

## **Management Board summary**

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**03 December 2013**

### October Financial Performance Update

The Acting Chief Executive introduced two members of the Finance Team who took the Board through the October Financial Update.

For the seven months to the end of October non-ring fenced net expenditure was slightly lower than the 6+6 forecast, this was largely due to timing related variances.

The Board were informed that after meetings with Treasury it was now thought Treasury understood the risks and opportunities.

**The Management Board noted and approved the content of the report.**

### Strategic Risk Register

The Strategic Risk register (SRR) is maintained by the Corporate Planning team on behalf of The National Archive's Executive Team. Contents of the Strategic Risk Register are formally reviewed on a quarterly basis by the Executive Team, Audit Committee and Management Board. Each strategic risk is owned by a member of the Executive Team. These high-level risks are taken into account in judgements about our medium to long-term goals, objectives and vision.

The Acting Chief Executive introduced a member of the corporate planning team who reviewed each of the risks in turn. The Board discussed.

The Board was informed that the Executive Team had reviewed the Register and the Director of Technology and Preservation had been asked to organize a seminar on risk in January with an external risk expert to attend.

It was agreed that we need to arrive at a balanced position between risk and opportunity.

### MH 47 Project and document display

The Director of Public Services and Human Resources introduced two members of the Advice and Records Knowledge department who explained that in October 2011 a plan was put in place for The National Archives to work collaboratively to digitise the MH47 series. The National Archives paid for the necessary preparation of the documents and the digitisation costs were met jointly by FTNA and FFHS.

The project was considered too small to be of commercial interest but was interesting and would be of value in helping engage with a wide range of users and link in with the First World War commemorations.

The records were of 9,000 men from Middlesex and were almost unique as many other similar collections were destroyed. The many pieces of detail contained in the records meant that they could be used to look at the social tensions about why people were not going to fight in the First World War.

The Board was taken through the processes that had been used in the production of this digital resource and the contribution from both colleagues at The National Archives and volunteers. The project had generated interest in other collections and surveys had resulted in 30 other collections being identified as potentially valuable sources of information for researchers.

The Board were then shown a display of the original documents used in the project.

### European Directive on the re-use of public sector information (PSI)

The National Archives is leading the PSI Transposition project, to transpose the adopted EU Directive into UK law.

The Board were given an update of progress made.

Three options contained in the accompanying paper were outlined and it was explained that option one was recommended option consistent with the text of the directive and the strategic objective of an effective, proportionate and low cost approach.

The Acting Chief Executive requested an update at Management Board in early 2014.

**The Board noted the content of the papers and approved the strategy and approach.**

### Gazettes re brand

The Director, Information Policy and Services introduced a Statutory Publishing Manager from The National Archives, and a representative from The Stationery Office (TSO). In November 2012, TSO secured a five-year contract to publish The Gazette, online and in print. The Gazette contains statutory information setting out the business of government and other official information, for example about corporate insolvencies, putting it permanently on the public record.

The new contract came into effect on 1 January 2013 and this year has seen a step-change in how statutory and other official information is published online. JR advised that the presentation will focus on how the Gazettes' brand has changed in order to reflect the digital aspect to the service, deliver a new proposition for the Gazettes and to support business growth.

Management Board was given a presentation on the re brand.

All previous editions were now stored as .pdfs and were now accessible online going back 350 years.

**CB thanked the team for an informative and interesting presentation.**

### Employee Engagement Survey 2013 results

The Director of Public Services and Human Resources introduced the Resourcing & Organisational Development Manager to the Board and explained that an overview of The National Archives employee engagement survey would be given.

Our Engagement Index was 68% which was an increase of 2% over the 2012 figure. Analysis would follow however a number of areas could be identified as requiring investigation and action.

The Director of Public Services and Human Resources advised that the approach to take should be to celebrate areas where good results have been achieved, investigate areas that need improvement and take actions in order to improve these areas.

The Board agreed that the results were encouraging.

**The Board noted the results.**

**There being no further business, the meeting was closed.**