

Management Board summaries

26 March 2013

IMA Programme Board

The Board were given an update on the progress being made with the reshaping of the Information Management Assessment (IMA) programme. The IMA programme provides an independent assessment of how well Government departments manage their records and their information risk, including an assessment of Information Principle outcomes.

The Standards team explained that improvements build on the outcomes of the IMA programme review, which were presented to Management Board in March 2012.

The changes will ensure the IMA programme's continued relevance, effectiveness and contribution to The National Archives objectives. The main changes are:

- Prioritisation of Senior Information Risk Owners and Chief Information Officer engagement
- Incorporation of the Information Principles
- Introduction of a reassessment process for original IMA departments
- A revised performance framework.

An outline of the planned 2013 – 2014 IMA programme was given to the Board

The Management Board noted the good work done and thanked the team.

Document Downloads via Discovery: Issues and Development Opportunities

The Commercial Director introduced the Head of Commercial Delivery and explained that the Board had previously requested an update on future plans for document download strategy. The document download service had been impacted by a number of issues and a number of long term options had been developed, these were outlined to the Board.

The Board discussed the options.

The Management Board agreed upon an approach for the short to medium term, a proof of concept project to be prepared by next year and outputs to come back to the Board.

Reading Room: Security and Information

The Security Operations Manager and the Duty Security Manager provided a tour of the Reading Rooms to demonstrate the security measures in place to secure and protect the records we hold.

The Management Board viewed access arrangements for readers and witnessed First Floor Document Reading Room entry and exit checks by Security Officers. The checks identify restricted and prohibited items on entry and checks on exit are undertaken to ensure that the records we hold are not being removed.

The Board were then taken to Security Control Room 2 where they were briefed on the invigilation process and customer interaction.

The Board thanked the Security Operations Manager and the Duty Security Manager for an interesting and informative tour and noted the hard work of the teams involved.

Financial Performance Report for February

The Director of Finance and Performance gave an outline of The National Archives financial performance for February.

The Director of Finance and Performance advised that we remain on track against our financial targets for the full year. We will continually monitor income and expenditure carefully and adjust for any changes in financial plans.

The Management Board noted the report and thanked The Director of Finance and Performance and his team for the update.

Business Priorities for the business year 2013-2014

The Director of Finance and Performance introduced the Programme Support Office Manager to the Management Board.

The Programme Support Office Manager explained that The National Archives strategic priorities were set out in 'For The Record. For Good.' with our business plan for 2011 – 2015. The business plan is reviewed annually and these refreshed plans have now been reviewed and agreed by the Executive Team.

The Business Priorities 2013-2014 were discussed by the Board.

The Chief Executive and Keeper informed the Board that these agreed priorities would be published on our websites in April.

TA number of minor adjustments were requested.

The Management Board thanked The Programme Support Office Manager and ratified the decision taken by the Executive Team once the minor changes requested have been made.

Budget 2013 - 2014

The Director of Finance and Performance introduced Head of Financial Planning & Analysis and explained the budget for 2013 -2014 had been reviewed and agreed by the Executive Team.

The Director of Finance and Performance took the Board through the high level outputs of the 2013-2014 budget process. It was explained that the work done to produce this budget had been highly collaborative. The Head of Financial Planning & Analysis went through the waterfall charts and operating budgets at directorate level.

The Chief Executive and Keeper commented that the Budget was very precisely and clearly laid out.

The Director of Finance and Performance highlighted issues around recruitment whilst the current restraints were in place.

The Management Board noted the 2013-2014 budget and thanked all those involved in its production.

Research Prize 2012

The Head of Research explained that The National Archives awards a research prize each year in recognition of the most outstanding peer-reviewed article or book chapter written by a member of staff.

It was explained to the Board that there are two categories: interpretative research (into the records) and applied research (solving a 'how-to' problem). The Chief Executive and Keeper then presented the winners and runners up with awards.

Any Other Business

The Chief Executive and Keeper advised that The National Archives would appear before the Justice Select Committee on 4 June 2013 to explain the work we do. Briefing material for the Select Committee is to be distributed to Management Board for information ahead of this.

Two Non Executive Directors commented on a well put together and balanced agenda.

There being no other business the meeting was brought to a close.