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**MINUTE OF THE REGISTERS OF SCOTLAND  
BOARD MEETING  
25-26 August 2016**

<b>Chair</b>	<b>Sheenagh Adams, Keeper</b>
<b>Board members present</b>	<b>Kenny Crawford Janet Egdell Billy Harkness John King Shrin Honap Deepa Mann-Kler Fiona Ross Jayne Scott</b>
<b>In attendance</b>	<b>Neil Cook – Item 10 Avril Gall – Item 30 Grant Hall – Item 19 Charles Keegan Chris Kerr - Items 5 to 8 (inclusive) Scott McLear – Items 4, 9 and 12 Colin Miller – Item 21 Jeff Miller - Items 5 to 8 (inclusive) Tom Meade - Items 5 to 8 (inclusive) Stevie Simpson – Items 3 – 15 (inclusive) Martin Tyson – Items 5 to 8 (inclusive) Lindsey Yeoman – Items 4, 9 and 12</b>
<b>Secretariat</b>	<b>Gillian Martin Lucy Walker</b>

**Introduction, apologies and declaration of interests**

1. Sheenagh Adams welcomed everyone to the meeting, particularly Charles Keegan, Stevie Simpson and Lucy Walker. Apologies were received from Billy Harkness for items 16-33. No declaration of interests were received.

**Visit to SVP**

2. The board undertook a visit to RoS' new offices in St. Vincent Plaza, St Vincent Street, Glasgow.

### **Big Picture 2017**

3. Janet Egdell and Billy Harkness presented the board with an update on the work undertake to create and cascade to staff the RoS Big Picture vision for 2017. The board noted the themes and outcomes from the sessions and agreed that EMT would take these forward.

### **RoS 2020 visioning workshop**

4. The board undertook a visioning workshop whereby they discussed future wider business strategy, including the digital, financial, commercial and resourcing elements of this.

5. The board agreed that they would like to commission a workshop to delve further into these areas ahead of their November meeting. Members agreed that Janet Egdell, Jayne Scott and John King would lead on the workshop. Secretariat agreed to take forward the arrangements and inform members of a suitable date as soon as possible.

### **Reflections from the previous day**

6. The board reflected on the workshop the previous day agreeing that a lot of content had been covered. The board acknowledged the transformational phase that RoS is currently going through and that some further work is needed to refine options for RoS' future state before conducting a workshop to decide on organizational priorities around what RoS core activities could look like in 2020.

### **Minute of meeting of 18 May 2016 (RoSBrd2016/08/01)**

7. The minute of the meeting of 18 May 2016 was accepted as an accurate reflection of the meeting.

### **Action Log (RoSBrd2016/08/02)**

#### **Actions**

##### **2545 – Financial strategy**

The board agreed that this had been overtaken by the work on the business strategy and could now be closed.

##### **2619 – Strapline**

The board noted that this would form part of the communications strategy that would be presented to the board in November 2016.

##### **2620 – Attendance at OMT**

Secretariat agreed to take this forward with Jayne.

**2621 – LRC update**

The board agreed that this item was on the agenda and could now be closed.

**Corporate planning assumptions**

8. Grant Hall presented the board with paper including RoS vision, values and strategic objectives and a draft timeline for the creation of the RoS corporate plan 2017-20. Grant advised that this was part of his early corporate planning work and the final plan would be submitted to the board for approval at their February 2017 meeting.

9. The board considered the current vision, values and strategic objectives and made some textual amendments to them agreeing that these should be refined by EMT before submission to the next board. Members approved the timetable presented by Grant and looked forward to seeing the plan in the New Year.

10. The board discussed the messaging around the corporate plan and agreed that this was a key element of getting staff to embrace the change. Sheenagh Adams advised that she had been in discussions with Nicola Rose-Hughes and Fiona McEwen on this and that communications with staff would be included within the communications and stakeholder engagement strategies to be considered by the board at their November meetings.

**Reserves** (*RosBrd2016/08/03*)

11. The board approved the paper on reserves presented by Janet Egdell.

**Fee Review 2017** (*RosBrd2016/05/03*)

12. Colin Miller presented the board with a paper outlining the outcomes and recommendations following the biennial fee review.

13. The board considered the paper discussing areas such as KIR, impact of business transformation, the development of new products and services and rejections. Members commented that following on from yesterday's workshop fees would be a key factor in our future business and financial strategies and that early planning in this area would be helpful.

14. The board approved the paper and agreed that the recommendations should be put forward to the Minister as soon possible. Colin Miller agreed to take this forward.

**Audit committee annual report 2015-16** (*RoSBrd2016/05/05*)

15. Jayne Scott provided the board with an overview of the audit committee annual report for 2015-16. Jayne explained that this was her first report as chair of the audit committee after taking over from Stephen Dingle in January 2016.

16. Jayne advised that she felt that the committee was working well highlighting that they undertook an effectiveness review earlier in the year and that this had received a positive response from both members and RoS management.

17. Jayne provided an overview of the audit work undertaken within the year and that she was assured that RoS maintained its effective controls and measures throughout the year. Jayne added that the audit committee are happy to recommend that Janet Egdell sign the annual report and accounts as RoS accountable officer.

18. Jayne wished to express her thanks to the team for their hard work in maintaining the audit programmes and the creation of the annual report throughout the year.

19. The board noted the audit committee annual report for 2015-16.

**Annual report and accounts** *(RoSBrd2016/05/05)*

20. The board considered the RoS annual report and accounts for 2015-16. Members agreed that they were content for Janet Egdell to sign them as RoS accountable officer and wished to express their thanks to the staff involved in the creation and design of the document.

**Business transformation programme update** *(RoSBrd2016/02/04)*

21. John King provided the board with an update on progress and current activities within the business transformation programme adding that the focus since the last board and towards the next is enabling and delivering the core spine to deliver the business transformation programme. John expanded by stating that there has been a significant amount of progress since the last meeting with the implementation within the business of the new scanning solution and the procurement of a new case management system.

22. John advised that the team are currently working on a consultation document for e-submission of applications. Members were encouraged by this and agreed that this would be a real enabler for the programme.

23. John provided an overview of the creation of the RoS innovation centre, highlighting that the primary focus of the IC is to act as an enabler for business change to be implemented within the business. John added that this IC gives RoS an opportunity to robustly test its new products and services before putting them in a live environment, and therefore are really able to see the benefits and impacts of the change before full implementation. Members commented that they thought the IC was a great addition to RoS and would

like a more detailed overview including a demonstration of thee MAGIS tool at their November meeting.

24. The board discussed succession planning within the digital area. Sheenagh advised that this was something she and EMT colleagues are actively considering and that an update will come to the board in due course.

25. John advised that the team are currently working on the next phase of the implementation of the programme and that he hoped to share these plans with the board at the November meeting.

26. The board noted John's update and welcomed progress in this area.

**LRC update (RoSBrd2016/02/04)**

27. Charles Keegan provided the board with an update on progress and current activities in the land register completion programme highlighting that the programme rating was currently amber. Charles advised that a significant amount of activity had been undertaken in all elements of LRC but wanted to report on activities within the public sector, private sector and keeper induced registration areas.

28. Charles reported that level of voluntary registrations for the public sector were remaining at a low volume but that the team are still actively engaging with public sector bodies with the aim of meeting the 2019 target. Charles stated that there are still some parts of the public sector who are not engaging in this process and that an approach has been agreed with Keith Brown, MSP, and Cabinet Secretary for Economy, Jobs and Fair Work to progress to encourage public bodies to engage in this process.

29. Charles added that the programme would be discussing options around the further progression of the public sector target and that he would update the board at their November meeting.

30. Charles advised that the private sector work was continuing to go well and that the team are working with some of Scotland's biggest land owners to develop plans of how they will register their land ahead of the 2024 target. Charles provided the board with an overview of the new products and services that RoS has developed to assist people in undertaking VR and explained the positive influence that they are having in both public and private sectors.

31. Charles provided the board with an update on the activities of the keeper induced registration team. Charles reported that the KIR process and tools were currently being refined and that he hoped to launch KIR before the end of the calendar year.

32. The board noted Charles update and looked forward to seeing progress in this area.

**Data strategy**

33. Kenny Crawford presented the board with an update on the progress of developing a data strategy. Kenny advised that work on the overall strategy was ongoing and that the overarching data principles had been agreed at the July EMT meeting.

34. Kenny provided an overview of the addressing work that has been undertaken by the project team outlining the value that this has added to business areas and customers.

35. Kenny advised that Katherine Falconer would be joining RoS as head of data in the coming weeks and that he would be looking to have a team in place in the short to medium term.

36. Kenny explained the overall impact of the data project on RoS data sets and that the board and EMT will need to consider as part of the wider business strategy how we use these in the future.

37. The board thanked Kenny for his update.

#### **Audit committee update**

38. The board agreed that this item was covered under agenda item 22.

#### **Performance and financial management report (RoSBrd2016/05/06)**

39. The board noted the performance and financial management report.

#### **Key risk register and issues tracker (RoSBrd2016/05/07)**

40. The board noted the current key risk register and issues tracker.

#### **Board development update**

41. The board received a presentation from Avril Gall from the Institute of Directors about their work. Members thanked Avril for her helpful presentation and agreed that this would inform their thinking around further board development activities.

42. The board discussed the work that they had undertaken in previous years and Sheenagh agreed that it would be helpful to circulate the outcomes of these events to the current board. Secretariat agreed to take this forward.

43. The board considered options for future development activities and agreed that members should undertake a self-assessment exercise and that the outcomes and themes will be discussed at the next board dinner in November. Secretariat agreed to take this forward.

#### **Papers for noting**

**Tracker 16-17** (*RoSBrd2016/05/10*)

44. The board noted the 16-17 tracker and looked forward to seeing progress across all areas this year.

**RoS Board dates for 2017** (*RoSBrd2016/05/10*)

45. The board noted the dates for the 2017 meetings. Secretariat to confirm the finalised date for the February meeting with members as soon as possible.

**Any other business**

46. None.

**Date of next meeting**

47. The date of the next meeting is 29/30 November, Meadowbank House, Edinburgh.