

20 May 20142013-14 Annual Report & Accounts

The Board was being asked to note and approve. The report had been prepared according to regulatory guidelines and the report had been audited by the National Audit Office ahead of presentation to Management Board and Audit Committee.

The Head of Finance stated that overall it had been a successful year and we had performed well against our Business Priorities, Impact Indicators and had operated within Treasury guidelines.

We operated good management accounting processes and had achieved good engagement with budget holders across the organisation.

A Non Executive Director noted that the report read well and highlighted a number of points.

The Management Board noted and approved 2013-14 Annual Report & Accounts.

The National Archives' loans programme

The Head of Conservation presented this agenda item.

The Head of Conservation explained that The National Archives had an active loans programme and our records were displayed in many high profile exhibitions across the world which helped to open up our collection to a wider audience.

Collection Care facilitates all loan activity and a robust assessment process was undertaken before agreeing to loan documents to other organisations. The processes were outlined.

The National Archives aims to recover the costs incurred in lending our records. Plans are in place to loan two copies of Magna Carta that The National Archives hold.

The Head of Conservation invited the Management Board to the conservation studio to see first hand the conservation of the Holland map, a major project to prepare the record for an exhibition in Canada. This work is being funded by the borrower.

March financial performance update

The Acting Chief Executive and Keeper introduced The Head of Finance and explained that Management Board were being asked to note and approve the March financial performance update.

The Head of Finance informed that full year net expenditure was in line with forecast and the pre-audit results suggest we had achieved all of our financial targets. Overall, non ring-fenced net expenditure was slightly below the agreed Treasury spending limit.

Cash was carefully managed to Treasury's targets.

The Head of Finance stated that projects performed well in regard to limiting under and over spend.

The procurement dashboard showed the level of contract renewal savings had been made against the 2012-13 figure. The Acting Chief Executive and Keeper thanked all involved in helping to achieve these savings.

Management Board noted and approved the update.

Year-End Business Performance

The Head of Corporate Planning and Risk improvement Manager presented this report explaining that the Board were being asked to note the fourth quarter (year-end) status of input and impact indicators, public service measurements and other Corporate Dashboard elements.

Documents delivered on site were at the highest level ever with online document delivery up 17.3%.

A Non Executive Director commented that this was a good achievement queried whether we knew the geographical spread of those accessing our online content.

The Commercial Director explained that it was global and these figures include documents provided by our partners. Discovery had really aided customers in accessing the documents they were after.

The Acting Chief Executive and Keeper stated that the sustainable development metric was impressive.

The Board noted the Year End Business Performance report.

Quarter 4 2013/2014 - Investment Projects Exception Report

The Acting Chief Executive and Keeper introduced the Senior Projects Manager who updated Management Board on the status of those investment projects with an end-year RAG status of RED or AMBER.

The Senior Projects Manager explained that of 38 projects 11 were exceptions at the end of quarter 3 by year end only 4 projects remained as exceptions.

The Senior Projects Manager outlined the issues and mitigations for each of the projects.

Management Board noted the report.

Our work with legislation and legislation.gov.uk

The Head of Legislation Services explained this presentation was intended to inform Management Board of the work of the Legislation Services team at The National Archives, who operate the legislation.gov.uk service, which provides public access to the law of today. The team numbered twenty four people and worked with a diverse range of delivery partners.

The Head of Legislation Services went on to explain the work being done with the drafters of legislation and with the Parliaments and Assemblies to create a new generation of joined-up tools, for drafting and amending laws. Work was ongoing around treating legislation as data and how new insights can be gained into how legislation is working as a whole.

An update was given on progress regarding incorporating researched amendments.

European Directive on the re-use of Public Sector Information

The Head of Information Policy explained that at the March Management Board a paper had been requested setting out the potential impacts on The National Archives of the directive. The paper had been reviewed by the Board along with a revised Impact Assessment that was sent to the Chief Economist / Statistician on 9 May 2014. The New Burden document had also been distributed to Management Board; this document looked at the impact on local authorities.

The Management Board discussed the three documents.

The Head of Standards advised that work was currently underway on the consultation documents and these would go to Executive Team to note and approve ahead of being published.

The Acting Chief Executive and Keeper advised that a reasonable assessment of the potential impact on The National Archives had been produced and noted the sensitivity review in the documentation.

Management Board discussed the papers.

Management Board agreed the approach and noted the papers.

Any Other Business

The Head of The Chief Executives Office updated Management Board on issues around the Public Bodies Act.

A Non Executive Director requested further opportunities to discuss strategic issues.

There being no further business, the meeting was closed.