

05 November 20132013-14 Quarter 2 Business Performance

The Acting Chief Executive introduced the Programme Support Office Manager to the Management Board. The Corporate Dashboard was then reviewed. The Corporate Dashboard is a monthly reporting and monitoring mechanism showing how The National Archives is performing against key indicators.

The Board then reviewed the status of a number of projects. The overall direction of travel was good; some re-forecasting of milestones had been necessary in response to technical issues.

The Management Board noted and approved the content of the reports.September Financial Performance Update

The Acting Chief Executive introduced a member of the Finance Team who took the Board through the September Financial Update. For the six months to the end of September non-ring fenced net expenditure was slightly lower than the 3+9 forecast due to phasing and timing. As this report was being completed work was progressing on the 6+6 forecast.

The Board noted the content of the report6+6 Forecast

The Acting Chief Executive advised that The National Archives was in the third year of a four-year Spending Review period but was seeing benefits from the projects undertaken; a good example of this was the significant energy consumption savings.

The Director of Public Services and Human Resources explained that headcount targets were set at directorate levels which worked well.

The Board noted and approved the 6+6 forecast.Triennial Review of the Advisory Council on National Records and Archives

All non-departmental public bodies (NDPBs) require periodical review. A Triennial Review is a Cabinet Office mandated process for reviewing the functions of NDPBs, the appropriateness of the body's delivery mechanism and its governance arrangements.

NDPBs need to be reviewed every three years.

The process is split into two stages. Stage One looked at the core functions of the Council. Stage One concluded that the Council should continue as a NDPB, Stage Two examines the control and governance arrangements in place in order to ensure that the Council is operating in line with government policy including good corporate governance, openness, transparency and accountability.

The Board discussed and noted progress.The State of the Catalogue

The Director of Technology and Preservation introduced the Head of Cataloguing and the Senior Archivist - Future Catalogue.

It was explained that The State of the Catalogue is an initiative by the Catalogue and Taxonomy Team to gather knowledge about The National Archives catalogue data, to pro-actively identify and address areas for improvement on a large scale, and to develop a strategic approach to data adequacy work.

Last year there had been 1.6 million new descriptions added and usability and quality of the catalogue was being improved.

The Senior Archivist - Future Catalogue advised that if any changes are made to catalogue entries or additional information added the original reference is always retained.

The Board thanked the team for all the excellent work that had been done in this area.

Information Assurance & Cyber Security Training for Board Members

The Director of Technology and Preservation introduced the Government Liaison and Engagement Manager and the Management Board Liaison Manager.

The Information Assurance & Cyber Security Engagement Programme (IACSEP) delivers training to people holding specific roles in government, including Information Asset Owners and Senior Information Risk Owners, with the aim of increasing awareness and understanding of cyber security amongst non-cyber professionals in the public sector. In June Cabinet Office agreed to extend the training to board members and Non-executive Directors.

The Board discussed the planned approach.

A Non-executive Director advised that this training was important and was pleased this was being provided by The National Archives. It was suggested that online, training may a useful option to consider.

The Board agreed the proposed approach.

Implementation of the “20-year rule”

The Director of Information Policy and Services introduced the Initiative Development Manager to the Board.

The Constitutional Reform and Governance Act of 2010 reduced the period of transfer for records to either The National Archives or a place of deposit (PoD) from 30 to 20 years.

The Initiative Development Manager provided an update on progress.

The Board noted the update.

First World War Centenary and The National Archives

The Commercial Director introduced the Head of Marketing and Communications and The Head of Advice and Records Knowledge and explained that there would be much publicity for the centenary over the next few years.

The Head of Advice and Records Knowledge explained that a five-year programme was planned and a taskforce had been created with individuals from a wide range of departments to help to deliver this programme.

Many stories and areas of interest relating to the anniversary could be linked back to the original records that we hold.

The Board discussed the plans.

The Board approved the planned approach.

There being no further business, the meeting was closed.