

Executive Team Minutes

Title: Executive Team Meeting
Date of Meeting: 6 April 2011
Location: Blue Room

Present:

Oliver Morley (OM - Chair), Chris Mumby (CM), Clem Brohier (CB), Caroline Ottaway-Searle (COS), David Thomas (DT), Alison Webster (AW - Item 2), Peter Brooker (PB - Item 2), Manager (- Item 2), Manager (- Item 3), Julia Stocken (JS - Item 4), Amanda Spencer (AS - Item 5), Manager (- Item 6), Corporate Secretary (TH-minutes)

Apologies: Carol Tullo

		Action	Deadline
1.	Minutes and Matters Arising		
1.1	Minutes from the meeting on 23 March were agreed. Actions and updates noted as follows:		
1.2	<i>Grants and Funding:</i> JISC call for funding not yet released		
1.3	<i>Performance Management:</i> New form being finalised, but some delay because sign off of revised values will be required by Management Board. Agreed to release new form and advise Values to be confirmed.		
1.4	<i>Pay:</i> No update received to date		
2.	Investment Bid Review		
2.1	Executive Team reviewed the investment bids for 2011/12 following the reallocation of some funding from revenue to capital, and the ongoing recruitment constraints.		
2.2	AW advised that additional funding had been allocated to five bids: 8. Resource Discovery: Revenue Generation 19. Estates Lifecycle Maintenance 20. Master Space Planning and Carbon Reduction 25. Online Expenses and Mileage		
2.3	Whilst noting that the majority of bids were at Green, Executive Team went on to review the bids currently at Amber, many of which were awaiting the completion of business cases.		

2.4	Executive Team was reassured that the current position regarding all investment bids was clear and on track.		
2.5	Executive Team requested that a rolling schedule be produced and circulated on a monthly basis, to show allocated spend and progress against spend for all investment bids. New projects will be added to the schedule as and when they arise. The inclusion of a 'first cut' assessment of risks to the projects in the light of continued recruitment constraints should also be considered.	AW	
3.	Strategic Risk Register		
3.1	Executive Team reviewed the Strategic Risk Register		
3.2	PB to update register and bring back to next Executive Team meeting for new and revised risks to be scored.	PB	13/4/11
4.	MOD – Transfer of Service Personnel Records		
4.1	The future of paper records from three major collections due to be transferred from the Ministry of Defence following digitisation had been briefly discussed at a previous meeting.		
4.2	Executive Team was asked to consider a proposal to be put to the Advisory Council meeting in May, and endorse the recommended option.		
4.3	The option referred to a sample of paper records being retained and Executive Team felt that more detail should be provided regarding the size and content of the sample. The inclusion of a paragraph which details the current state of the records was also requested.		
4.4	Executive Team was happy to sign off the proposal and pass to Management Board for review.	JS	28/4/11
5.	Grants Proposal		
5.1	Executive Team was asked to consider a proposal from the Internet Memory Foundation (IMF) for TNA to provide project management for a project being submitted in response to 'Strategic Objective ICT-2011.4.1 – SME initiative on Digital Content and Language.		
5.2	The three main areas to be addressed by the project would be:		
5.3	Developing methods and technologies to automatically create very large data sets pools: development of a system to enable the curation of datasets captured on a large scale and delivery of datasets to communities of users.		
5.4	All funding will be provided by the European Commission and there will be no cost to TNA.		

5.5	Executive Team agreed that involvement in the project would enable TNA to gain better understanding of the issues involved in managing large volumes of data and noted that the project aligns closely with a number of our research priorities.		
5.6	Executive Team agreed that the proposal should be supported.		
6.	Social Media Strategy		
6.1	Executive Team was asked to consider a new social media strategy being developed to form part of the overall marketing and communications strategies.		
6.2	advised that the strategy was based on exploratory work which had been done over the last few months to assess whether the establishment of a social media presence would be worthwhile. It was found that there was interest from users of social media sites such as Facebook, Twitter and YouTube and that these channels could be used to open up our collection to a much larger audience.		
6.3	A set of strategic objectives and success measures have been developed .		
6.4	Executive Team noted the measures being taken to integrate the social media messages and the website, and approved the strategy.		
7.	Any Other Business		
7.1	<ul style="list-style-type: none"> • JJ advised that the customer satisfaction target had been reached following the results of the recent PSQG survey. 		
7.2	<ul style="list-style-type: none"> • Executive Team noted a recent visit by inspectors from Ofsted, who had been very complementary about the services provided at TNA. 		
7.3	<ul style="list-style-type: none"> • COS advised that a photography competition for staff was being organised, to capture images of Kew and Norwich. An exhibition of photos was being considered. 		
7.4	<ul style="list-style-type: none"> • The recent IIP review was now complete and the results awaited. 		
7.5	<ul style="list-style-type: none"> • Executive Team noted the recent efforts by the legislation team to provide departments with base data from legislation .gov.uk combining information from several sources. 		
	Cascade <ul style="list-style-type: none"> • <i>Investment Bids – no major revisions</i> • <i>Strategic Risk Register reviewed</i> • <i>Grants Proposal approved</i> 		

	<ul style="list-style-type: none">• <i>Social Media Strategy presented to Executive Team and approved</i>		
	There being no further business, the meeting was closed.		

Executive Team Minutes

Title: Executive Team Meeting
 Date of Meeting: 13 April 2011
 Location: Blue Room

Present:

Jeff James - Chair (JJ), Chris Mumby (CM), Clem Brohier (CB), Caroline Ottaway-Searle (COS), Carol Tullo (CT), Peter Brooker (PB - Item 2), Manager (- Item 2), External consultants (Item 3), Valerie Johnson (VJ - Item 5), Manager (- Item 5), Corporate Secretary (minutes)

Apologies: Oliver Morley, David Thomas

		Action	Deadline
1.	Minutes and Matters Arising		
1.1	Minutes from the meeting on 6 April were agreed.		
1.2	Actions and updates noted as follows:		
1.3	<i>Investment Bid Review:</i> Rolling schedule being developed and will be brought back to Executive Team in due course.		
2.	Strategic Risk Register Review		
2.1	Following discussion at the previous meeting some revisions had been made to the Strategic Risk Register and Executive Team was asked to consider and approve the changes.		
2.2	PB to update following discussion with relevant directors and bring back to next meeting for sign off, ahead of final agreement with OM and Management Board.	PB	20/04/11
3.	Internal Audit Strategy		
3.1	CB introduced _____, the internal auditors, who were attending to discuss the proposed audit strategy and respond to any queries regarding the internal audit process.		
3.2	_____ gave a general overview and outlined the review process.		
3.3	During discussion it was acknowledged that the recent 'Project' internal		

3.4	<p>audit had not been handled in an efficient manner as there had been a long break between the commencement of the audit and its completion.</p> <p>re-iterated the importance of the de-brief meeting at the end of the review, which should be viewed as an opportunity for Directors to raise any issues or concerns. Executive Team agreed that in future, the initial scope meeting should be used to ensure clarity on both sides.</p>		
3.5	It was agreed that and should attend Executive Team meetings on a quarterly basis, to discuss and review the audit process. PB to diarise.	PB	
3.6	Executive Team was asked to review the proposed audit strategy and plan for 2011-12, and give comments to PB by 19 April in order for a report to be prepared for the next Audit Committee.		
3.7	Executive Team agreed to forward the revised Strategic Risk Register to for comment, with the caveat that Management Board approval would not be sought until the end of April.	ALL	19/04/11
4.	Review of Quarter 4 Business Target Achievement		
4.1	Executive Team was pleased to note that all fifteen remaining business targets had been achieved.		
4.2	A report was being prepared for Management Board, which would include the findings from the recent internal audit.		
5.	Feedback from Academic Communications Interviews		
5.1	advised that the Research team had been looking at ways to improve the relationship with the academic community, and a series of interviews had been undertaken with key stakeholders.		
5.2	The interviews were used as an opportunity to ascertain the views of the academics, improve the relationships and also feed into a strategy for future engagement.		
5.3	<p>The overall outcome of the interviews had a common theme:</p> <ul style="list-style-type: none"> • Improve dialogue • Need for clear communication • Be open about issues and challenges • Consider undertaking collaborative research to gain a better understanding to the research community 		
5.4	Executive Team discussed the responses and agreed that a balanced approach should be taken in providing information of interest to the academic community, whilst being clear that any research TNA became involved in must be of interest to TNA.		

5.5	A proposed action plan was outlined to Executive Team, who felt that the plan should be shared with managers and Executive Reports whose roles involved contact with the academic community, as their comments and contribution may also help shape the way forward.		
5.6	Executive Team discussed how success would be measured and acknowledged the efforts already taken to improve the relationship with the community and increase visibility, focus and support. The proposed approach was accepted by Executive Team.		
6.	Any Other Business		
6.1	<i>IIP Accreditation:</i> COS advised that IIP accreditation had been awarded following a recent assessment.		
	Cascade		
	<ul style="list-style-type: none"> • <i>Strategic Risk Register reviewed</i> • <i>Internal Audit Strategy discussed</i> • <i>Quarter Four Business Plan – all targets achieved</i> • <i>Academic Communications Strategy approved</i> 		
	There being no further business, the meeting was closed.		

Executive Team Minutes

Title: Executive Team Meeting
 Date of Meeting: 20 April 2011
 Location: Blue Room

Present:

Carol Tullo – Chair (CT), Jeff James (JJ), Clem Brohier (CB), Caroline Ottaway-Searle (COS), David Thomas (DT), Peter Brooker (PB - Items 2,4,5), Manager (- Items 2,4), Manager (- Items 2,4), Manager (- Items 2,3), Valerie Johnson (Item 6), Corporate Secretary (minutes)

Apologies: Oliver Morley, Chris Mumby

		Action	Deadline
1.	Minutes and Matters Arising		
1.1	Minutes from the meeting on 13 April were agreed.		
1.2	Actions and updates noted as follows:		
1.3	<i>Internal Audit Strategy:</i> All actions completed		
1.4	<i>Academic Communication Feedback:</i> Action plan being circulated to Executive Reports for information		
2.	Year End Business Report		
2.1	PB presented the year end Business Report, and Executive Team was pleased to note the very good performance on all fronts.		
2.2	<ul style="list-style-type: none"> • All 15 business targets have been met • There were 17 KPIs for 2010-2011 of which 12 were published. At year end the 5 internal indicator targets and 11 of the 12 published indicator targets had been met • There were 11 Public Service Standards for 2010-2011 and by year end 8 had performed above target 		
2.3	PB further advised that the internal auditors had commented on the extremely good levels of audit trails which had been maintained in all areas and departments.		
2.4	Executive Team agreed that the Business Report should be presented to Management Board for approval.	CB/PB	28/04/11

3.	Year End Financial Report		
3.1	CB confirmed that the end of year underspend figure was 1.6%, just missing the 1.5% target, but Executive Team was content that the figure was largely due to savings made as a result of the current constraints around recruitment and marketing.		
3.2	Executive Team agreed that overall, budget control and activity had been well managed throughout the year and was happy for the report to be presented to Management Board for approval.	CB/	28/04/11
4.	Strategic Risk Register		
4.1	Executive Team reviewed the most recent version of the Strategic Risk Register, incorporating amendments requested at the previous meeting.		
4.2	Executive Team agreed that the Register should now be taken to Management Board for discussion.	CB/PB	28/04/11
5.	Review of Draft Statement on Internal Control		
5.1	PB advised that OM had had sight of the draft and Executive Team was asked for further comments, before a final version was drawn up.		
5.2	Executive Team requested that some additional achievements be recorded, including the recently announced Queens Award for Enterprise, and the Civil Pages accreditation. Some minor amendments were suggested, following which the revised statement will be presented to the next Management Board meeting for sign off.	CB/PB	28/04/11
5.3	Executive Team noted that an ad hoc meeting of the Audit Committee was being scheduled to follow the Management Board meeting for them to also approve the statement.		
6.	Grants Proposal		
6.1	Executive Team was advised of a request for The National Archives to provide an expression of interest for two proposals to set up Hubs being submitted under the AHRC Creative Economy Hub project.		
6.2	VJ outlined the background behind the project which was being set up to provide support to activities relating to the video and digital economy.		
6.3	Executive Team agreed that an initial expression of interest should be recorded, providing both potential partners were aware of the request for our involvement in two projects.	VJ	21/04/11
6.4	A more detailed outline of potential involvement will be brought back to Executive Team for consideration, should either of the proposals be successful.		

6.5	Executive Team noted that the Grants Panel is working well and asked that the appreciation of the Executive Team be passed back to the panel members.		
7.	Any Other Business		
7.1	<i>Telephone System:</i> DT advised that a recent review of the telephone system had been carried out. The system is now quite old and will only be supported until 2015.	DT	
7.2	The review concluded that an alternative solution will need to be considered before 2015, and recognised that because of the gsi security, this would not be straightforward. DT further advised that he will be seeking advice on what our network can support and also looking at other examples across government. A more detailed report and proposal will be brought to Executive Team for consideration in due course.		
7.3	<i>IIP Accreditation:</i> Executive Team was pleased to note that the recent IIP accreditation report now published was very positive.		
	Cascade		
	<ul style="list-style-type: none"> • <i>Positive Year End Business and Financial reports presented</i> • <i>Review of telephone system being undertaken</i> • <i>IIP accreditation received</i> 		
	There being no further business, the meeting was closed.		