

CHARITY NO: SC051305

COMPANY NO: SC677016

**RESEARCH DATA SCOTLAND
REPORT AND FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 MARCH 2022**

RESEARCH DATA SCOTLAND

REPORT AND FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 MARCH 2022

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REPORT AND FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 MARCH 2022

REFERENCE AND ADMINISTRATIVE INFORMATION

Trustees	Paul Boyle (appointed 11/10/2021) Scott Heald (appointed 10/09/2021) Mark Parsons (appointed 10/09/2021)
Chief Executive	Roger Halliday (appointed 08/10/2021)
Principal Office	Room 3.41, Bayes Centre 47 Potterrow Edinburgh EH8 9BT
Charity Number	SC051305
Company Number	SC677016
Independent Auditors	Wylie & Bisset (Audit) Ltd Chartered Accountants 168 Bath Street Glasgow G2 4TP
Bankers	Royal Bank of Scotland Edinburgh Corstorphine 239 St John's Road Edinburgh EH12 7XA
Solicitors	MacRoberts 10 George Street Edinburgh EH2 2PF

RESEARCH DATA SCOTLAND

Report of the Trustees for the period ended 31 March 2022

The trustees are pleased to present their annual Trustees' report together with the financial statements of the charity for the period ending 31 March 2022 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended), the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

The legal and administrative information on page one forms part of this report.

Objectives and activities

Research Data Scotland is in its first year of operation as an independent organisation and has achieved a significant amount in building and developing the organisation in that time. We continue to develop our organisation; the services we will offer; our approaches to engaging potential users, customers and broader engagement with the data sector, academia, and the public; our internal capacity; the secure information governance required to deliver on our strategic objectives safely; and our approaches to governance, financial management, income generation and risk identification and mitigation.

Vision & Mission

Our vision is to promote and advance health and social wellbeing in Scotland by enabling access to public sector data about people, places and businesses, and creating the conditions for collaborative data-driven research and innovation in the public good using that data.

To achieve our vision, RDS needs to coordinate access to the excellent data already collected about people, places, and businesses in Scotland, helping researchers and analysts to access that data in a timely and cost-effective way, enable working across boundaries to collaborate on common datasets, and access to the analytical tools they need to bring cutting edge insights that inform great decisions. We will enable research on different scales: from large international studies, to simple and quick analyses of individual datasets, and support people to use the latest data science and geospatial approaches.

RDS will build a portfolio of research data assets that are held securely with public support and enable these datasets to be up to date and accessed at pace. RDS will introduce new services that helps organisations to understand the impact of decisions they make and better honed their improvement of wellbeing and equalities.

These values will steer our decision making, and are those we expect employees, partners, associates, and Board members to uphold.

We act with **integrity**: we keep front and centre of our work the public value of the decisions we are supporting through data and intelligence acting in honourable ways in our decisions at all times.

RESEARCH DATA SCOTLAND

Report of the Trustees for the period ended 31 March 2022

Values (Continued)

We are **transparent**: we will proactively share information, insights and innovations so that we learn faster together and build trust in what we do.

We act with **courage**: we believe that we can make things better, will be prepared to try new things, embrace ambiguity and challenge the status quo to create a new and thriving service that benefits the public, public bodies, the 3rd sector, scientific discovery and industry.

We are **collaborative**: we deliver better results when we work in a truly interdisciplinary and "once for Scotland" way, and are transparent and respectful of how we keep the public informed about use of their data

We act with **humility**: we have a lot to learn from others; and aim to be open-minded about the gaps in our knowledge, led by listening to the users of our services, our partners, and the public.

Principles

There are seven principles which underpin our mission aiming to engender public trust: -

1. RDS will only enable access to data for research that is for the public good and considers equalities
2. RDS will ensure that researchers and RDS staff can only access data once an individual's personal identity has been removed
3. RDS will ensure that all data is always kept in a controlled and secured environment, using the FAIR principles of **F**indability, **A**ccessibility, **I**nteroperability, and **R**euse of digital assets, and building upon the 5 safes data privacy framework
4. RDS will be user and problem led not data led, and should not bring together data that is not used
5. As a charity, all income that RDS generates will be re-invested into services to help researchers continue to access data, and firms that access public sector data for research in the public good through RDS will share any commercial benefits back into public services
6. RDS will be transparent about what data has been made available for research through its services and how it is being used for public benefit
7. We will work towards a position where people should be able to choose to be excluded from some or all pieces of research where no overwhelming case for including them.

Strategic Objectives

To achieve our vision and mission by 2026 we need to have:

- Undertaken significant service transformation that makes the process of data acquisition from data controllers and its curation, and researcher access and linkage quicker and cheaper whilst maintaining public trust.
- Made available a much wider range of data and curated linked research data resources,
- Developed a wider range of valuable data services.
- Created a simpler data governance model that clarifies what kinds of use can be rapidly approved, enabling researchers then to design projects which fit with the requirements of data owners. We need to have established greater consistency between data owners in their position on appropriate use of the data.

RESEARCH DATA SCOTLAND

Report of the Trustees for the period ended 31 March 2022

Strategic Values (Continued)

- Worked collaboratively with Scottish Government, HDR, Regional Safe Havens and other partners to define and realise improved Information Governance and data access processes in Scotland that align with other services within the UK.
- Support the federation of Trusted Research Environments and datasets to maximise data security minimise the time to access datasets from multiple data controllers
- Developed a sustainable model for running and continually developing the RDS service.
- Established ourselves as the Scottish researcher data service of choice to UK research funding bodies, partnering to bring in significant investment to Scotland and being seen as an international exemplar of a secure research data service.
- Tangible further examples of investment into Scotland because of the RDS offer. This requires RDS to work with Scottish Government, Scottish Trade International and a number of other partners to establish a data driven innovation offer to potential investors that is rooted in use of data for public benefit.

Our Approaches

While RDS is set up to enable improvements to health and social wellbeing, doing so will require data far beyond healthcare. As such, we need to be developing datasets, associated services and improving the quality/speed of access and use together with others across Scotland who provide similar services, and simplifying the processes and routes for access to data for researchers. Our model will be one where RDS provides system leadership and co-ordination, contracting with specialist partners, but doing things “once for Scotland” where appropriate where this allows other partners to focus on the strengths and expertise they uniquely bring. We will be pragmatic and tactical in this approach taking decisions that will benefit the whole rather than a single organisation. As a first step, we have established a collaboration agreement to enable this with Scotland’s Regional Data Safe Havens that bring together Universities and the local NHS to provide a range of services around detailed healthcare data.

In terms of how we will deliver, we need to

- Ensure that the public supports the approaches we are taking through robust and systematic public engagement and transparency.
- Engage with groups representing privacy concerns.
- Reach wider to establish a range of collaborative arrangements that make the most of the data and expertise we have in Scotland.
- Be user led in how we develop new services and data offerings.
- Take every opportunity to promote inclusion and equality
- Continue to look internationally for best practice in running a Trusted Research Environment and an innovating data organisation.

Activities

In our first year we have worked across multiple fronts to create the organisation that we will need to achieve our vision, mission, strategic objectives and to work within our values, principles and approaches.

Governance

We have created and refined our Articles of Association, which sets out how RDS will be legally structured and governed. These have been submitted to and accepted by OSCR. We have held regular board/trustee meetings to ensure oversight of the development of RDS into a functioning organisation

RESEARCH DATA SCOTLAND

Report of the Trustees for the period ended 31 March 2022

Activities (continued)

We continue to develop our governance and identify and recruit new company members, advisors and trustees to RDS. With the latest addition of representatives from the University of Glasgow and University of Aberdeen in May 2022.

The RDS Team

RDS started recruiting its own members of staff late in 2021, with the first employees joining in January 2022. Since then we have added new staff each month and continue with the recruitment to roles across the team. To achieve the organisational development required to get to where we are we have made significant use of secondees from partner organisations and independent contractors. As we continue our development we continue to replace contractors or secondees with our own employees. We have developed our People Strategy and all the policies and procedures required by an employer and these are in place.

Within the RDS team we have established a Senior Management Group that regularly considers our ongoing organisational development, strategy and business plan delivery, and is now looking at establishing appropriate mechanisms to gather information and report on the Key Performance Indicators that have been agreed for RDS.

The key management personnel consist of the CEO and the Operations Manager. Key management salaries are based on commercial third sector rates.

Strategy & Business Planning

We have, in conjunction with our partners and stakeholders, developed an organisational strategy and business plan. The strategy and business plan includes our vision, mission, strategic objectives, values & principles, partners and stakeholders, and information about our customers/users, services, and future plans. This has been approved by the RDS Board and key details will be published across our website and a version will be made publicly available.

Partners & Stakeholders

RDS is owned equally by Scottish Government, Public Health Scotland and the University of Edinburgh. We are working in partnership together with the National Records of Scotland to deliver on our shared vision. The **electronic Data Research & Innovation Service (eDRIS)** team in Public Health Scotland provides support for researchers in accessing data, and together with the Edinburgh Parallel Computing Centre (EPCC) at the University of Edinburgh manages the National Data Safe Haven – a Trusted Research Environment providing very secure computing to store and process data. National Records of Scotland provide an indexing service connecting data around a person. Scottish Government leads data acquisition as part of the Administrative Data Research (ADR) Scotland programme.

We are currently in discussions with Universities associated with Regional Safe Havens in Scotland and in February 2022 we signed a collaboration agreement with the four Regional Safe Havens (i.e. Glasgow, Tayside/Dundee and Grampian/Aberdeen and Lothian/Edinburgh). This agreement outlines how we will work together to align data, data services, communications and some processes. RDS is a member of the Health Data Research Alliance, which is a collaboration of data provisioning and research organisations united to establish best practice for the ethical use of UK health data for research at scale.

RESEARCH DATA SCOTLAND

Report of the Trustees for the period ended 31 March 2022

Activities (continued)

RDS is starting to work with the Office for National Statistics as a collaborator in the development of their Integrated Data Service, which had similar ambitions to RDS in connecting data from across UK Government and Devolved Administrations.

RDS is a “once for Scotland” approach and investment from Scottish Ministers. They are expecting us to simplify the system where possible providing platforms, policies and approaches that give confidence to data controllers, researchers, and the public, and reducing cost and friction wherever possible. We have been involved in collaborative planning with the ADR-Scotland Data Acquisition Team to ensure the efforts of the two organisations complement one another and that we utilise our collective resource in the most productive way. This has included clarifying roles and responsibilities, considering the ways of joint working and the sharing of materials to ensure consistent core messaging. The development of a joint Data Acquisition Plan which identifies clear priorities for both RDS and ADR-Scotland is underway.

We will look to develop partnership arrangements with other organisations in Scotland who provide data access services, both with the intention of federating data, and of enhancing the range of services available. This is an area that needs to be developed, and we need to ensure we are scanning the landscape regularly for emerging developments to avoid fragmentation.

We will simplify arrangements between partners: in the brands used to describe our services, in the services delivered, and in our organisational structure.

Service Design & Development

We are building the services and approaches that RDS will be offering across Scotland. These include:

We aim to build on existing eDRIS services, making system wide changes that reduce the costs of delivering those services to lower current barriers to accessing data and widening the range of people and organisations who can use our services. We aim to improve service quality by taking actions such as improving available metadata, and providing synthetic datasets that allow researchers to test approaches, and write code that analyses data while necessary permissions are secured to use actual data. We will work with eDRIS to review their pricing model. We also want to have differential services for experienced or new researchers. There are a number of ways that we work with data controllers to make datasets available. A data acquisition service is in development to optimise how this is done, both for the initial set up of data ingestion and regular updates, creation and maintenance of metadata, and preserving a relationship post-acquisition. We will establish the financial arrangements with data controllers for their time in making their data available.

Enabling organisations to bring their own data and link that to existing RDS managed datasets can be of significant value: it can help organisations better understand the people they are working with for example by linking to data on protected characteristics which would help to understand how fair access to or outcomes from their service are. Another use of this connect your data service is likely to be to help organisations understand the difference and impact they are making.

RESEARCH DATA SCOTLAND

Report of the Trustees for the period ended 31 March 2022

Activities (continued)

There are a number of important programme or project based pieces of work emerging where RDS can play a key role in either leading, facilitating or supporting with an aim to improve the range and interconnectivity of Scotland's public sector data. These projects clearly dovetail the data acquisition work and could provide an opportunity to develop some early demonstrator projects to showcase the value which RDS can add to the data for research landscape. By improving the interconnectivity of data this should lead to an enhanced set of linked datasets being available for research purposes. Some of the early work in the space includes:

- Collaborating with ONS on a lighthouse project through the Integrated Data Programme to enhance the utility of business data by looking to link data held in Scotland with that held by ONS to help answer key analytical challenges and questions.
- Supporting the work of the Data for Children Collaborative, Northern Alliance and Fraser of Allander Institute to acquire the data required to undertake the next phase of their work to understand the child poverty attainment gap.

Improving data discovery is also a key ambition of the RDS service. The current status RDS Data Catalogue was launched as a minimum viable product (MVP) in October 2021 and metadata from three organisations (National Records of Scotland, Public Health Scotland and Scottish Government), covering 51 datasets, was originally imported. Since then, metadata for a further 21 University of Dundee Health Informatics Centre (HIC) datasets has been imported via the HDRUK gateway, taking the total number of datasets covered in the catalogue up to 72.

RDS has worked on the SECURE Pathway, the accelerated access route to accessing datasets, with the creation of a governance pathway paper that has been discussed with the Public Benefit and Privacy Panels of Health and Social Care and Statistics as well as presented to the ADR Public Panel. In addition to the SECURE Pathway, RDS is working closely with HDR UK and the Regional Safe Havens on an Information Governance alignment programme for the whole of the UK through the Four Nations Information Governance working Group and the Health And Social Care National Information Governance programme.

We also have the Scottish Medical Imaging datasets that have been brought together through the PICTURES programme. The quality of datasets have usually been used in production of official statistics, and have been enhanced on their ingestion.

We have some standing linked datasets in development, such as a dataset of protected characteristics. And we have a number of datasets being prepared (particularly around justice, veterans, and household surveys). We also have the ability to create household level datasets from data about individuals.

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Report of the Trustees for the period ended 31 March 2022

Activities (continued)

Our vision for data is to build access to a portfolio of data assets around people, places, and businesses that are held securely with public support and accessed at pace. This data would be federated between significant data holdings in Scotland and the UK. While the focus for RDS is about case level data on people, places and businesses, there is a significant amount of open data that give researchers context, for example the Scottish Index of Multiple Deprivation, or prescribing data by GP practice. We will work to make key open data available in secure settings in ways that can be brought together with case level data. We will also work to make the metadata for key open data searchable as part of the RDS data catalogue.

Organising our data better opens up the opportunity to carry out research that would not otherwise have been possible. The building block of most of our sensitive datasets is data about people, but people live in family and household units, which shape people's experiences. We know that there are many things that pass from one generation to the next which are key contributors in explaining people's circumstances and outcomes. As part of our ADR-Scotland work, we are exploring how we establish these things and turn into a business as usual process.

Having linked data over time allows us to create cohorts that explore how the experiences for businesses and people change over time, particularly around significant transitions. We need to develop an approach to cohort creation, based upon user demand.

Businesses are staffed by people and they are sited in places across Scotland. Being able to link between people, places and businesses would allow us to understand more about how people live their lives, labour market and business dynamics, and many more issues beyond this. This relies on developing approaches to systematically maintaining those links. We will need to develop approaches that are affordable and proportionate, again based on user demand.

There may be a range of other potential data services. We would do market research to establish options, opinions and appetite for new views on data sets, linkages and analyses.

Customers/Users

The RDS service is for researchers and analysts across academia, Government, public bodies, 3rd sector and industry. This service is aimed at people supporting decision making about people, places and businesses in Scotland. For those interested in Scottish data, RDS has a unique national role, as the only organisation enabling access to as wide a range of datasets.

RDS will also provide services to researchers who are seeking data about particular subjects that are only available through RDS. This is likely to be from the academic sector, potentially in partnership with industry. Here, people will come to RDS if the data is available and the process for access is straightforward.

RESEARCH DATA SCOTLAND

Report of the Trustees for the period ended 31 March 2022

Activities (continued)

Significant progress has been made to understand and assess the way data is currently made available in the public sector. This has involved detailed co-design work with our partners, including Public Health Scotland/eDRIS, National Records of Scotland, Scottish Government, EPCC, and the various Public Benefit and Privacy Panels.

It has included building wide-ranging knowledge of existing user groups, and how they currently access data, as well as the underlying processes required to assess applications for datasets. Key outputs include:

- Development of an 'as is' service blueprint, and on-going work to complete a 'to be' service blueprint
- Mapping of business processes to understand all stages of data applications
- A prototype online data application journey
- Recruitment of key roles to support the design and development of services
- Gathering information on technical delivery options

An in-depth project that focused on the future design of RDS services highlighted nine development workstreams. Initial work has begun to take these forward, prioritising customer relationship management and the underpinning policies, structures, and service model.

Communication & Engagement

In this set up phase of RDS we have also focused on creating a Research Data Scotland brand and a public presence. We have developed a Communications Strategy, which has been approved by the Board, and have begun implementing the key aspects of that strategy. We have put together a public engagement strategy. This will enable speaking to the public to run through all we do whilst aligning with others working in this space. As such, we are setting up and coordinating a Scottish public engagement network, and connecting that to a UK wide public engagement collaborative.

We have created a web presence that explains the establishment of RDS, and sets out our vision, mission and activities. We have built upon the website with significant social media presence across all major platforms. A major part of the RDS approach is also to build and contribute to public trust in the use of data. We have established and held a series of User Forum events where people from our customer groups, partner organisations and others interested in our work meet and discuss our work, approaches and progress.

We have also attended several industry, policy and academic events, and have made presentations and contributions to the ongoing debates and discussions about data, its use, and its possible value to life in Scotland and beyond.

Internal Capacity & Infrastructure

As a new organisation we have also been building our internal capacities – systems, platforms, technologies, and plans, policies, and procedures – that are required to run the organisation on a day to day, monthly, quarterly and annual basis.

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Report of the Trustees for the period ended 31 March 2022

Activities (continued)

People - as well as the recruitment of a staff team we have also developed a suite of people based policies and procedures, including the purchase of an HR system so that our staff can have access to all the documentation, training and information that they require in their employment with RDS.

Financial - we have also established banking arrangements, payments to our suppliers, income claims, basic financial policies and procedures and a first reserves policy. We have also started working on identifying future operating models, where customers/users financially contribute to RDS so that we are not wholly dependent on a single grant fund. As part of this we are also identifying other funding sources, funding organisations, and potential income generation.

Health & Safety – we have developed and implemented our approach to health, safety, and security. With policies and procedures in place and supplemented with mandatory training for all our staff and our secondees and contractors.

Insurance – we have secured the relevant insurances required as an employer, for trustee indemnity and for public liability.

Business Planning – a set of administrative and business planning procedures are in place so that we can regularly schedule our work, gather data relevant to internal monitoring and tracking our progress against our strategic objectives and plans.

Risk identification and management

We have created a risk register that sets out the strategic, operational and financial risks that have been identified. This register is regularly updated by the risk 'owners' and these updates are considered by our Senior Management Group and reported at each Board meeting.

From our risk management approach we are actively working on mitigating identified risks. Some of these include working with external partners, such as:

Having a single funding source is always a risk for a charity. Reducing our reliance on government sources and generating income from customers and other sources is a priority for RDS. A commercial business plan is in development and other grant funding bodies have been identified in order to start building a more diverse income base. This will be implemented in the year ahead and continue to be developed in future years.

There is a risk that as digital services in Scotland develop there may be further fragmentation of the research data access landscape, with multiple entry points which results in RDS not becoming a recognized central gateway in Scotland, resulting in reduced reputational or commercial opportunities for RDS. To mitigate against this we are working with HDR UK Innovation Gateway to foster alignment and support RDS as a central point of entry to access the research data in Scotland

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Report of the Trustees for the period ended 31 March 2022

Activities (continued)

There is a risk that our service design / redesign work is delayed which would result in additional delays to other RDS work. To mitigate against this we have put in place pathways for service development as part of our Transformation & Delivery Roadmap. We are also collaborating with the broader HDR Alliance and others on the development of integrated information governance and data access processes.

Financial review

The charity incorporated on 8 October 2020 and these accounts represent the first reporting of the charity. The charity was considered, designed and created from within the Scottish Government during 2020/21 with the Government agreeing to fund the charity with grants of £5m each year for 5 years up to March 2026 – subject to annual grant governance processes.

The charity received a reduced grant payment of £3,414,800 in December 2021 with the balance of the £5m budget spent directly by the Scottish Government on start-up governance between April and December 2021.

This grant represents our sole income for the financial year. Receiving this income allowed staff to be employed in January 2022 – starting with 2 and closing the year end in March with 6 members of staff. Throughout the start-up within Scottish Government and from January to March Research Data Scotland employed agency staff and Scottish Government staff on secondment.

No start up expenditure paid directly by Scottish Government prior to the receipt of the grant payment is included in these accounts and that expenditure is considered to be that of the Scottish Government. The charity has spent £638,688 in the period of the accounts on staffing, procurement and project management (see Trustees report). Although a larger expenditure level was expected for the period to March 2022 this has not materialised due to delays in the extensive set up of the charity and its working relationship with its members and partners. The underspend will be retained and will be spent in future years in full agreement with its funder. The Scottish Government, as our sole funder at this early state has confirmed that our year one grant is to provide RDS with sufficient working capital at its infancy stage, given the limited income flows from other sources. From a Scottish Government governance perspective, RDS will provide a grant evaluation report for the 21/22 grant.

For accounting purposes the grant from Scottish Government will be treated as Restricted due to it being a grant and not commercially raised or from donations without restriction.

Investment policy and performance

The charity does not hold or own any investments and the Trustees do not plan to purchase any at this time but do not rule out ownership in the future when commercially trading.

Reserves policy

The total funds held at 31 March 2022 is £2,776,312, of which, £200 is unrestricted and £2,776,112 are restricted due to the strict parameters of spending as agreed with our sole funder Scottish Government together with the understanding that these funds (in part or full) may be requested back during a reporting phase. That said the funding was intended to provide the charity with working capital including reserve building from the start. The Trustees accept that any reserves held by the charity would be first reimbursed back to Scottish Government (per clawback clauses contained within the grant agreement) should trading cease but do not accept that this is a loan.

RESEARCH DATA SCOTLAND

Report of the Trustees for the period ended 31 March 2022

Reserves policy (continued)

This is the first reserves policy to be approved by the Board and the policy will be reviewed annually going forward, based on a rigorous assessment of available resources v's budgeted requirements to meet existing commitments and future strategy.

The current policy is to hold free reserves equating to 6 months of annual core expenditure. The trustees consider that reserves at this level will be sufficient to ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current specialist activities while consideration is given to ways in which additional funds may be raised or services transferred to other providers.

As the charity is in its infancy, trading only for a few months and still recruiting core staff no figure can be provided for its exact annual core costs but it is estimated to be around £1.5m and therefore reserves for six months would be approximately £750k.

As the charity has not yet started to receive commercial or fundraising income reserves will be designated from our initial grant funding and the level will be reviewed and reported throughout the grant term.

Trustees' responsibilities in relation to the financial statements

The charity trustees (who are also the directors of the Research Data Scotland for the purposes of company law) are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and the group and of the incoming resources and application of resources, including the income and expenditure, of the charitable group for that period. In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and the group and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

RESEARCH DATA SCOTLAND

Report of the Trustees for the period ended 31 March 2022


Statement of Disclosure to the Auditor

In so far as the trustees are aware:

- there is no relevant audit information of which the charity auditor is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information'

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies' exemption.

Approved by the trustees on 13th June 2022 and signed on their behalf by:

DocuSigned by:

C66811D92AF524D7
Name: Paul Boyle (Chair)

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF RESEARCH DATA SCOTLAND FOR THE PERIOD ENDED 31 MARCH 2022

Opinion

We have audited the financial statements of Research Data Scotland (the 'charitable company') for the period ended 31st March 2022 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31st March 2022, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended).

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the Report and Financial Statements, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the Report and Financial Statements. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF RESEARCH DATA SCOTLAND FOR THE PERIOD ENDED 31 MARCH 2022

Other information (continued)

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees Annual Report, which includes the director's report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the Trustees Annual Report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the Report of the Trustees.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 and the Charities Accounts (Scotland) Regulations 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the trustees' report and from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 12, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and under the Companies Act 2006 and report in accordance with the Acts and relevant regulations made or having effect thereunder. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF RESEARCH DATA SCOTLAND FOR THE PERIOD ENDED 31 MARCH 2022

Auditor's responsibilities for the audit of the financial statements (continued)

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The specific procedures for this engagement and the extent to which these are capable of detecting irregularities, including fraud is detailed below:

Extent to which the audit was considered capable of detecting irregularities including fraud

We identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and then design and perform audit procedures response to those risks, including obtaining audit evidence that is sufficient and appropriate to provide a basis for our opinion.

In identifying and assessing the risks or material misstatements in respect of irregularities, including fraud and non-compliance with laws and regulations we considered the following;

- The nature of the charity, the environment in which it operates and the control procedures implemented by management and the trustees; and
- Our enquiries of management and trustees about their identification and assessment of the risks of irregularities.

Based on our understanding of the charity and the sector we identified that the principal risks of non-compliance with laws and regulations related to, but were not limited to;

- Regulations and legislation pertinent to the charity's operations.

We considered the extent to which non-compliance might have a material impact on the financial statements. We also considered those laws and regulations which have a direct impact on the preparation of the financial statements, such as the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005, and the Charities Accounts (Scotland) Regulations 2006. We evaluated management and trustees' incentives and opportunities for fraudulent manipulation of the financial statements (including the risk of management override of controls), and determined that the principal risks were related to;

- Posting inappropriate journal entries.

Audit response to the risks identified;

Our procedures to respond to the risks identified included the following;

- Gaining an understanding of the legal and regulatory framework applicable to the charity and the sector in which it operates;
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with provisions of relevant laws and regulations described as having a direct effect on the financial statements;
- Enquiring of management, trustees and legal advisors concerning actual and potential litigation and claims;
- Reading minutes of meetings of those charged with governance;
- In addressing the risk of fraud as a result of management override of controls, testing the appropriateness of journal entries and other adjustments; evaluating rationale of any significant transactions that are unusual or outside the normal course of business.

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF RESEARCH DATA SCOTLAND FOR THE PERIOD ENDED 31 MARCH 2022

Audit response to the risks identified (continued)

We also communicated relevant identified laws and regulations and potential fraud risks to all engagement team members, and remained alert to any indications of fraud or non-compliance with laws and regulations throughout the audit.

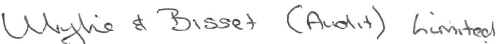
Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/Our-Work/Audit/Audit-and-assurance/Standards-and-guidance/Standards-and-guidance-for-auditors/Auditors-responsibilities-for-audit/Description-of-auditors-responsibilities-for-audit.aspx>. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006, and to the charitable company's trustees, as a body, in accordance with Regulation 10 of the Charities Accounts (Scotland) Regulations 2006.

Our audit work has been undertaken so that we might state to the charitable company's members and trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company, the charitable company's members as a body and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

DocuSigned by:

A76FAEF21C0C4C5...
Claire Dalrymple FCCA (Senior Statutory Auditor)

13th June 2022

Chartered Accountants
168 Bath Street
Glasgow
G2 4TP

For and on behalf of Wylie & Bisset (Audit) Limited, Statutory Auditor

Wylie & Bisset (Audit) Limited is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.

RESEARCH DATA SCOTLAND
STATEMENT OF FINANCIAL ACTIVITIES FOR THE PERIOD ENDED 31 MARCH 2022
(Including an Income and Expenditure account)

	Note	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £
Income and endowments from:				
Charitable activities	5	-	3,414,800	3,414,800
Other incoming resources	6	200	-	200
Total Income		<u>200</u>	<u>3,414,800</u>	<u>3,415,000</u>
Expenditure on:				
Raising funds				
Other trading activities	7	-	82,575	82,575
Charitable activities	9	-	556,113	556,113
Total Expenditure		<u>-</u>	<u>638,688</u>	<u>638,688</u>
Net income/(expenditure)		<u>200</u>	<u>2,776,112</u>	<u>2,776,312</u>
Net movement in funds		<u>200</u>	<u>2,776,112</u>	<u>2,776,312</u>
Funds reconciliation				
Total Funds brought forward	15	-	-	-
Total Funds carried forward	15	<u>200</u>	<u>2,776,112</u>	<u>2,776,312</u>

The Statement of Financial Activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

RESEARCH DATA SCOTLAND

BALANCE SHEET AS AT 31 MARCH 2022

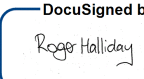
	Note	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £
Current assets:				
Debtors	13	-	133,487	133,487
Cash at bank and in hand	18	200	3,105,727	3,105,927
Total current assets		200	3,239,214	3,239,414
Liabilities:				
Creditors falling due within one year	14	-	(463,102)	(463,102)
Net current assets		200	2,776,112	2,776,312
Net assets		200	2,776,112	2,776,312
The funds of the charity:				
Restricted income funds	15	-	2,776,112	2,776,112
Unrestricted funds	15	200	-	200
Total charity funds		200	2,776,112	2,776,312

These accounts are prepared in accordance with the special provisions of Part 15 of the Companies Act relating to small companies and constitute the annual accounts required by the Companies Act 2006 and are for circulation to the members of the company.

Approved by the trustees on 13th June 2022 and signed on their behalf by:

DocuSigned by:

 C66811D92AF24D7
 Name: Paul Boyle (Chair)

DocuSigned by:

 D3D7491FEPD344B
 Name: Roger Halliday (CEO)

RESEARCH DATA SCOTLAND**STATEMENT OF CASH FLOWS
FOR THE PERIOD ENDED 31 MARCH 2022**

	Note	Total Funds 2022 £
<i>Cash flows from operating activities:</i>		
Net cash provided by/(used in) operating activities	17	3,105,927
		<hr/>
Change in cash and cash equivalents in the year		3,105,927
		<hr/>
Cash and cash equivalents carried forward	18	3,105,927
		<hr/>

RESEARCH DATA SCOTLAND

NOTES TO THE ACCOUNTS FOR THE PERIOD ENDED 31 MARCH 2022

1. Accounting Policies

(a) Basis of preparation and assessment of going concern

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

The charity constitutes a public benefit entity as defined by FRS 102.

The charitable company's functional currency is sterling. Amounts in the financial statements are rounded to the nearest £.

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

(b) Funds structure

Unrestricted income funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds where the trustees, at their discretion, have created funds for specific purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor or trust deed, or through the terms of an appeal.

Endowment funds are permanent or expendable capital funds.

Further details of each fund are disclosed in note 15.

(c) Income recognition

Income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Income from government and other grants, whether 'capital' or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance of the provision of a specified service deferred until the criteria for income recognition are met.

(d) Expenditure recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated or apportioned to the applicable expenditure headings. For more information on this attribution refer to note (e) below.

RESEARCH DATA SCOTLAND

NOTES TO THE ACCOUNTS FOR THE PERIOD ENDED 31 MARCH 2022

(d) Expenditure recognition (continued)

Expenditure on charitable activities includes expenditure on activities undertaken to further the purposes of the charity and their associated support costs.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure is incurred.

(e) Allocation of support and governance costs

Support costs have been allocated between governance costs and other support costs. Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to statutory audit and legal fees together with an apportionment of overhead and support costs.

Governance costs and support costs relating to charitable activities have been apportioned based on the number of individual grant awards made in recognition that the administrative costs of awarding, monitoring and assessing research grants, salary support grants and postgraduate scholarships are broadly equivalent. The allocation of support and governance costs is analysed in note 8.

(f) Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

(g) Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

(h) Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

(i) Taxation

The company is a charitable company within the meaning of Paragraph 1 Schedule 6 of the Finance Act 2010. Accordingly, the company is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 of Part 11 of the Corporation Tax Act 2010 and section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that such income or gains are applied for charitable purposes only.

(j) Employee Benefits

The costs of short-term employee benefits are recognised as a liability and an expense, unless those costs are required to be recognised as part of the cost of stock or fixed assets.

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charitable company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

RESEARCH DATA SCOTLAND**NOTES TO THE ACCOUNTS FOR THE PERIOD ENDED 31 MARCH 2022****2. Judgements and key sources of estimation uncertainty**

In the application of the company's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised, if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

Allocation of expenditure between activities

Support costs are allocated between charitable activities and governance based on the time spent by senior management on undertaking the charity's activities.

3. Legal status of the charity

The charity is a registered Scottish charity.

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding up is limited to £1.

4. Related party transactions and trustees' expenses and remuneration

The trustees all give freely their time and expertise without any form of remuneration or other benefit in cash or kind. Expenses paid to the trustees in the year totalled £nil.

During the year no trustee had any personal interest in any contract or transaction entered into by the charity.

5. Income from charitable activities

	2022
	£
Grant Income	3,414,800
	<u>3,414,800</u>

6. Income from other incoming resources

	2022
	£
Other Income	200
	<u>200</u>

RESEARCH DATA SCOTLAND

NOTES TO THE ACCOUNTS FOR THE PERIOD ENDED 31 MARCH 2022

7. Raising funds – expenditure on other trading activities

	Direct Costs £	Support Costs £	Total 2022 £
Fundraising and Publicity	28,188	11,303	39,491
Commercial	31,101	11,983	43,084
	<u>59,289</u>	<u>23,286</u>	<u>82,575</u>

8. Allocation of governance and support costs

The breakdown of support costs and how these were allocated between governance and other support costs is shown in the table below:

Cost type	Total allocated 2022 £	Governance related £	Other support costs £	Basis of apportionment
Staff costs	55,749	40,468	15,281	Staff time
HQ costs	35,740	7,863	27,877	Staff time
Premises	12,789	2,814	9,975	Software cost and usage
Agency costs	87,928	87,928	-	Staff time
Total	<u>192,206</u>	<u>139,073</u>	<u>53,133</u>	

Governance costs:

	2022 £
Auditor's remuneration	4,995
Legal fees	13,865
Support costs (see above)	139,073
	<u>157,933</u>

9. Analysis of expenditure on charitable activities

	Charitable Project £	Total 2022 £
Staff Costs	27,071	27,071
IT Development Costs External	55,752	55,752
Project Management Support	285,491	285,491
Telephone and Internet	19	19
Governance costs	142,139	142,139
Support costs	45,641	45,641
	<u>556,113</u>	<u>556,113</u>

RESEARCH DATA SCOTLAND**NOTES TO THE ACCOUNTS FOR THE PERIOD ENDED 31 MARCH 2022****9. Analysis of expenditure on charitable activities (continued)**

	Support Costs	Governance	Total 2022
	£	£	£
Fundraising and Publicity	3,406	7,897	11,303
Commercial	4,086	7,897	11,983
Charitable Project	45,641	142,139	187,780
	<u>53,133</u>	<u>157,933</u>	<u>211,066</u>

10. Analysis of staff costs and remuneration of key management personnel

	2022
	£
Salaries and wages	43,373
Social security costs	4,664
Employer contributions to defined benefit pension schemes	3,115
Total staff costs and employee benefits	<u><u>51,152</u></u>

	2022
	£
Key management personnel remuneration (including salary, national insurance and pension contributions)	<u><u>89,583</u></u>

	2022
	No.
The average weekly number of persons, by headcount, employed by the charity during the year was:	<u><u>4</u></u>

11. Net income/(expenditure) for the year

This is stated after charging:	2022
	£
Auditor's remuneration: Audit Fees	<u><u>4,995</u></u>

12. Government Grants

	2022
	£
Scottish Government	3,414,800
Total	<u><u>3,414,800</u></u>

Income from government grants comprises:
Scottish Government - for establishment of the charity.

RESEARCH DATA SCOTLAND**NOTES TO THE ACCOUNTS FOR THE PERIOD ENDED 31 MARCH 2022****13. Debtors**

	Charity 2022 £
Other debtors	98,504
Prepayments and accrued income	34,983
	<u>133,487</u>

14. Creditors: amounts falling due within one year

	Charity 2022 £
Trade creditors	416,391
Other creditors and accruals	35,889
Taxation and social security costs	10,822
	<u>463,102</u>

15. Analysis of charitable funds

Analysis of Fund movements	Balance b/fwd £	Income £	Expenditure £	Fund c/fwd £
Unrestricted funds				
General funds	-	200	-	200
Total unrestricted funds	<u>-</u>	<u>200</u>	<u>-</u>	<u>200</u>
Restricted fund				
Scottish Government	-	3,414,800	(638,688)	2,776,112
Total restricted funds	<u>-</u>	<u>3,414,800</u>	<u>(638,688)</u>	<u>2,776,112</u>
TOTAL FUNDS	<u>-</u>	<u>3,415,000</u>	<u>(638,688)</u>	<u>2,776,312</u>

a) The unrestricted funds are available to be spent for any of the purposes of the charity.

b) Restricted funds comprise:

Scottish Government – funding for the establishment of the charity.

RESEARCH DATA SCOTLAND**NOTES TO THE ACCOUNTS FOR THE PERIOD ENDED 31 MARCH 2022****16. Net assets over funds**

	Unrestricted Funds £	Restricted Funds £	Total 2022 £
Debtors	-	133,487	133,487
Cash	200	3,105,727	3,105,927
Current liabilities	-	(463,102)	(463,102)
	<u>200</u>	<u>2,776,112</u>	<u>2,776,312</u>

17. Reconciliation of net income/(expenditure) to net cash flow from operating activities

	2022 £
Net income/(expenditure) for the year (as per the Statement of Financial Activities)	2,776,312
Adjustments for:	
Decrease/(increase) in debtors	(133,487)
Increase/(decrease) in creditors	463,102
Net cash provided by/(used in) operating activities	<u><u>3,105,927</u></u>

18. Analysis of cash and cash equivalents

	2022 £
Cash in hand	3,105,927
Total cash and cash equivalents	<u><u>3,105,927</u></u>