

Registers of Scotland**Board Meeting****11 June 2024****Draft of Annual Report and Accounts 2023-24****Purpose**

1. The purpose of this paper is to ask Board members to discuss feedback provided on the initial draft of the Annual Report 2023-24.
2. Please note that as we have gathered detailed feedback from the version circulated on 18 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 invited 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 that they feel need to be checked or changed.
4. Board members are asked to offer final feedback during the meeting on 11 June. Communications colleagues will attend the meeting and take note of any updates needing made to the draft following the meeting.

Background

5. A first draft of the Annual Report was emailed to the Accountable Officer & Director of Policy and Corporate Services and the Keeper on 03 April for initial comments. EMT, Audit and Risk Committee members and Non-Executive Directors were provided with an updated version to review on 18 April. The latest version attached takes into account all feedback agreed for action to date. The draft report is attached at Annex A. The excel spreadsheet of suggested amends and actions taken is attached at Annex B.

Annual Report and Accounts 2023-24

6. The purpose of the Annual Report is to give an overview of how RoS has performed over the financial year 2023-24. It includes key business activities and financial performance – both positive and not so positive (i.e. not just business highlights).
7. Where data, numbers and content are still being worked on by colleagues, 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

8. Board members are asked to note the recommendations in this paper and deadline dates.

9. 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 2024 prior to sign off at the September board once the full audited accounts and Independent Auditor's report are finalised.

Annex A – Latest ARA draft

Annex B – Excel spreadsheet of feedback / action log

Communications Manager
Customer and Business Development
29 May 2024