

**RoS Board**

**14 December 2021**

**Board Skills Matrix**

**Purpose**

1. To seek approval from the Board to conduct the Board Skills Matrix using the template attached at Annex A in December with a view to reviewing the results at the March Board.

**Recommendation**

2. The Board are invited to provide any final feedback on the draft template and note that the survey will be issued in December for completion ahead of a proposed review of the results at the March Board.

**Background**

3. As per our recent Board discussions, we have been working with HR colleagues to develop an appropriate template for completing the Board Skills Matrix exercise. I have attached the draft template at Annex A, which was also circulated to NXDs for review within the October Keeper's written update.

4. Initial feedback on the template from NXDs, received as part of the monthly conversations, has been addressed as follows:

- a. The template has been adjusted to reflect enable participants to self-assess on their degree of expertise in any subject (rather than prescribing the number of years of experience)
- b. It was noted that there are potentially a large number of areas of interest, and we have considered if we could reduce the list. However given the potential wide range of topics that we may require NXD input in over the years ahead we have opted to stick with a longer list rather than reduce the scope.
- c. There are no plans to attempt to validate the responses. As we will be using the results primarily to identify which NXDs could be suitable to provide more detailed advice on any topics where more detailed input is required we would discuss at the point of inviting input whether the NXD in question felt appropriately qualified to provide the advice we were seeking within the topic area of interest.

5. The draft template is being tabled as an opportunity to collect any final feedback on the template before issuing.

**Conclusion**

6. The Board are invited to provide any final feedback on the draft template and note that the survey will be issued in December for completion ahead of a proposed review of the results at the March Board.

**Keeper of the Registers of Scotland**

**29 November 2021**