the draft. EMT were provided with an updated version to review on 20 April and Audit and Risk Committee members and Non-Executive Directors were provided with an updated version to review on 26 April. The draft report is attached at Annex A.

Annual Report and Accounts 2021-22

7. The Annual Report includes key business activities and financial performance – both positive and not so positive (i.e. not just business highlights). Following feedback from last year, this year's report aims to be much more streamlined to make it more engaging and accessible for our audiences.
8. Some data, numbers and content are still being worked on by colleagues – where this is the case, the relevant text is highlighted or has a comment attached to it in the draft. These sections are being updated as soon as possible.

Conclusion

9. Board members are asked to discuss feedback already provided on the Annual Report (draft circulated on 26 April) during the meeting on 14 June and to provide any final comments in the meeting or confirm that they are content with the draft.

10. An updated and designed version of the Annual Report will be shared with Board members out of committee for any final (ideally minor at that stage) comments in July 2022 prior to sign off at the September board once the full audited accounts and Audit Scotland opinion are finalised.

Communications Officer
Communications and Marketing
12 May 2022