

Management Board summary

9 July 2013

Update on the outcome of 2015-16 Spending Review and May financial performance update

The Director of Finance and Corporate Services introduced the Head of Financial Planning & Analysis and updated the board on the outcomes of the 2015-16 spending review. The total administration and programme budget allocation for The National Archives for 2015-16 is £28.7 million. This is a 5% real terms reduction on our allocation for 2014-15. In addition we have been given a capital budget of £1.2 million. The announcement means that in 2015 we will have a total budget that is 34% lower in real terms than in 2010.

The Board then reviewed the Finance and Procurement report for May. The organisation had made good savings on contracts resulting in positive procurement savings figures.

A Non-executive Director said that the data visualisations in the Finance and Procurement report were of the highest quality.

The Board noted and approved the content of the report.

'Explore your Archive' Campaign

The Initiative Development Manager and the PR Executive were introduced to the Board. 'Explore Your Archive' is a new toolkit for archives of all kinds throughout the UK and Republic of Ireland to use in creating events and promoting stories relevant to their collections and communities.

It aims to increase public awareness of the role of archives, and to celebrate the richness of their collections. The 'Explore Your Archive' Campaign provides an overarching brand through which archives can create stories centred on the facts, places and people relevant to their users and communities of interest.

The Board was shown the material being used in the campaign, and given an overview of how archives would be taking part.

Non-executive Directors were supportive of the project and encouraged the team to make this project a success and impact on the public as well as the archive sector. The Board requested an update on the project at a future meeting.

Files on Film

The Director of Public Services and Human Resources introduced the Records Specialist – Diverse Histories and the Marketing & Communications Co-ordinator.

The Records Specialist – Diverse Histories explained that The National Archives has recently launched a short film competition to highlight diverse histories in our collection in an innovative and creative way. The competition asks members of the public to choose from a list of ten documents and produce a three-minute film based on any aspect of them. These films will then be entered in the competition and judged by a panel including representatives from The National Archives, academia and the film industry.

The documents selected cover a range of themes including immigration, sexuality, race, gender, disability and mental health. They aim to give a taste of the 'hidden histories' that can be found at The National Archives and encourage audiences that may not have considered us before, to engage with the documents in a new way.

The Board was shown a short film located on our website, produced in-house and featuring members of staff which introduced the competition to the public. Prizes were being provided by the Friends of The National Archives, approval for the competition had been received from Cabinet Office.

A Non-executive Director requested sight of the shortlisted films once compiled.

Summary of the Triennial Review of the Advisory Council on National Records and Archives (ACNRA)

The Director of Finance and Corporate Services introduced the Head of Strategic Projects who explained that the function of the ACNRA is to advise the Lord Chancellor on matters relating to records and archives in the United Kingdom and in particular in England and Wales. It is chaired by the Master of the Rolls.

The most recent review had been in 2010 and it was now time to carry out another review. The Head of Strategic Projects gave the Board an outline of the planned approach, the team carrying it out and the timescales for the review.

The Board discussed the planned review and noted the approach.

Digital Records Infrastructure (DRI) Project

The DRI team was introduced to the Board.

Over the next few years, The National Archives will face major changes in the way in which it handles digital information and an unprecedented increase in the volume of digital material it will need to take in, process and preserve. The DRI is starting to provide a robust system for the ingestion, preservation and delivery of digital records. It will soon be capable of processing high volumes of data (up to 100TB/year) and managing a variety of digital records (born-digital, digitised records and surrogates).

The Board were given an update on the project then given a tour of the DRI room where the preparation, loading and processing of data were demonstrated.

The Board thanked the Director of Technology and Preservation and his team for an impressive presentation and tour and for all the work that had gone into the project. The Board noted the progress made.

Any Other Business

The Board discussed their effectiveness and plans for a future strategy and planning meeting.

There being no further business, the meeting was closed.