

Management Board summary

25 February 2014

1939 Registers

The Head of Strategic Projects and the Head of Licensing presented a paper on the evaluation exercise to award the contract to digitize the 1939 Register paper records.

The 1939 register was created under the National Registration Act, passed in September 1939 in response to impending conflict.

Due to the format of the series and with the agreement of The Lord Chancellor's Advisory Council in May 2013 it was agreed to create a digital record with a third party and release the open records online with the paper copy returning to the transferring department.

The details of the tender process, began in July 2013, were then given to the Board. It was explained that the contract will be awarded to DC Thompson Family History.

The Board noted and approved the process and the result of the tender.

Grants success, research commitment and future strategy

The Head of Research after being introduced to the Board explained that research was of great importance to The National Archives. It enables innovation, progress, sector leadership, achievement and raises our reputation as a centre of research excellence across our stakeholder communities.

The Board were given an update on research funding success in 2013, current research commitment, and future strategy.

The Head of Research advised that the future strategy looked toward fewer, more focused bids as there are limits on the commitment staff could give. We are looking to be more diverse in our funding sources and investigating potential Independent Research Organisation status in order to apply for The Economic and Social Research Council funding.

The Board noted the successes and noted the future approach.

The new Government Protective Marking System

It was explained that the new government protective marking system comes into force on 2 April 2014. All staff and contractors who have access to our information systems are currently being trained in its use.

The Head of Knowledge and Information Management gave a short briefing that explained the background and rationale, and went on to demonstrate the new system to protect and share information appropriately.

This session complemented the broader-based on-line information security training Management Board members had recently completed.

Commercial Strategy 2014

The Commercial Director presented the paper. Management Board were being asked to consider the strategy and approve the proposed approach to improving existing income streams and developing new income streams.

Income from non-Treasury sources are up 35% since commercial strategy was last reviewed.

Management Board noted the delivery of the 2012 Commercial Strategy over the last two years.

A new five year income forecast has been developed, showing steadily increasing income over the next three years.

Key recommendations of the strategy include:

- Delivery of more commercial activities via partnerships with third parties
- Growing our customer database
- Providing more services to other record holding bodies
- Improving online access to the records.

Management Board supported the recommendations of the new Commercial Strategy.

Business Priorities for Business Year 2014 – 2015

This year was the last year of *For the Record, For Good*, our business plan which contained our business priorities for 2014 – 2015.

The Board was being asked for input ahead of planned ratification at the March Management Board and were taken through each of the business priorities, milestones and completion dates.

A Non Executive Director observed our focus now was moving to beyond the current plan and effort should be strongly invested in the next business plan. Organisations are strongly influenced and affected by the scale of ambition, boldness and tone, which all filter through to the ethos of the organisation.

The Acting Chief Executive advised that it was understood that this was the final year of *For the Record, For Good* and assured the Board that a great deal of energy would be put into drafting the next business plan.

The Board noted the draft Business Priorities for 2014 – 2015 and the plan to bring back for ratification.

Quarter 3 Business Performance

The Acting Chief Executive introduced the Programme Support Office Manager to the Management Board. The Corporate Dashboard was then reviewed.

The Board then reviewed the progress of projects.

The Head of Financial Planning & Analysis advised that every effort was being made to meet the challenge of completing projects before the end of the financial year.

The Board noted and approved the reports.

January Financial Performance update

The Head of Financial Planning & Analysis took the Board through the September Financial Update. Non-ringfenced net expenditure was slightly lower than the 9+3 forecast, this was primarily due to timing of spend on Estates related projects.

We remain on track against our financial targets for the full year and will manage cash carefully over the remaining weeks of the financial year.

A Non Executive Director advised that cash management issues were increasing arising across Government departments.

The report was noted and approved.

9+3 Forecast

The Head of Finance presented the 9+3 Forecast to the Management Board. Good progress was being made against budget and forecast.

The Board were advised that timing of income receipts was an emerging challenge and additionally we had recently had an increase in our upper limit approved by Treasury.

The Board noted and approved the forecast.

Any Other Business

The Acting Chief Executive stated that details of the recent cooling towers fire would be reported to Audit committee later that day.

There being no further business, the meeting was closed.

