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**MINUTE OF THE REGISTERS OF SCOTLAND  
BOARD MEETING  
29 August 2017**

<b>Chair</b>	<b>Sheenagh Adams, Keeper</b>
<b>Board members present</b>	<b>Kenny Crawford Janet Egdell Billy Harkness Shrin Honap John King Fiona Ross Jayne Scott</b>
<b>In attendance</b>	<b>Lyn Gellatly - items 8, 9 and 10 Charles Keegan - items 8, 9 and 10</b>
<b>Secretariat</b>	<b>Gillian Martin</b>

### **Introduction, apologies and declaration of interests**

1. Sheenagh Adams welcomed everyone to the meeting. Apologies were received from Deepa Mann-Kler.
2. No declarations of interests were received.

### **Minute of meeting previous meeting (RoSBrd2017/08/01)**

3. The minute of the meeting of 18 May 2017 was accepted as an accurate reflection of the meeting.

### **Action Log (RoSBrd2017/08/02)**

#### **Actions**

#### **Action 2755, 2756 and 2769**

4. The board noted that this action was ongoing and would come back to the November meeting.

#### **Action 2760 and 2771**

5. The board noted that this action was ongoing and would come back to the February 2018 meeting.

#### **Actions 2770, 2772 and 2773**

6. The board agreed that these actions were complete and could be closed.

### **Business Transformation Programme Update**

7. John King provided the board with an update on the existing business transformation programme highlighting that work had been kicked off with PWC to conduct a complete review of the programme including methodology, benefits management and what is an appropriate place to end the programme. John added that this would be presented to the board November 2017

8. John informed the board that ScotLIS has now moved into private beta and this was a significant outcome for the project and would be the basis used for the live system.

9. The board thanked John for his update.

***Action - John King to provide the board with a full review of programme 1, including deliverables met, spend and benefits realised to the November 2017 board meeting***

#### **Programme 2 (RoSBrd2017/08/03)**

10. Charles presented the outline business case for a phase 2 of the business transformation programme.

11. The business case was approved subject to Charles taking steps to further scope what the programme will deliver as well as defining options for what could be in the programme, accompanying costings and benefits. Charles explained that this would be presented to the board in November.

***Action - Charles Keegan to provide an updated business case to the November board for transformation programme 2 that includes options for defined scope with accompanying deliverables, costings and what benefits will be realised from undertaking these.***

#### **Annual Report from the Audit Committee (RoSBrd2017/08/04 - 05)**

12. Jayne Scott presented her annual audit committee report to the board highlighting that she was pleased to be bringing a strong assurance report to the board and that RoS had received positive levels of assurance from both internal and external auditors.

13. Jayne commented that she felt that the current reporting arrangements in the absence of a finance director were working well, and that this was being constantly reviewed by the RoS executive management team.

14. Jayne explained that the audit committee had received regular reports on business transformation, financial strategy and workforce planning and that the committee were reassured that work was ongoing within these areas.

15. The board expressed their thanks to the audit committee for their continued support in this area. Members noted the audit committee report.

#### **Annual Report and Accounts (RoSBrd2017/08/06)**

16. Janet presented the annual report and accounts to the board for consideration.

17. The board agreed that they were content to recommend that Janet sign the annual report and accounts as RoS accountable officer.

***Action - RoS Secretariat to arrange for the RoS Annual Report and Accounts 2017 to be signed by RoS and Audit Scotland and laid before the Scottish Parliament.***

***Action - Janet Egdell to work with Secretariat and Communications to develop some process improvements in relation to the annual report timetable for the coming year.***

#### **Performance and Financial Management Report (RoSBrd2017/08/07)**

18. The board noted the work that was ongoing in relation to KPIs and the arrears position and looked forward to seeing progress in this area within this calendar year.

19. The board considered the overall financial position and agreed that although the income was down in the first quarter they were confident that this would even out over the year and that this would be kept under continuous review.

20. The board agreed that it would be useful for the next meeting to indicative end year progress of each of the targets and whether it is envisaged that they will be met at the end of the year.

***Action - Stephen Welham to provide an indication of end of year outcome for each of the KPIs at the November board meeting.***

#### **Transparency**

21. The board had a discussion in relation to recent recommendations from Audit Scotland about increasing transparency by publishing board papers etc. The board considered this matter and agreed that they are content with their current approach and that they will keep this under continuous review.

***Action - RoS Board to review at least annually their approach to transparency.***

## **Strategic Workforce Planning**

22. Billy provided the board with an update on the strategic workforce planning activities. Billy brought to the board's attention the recent activities in relation to the changes within the civil service compensation scheme and the impact that these are having on the current scheme on offer to RoS staff. Billy outlined the proposed next actions and he would provide the board with an update at the November meeting.

***Action - Billy Harkness to provide the November board with an update on the outcome of the changes to the civil service compensation scheme.***

## **Horizon Scanning**

23. The board undertook a workshop on horizon scanning to inform the early thinking around the 2018-21 RoS Corporate Plan.

***Action - Lyn Gellatly to take the outputs from the RoS board horizon scanning workshop and formulate them into the early version of the 2018-21 Corporate Plan that will be considered by the board at their November 2017 meeting.***

***Action - Aidan Robertson to provide the board with an update on GDPR at their November 2017 meeting.***

## **Keeper Induced Registration Update (RoSBrd2017/08/08)**

24. Charles provided an update on activities in relation to keeper induced registration. Charles highlighted that he was confident that his team would deliver the 125,000 addresses in the corporate plan target this year and work was progressing well towards this.

25. Charles also provided an update on the work that was ongoing on developing an overall delivery strategy for KIR and explained that he would be bringing a fully-costed options appraisal to the November board meeting for members' consideration.

***Action - Charles Keegan to bring back a fully-costed options appraisal for delivering KIR to the November 2017 board meeting.***

## **Key risk register and issues tracker (RoSBrd2017/08/09)**

26. The board noted the key risk register and issue tracker.

27. The board considered the issue in relation to the power outage on 17 July and agreed that they are content with the actions proposed by the

executive management team and looked forward to seeing progress in this area.

28. Billy Harkness informed the board that he would be bringing a paper to the board on a future approach to risk and security at RoS.

***Action - Billy Harkness to bring a paper to the board in November 2017 on a future approach to risk and security at RoS.***

#### **Papers for noting**

##### **EMT Minutes (RoSBrd2016/08/10)**

29. The board noted the EMT minutes

##### **Board agenda planner (RoSBrd2016/08/11)**

30. The board noted the agenda planner.

##### **Brexit (RoSBrd2016/08/12)**

31. The board noted the paper provided by Colin Miller.

#### **Any other business**

32. Sheenagh Adams informed the board that there had been recent discussion about RoS' reporting structure to the Scottish Government and that she would inform members of the outcome when this was known.

***Action - Sheenagh Adams to inform RoS Board members of the outcome of the discussions in relation to RoS' reporting arrangements within Scottish Government as soon as they are known.***

33. The board agreed that they would hold a workshop on future key performance indicators as part of their meeting in November 2017.

#### **Date of next meeting**

34. The date of the next meeting is 7/8 November 2017 – Meadowbank House, Edinburgh