

Management Board summary

09 July

Digital Records – Sensitivity Review

The Head of Digital Preservation and Resource Discovery explained that the transfer of digital records brings a number of new challenges to the process of sensitivity review. Some digital records may be transferred early, such as public enquiries, and the transition to the 20 year rule increases the volume of that transferred.

The Head of Digital Preservation and Resource Discovery advised that paper records had a relatively clear history, were ordered chronologically and a system was in place regarding sensitivity checking that operated adequately.

Openness and visibility of the processes being used was important.

The Board discussed issues around the record selection process, sensitivity review and The National Archives reputation.

The Board noted the update.

Strategic Risk Register

The Risk Register had been reviewed by the Executive Team on Wednesday 2 July 2014, all changes requested in that review can be viewed in the configuration control sheet.

Management Board were taken through each of the changes that had been made to the Strategic Risk Register.

Management Board noted the Strategic Risk Register.

Design Collection

In 2012 a piece of research work was carried out by a design consultant for The National Archives which explored the possibility of generating an income stream from the collection.

A service had now been developed that was aimed at designers and students, which provided online access to a curated / selected collection that could provide ideas and inspiration.

The Head of the Web Team then described the development of the service with partner Bright Interactive who were tasked with the back end development. The collaboration had been a success and provided good value for money.

A Non Executive Director noted the collection was a fascinating resource and suggested other opportunities for revenue generation could be discussed.

Management Board noted and approved the report.

May financial performance update

The Head of Finance explained that Management Board were being asked to note and approve the May financial performance update.

The Head of Finance proceeded to take the Board through the key financial indicators. Much of the variances from forecast were due to phasing, we would remain vigilant to any emerging trends.

The Acting Chief Executive and Keeper informed the Board that the Annual Accounts had been formally approved by the National Audit Office.

The Management Board noted and approved the May update.

Human Resources Strategy & Talent Management

The Head of HR and Organisational Development explained that the aim of this agenda item was to explain what we were currently doing and why and then look at future plans.

The Head of HR and Organisational Development presented to the Board on the following:

- HR Structure
- Talent – development and retention
- Resourcing
- Succession planning
- Learning and development
- HR data

A Non Executive Director advised that structured programmes focusing on groups of individuals had proved successful in other similar institutions.

The Board noted the presentation.

The Triennial Review of the Advisory Panel on Public Sector Information

Head of Strategic Projects gave a brief outline of the findings of the review.

The Board discussed the reports findings.

Head of Strategic Projects noted that a Non Executive Director had given advice and guidance through acting as a critical friend and their assistance was much appreciated.

The Board noted and approved the report.