

Executive Team Minutes

Title: Executive Team Meeting

Date of Meeting: 4 April 2012

Location: Blue Room

Present:

Oliver Morley - Chair (OM), Clem Brohier (CB), Caroline Ottaway-Searle (COS), Carol Tullo (CT), Jeff James (JJ), Julie Lennard (JL), [Staff member], [Staff member], Peter Brooker (/PB – Item 2); John Sheridan (JS – Item 3); Emma Bayne, Nick Kingsley (EB/NK – Item 4)
Corporate Secretary (Minute Taker)

Apologies:

Mary Gledhill (MG); David Thomas (DT)

		Action	Deadline
1.0	Minutes and Matters Arising Minutes of the meeting on 28 March will be reviewed at the next meeting.		
2.0	Dashboard content for 2012-13 PB presented the Dashboard and asked the Executive Team to review it against the business priorities and public service measurements for the period 2012-13, as well as any new elements they would like to introduce. The Executive Team reviewed the Dashboard and agreed on the elements to be included in 2012-13.		
3.0	Update on the Expert Participation Programme JS updated the Executive Team on the progress of the Expert Participation Programme. He gave an outline of the programme and the challenges faced by our in-house editors in applying all current and past changes to legislation. The programme is in pilot phase at present and a formal launch is planned for May. JS advised he is working on a four-part strategy, and Expert Participation is one element. Other elements include a programme to improve productivity by using smarter technology. The Executive Team thanked JS for the update.		
4.0	Update on Finding Archives EB and NK presented a paper on the Finding Archives project and asked the Executive Team to sign off the build phase based on the benefits and deliverables highlighted in the paper. In 2011-12 the Finding Archives project reviewed the range of online		

	<p>services and related business processes that The National Archives provides to support the wider UK archives sector. The review has highlighted where we could implement improvements to these services.</p> <p>EB advised that the feedback from the consultation came back in the form of deliverables and 50% of these have been delivered by Discovery, our new catalogue.</p> <p>The next stage is to take the identified high-level deliverables and move data from archive sector systems that we host – such as the National Register of Archives – into the Discovery architecture.</p> <p>The Executive Team approved the proposed actions in the paper.</p>		
5.0	<p>Any other business</p> <p><u>Establishment control and recruitment forms</u> - COS advised that HR and Finance had discussed the new Establishment control and recruitment form and a pack will be sent to the Executive Team for sign-off.</p> <p><u>Compliance with Treasury Financial Reporting Manual (FREM)</u> – Internal audit fieldwork completed and draft recommendations received. JJ to pass recommendations to CB to review and confirm that this work will meet compliance for the 2011-12 annual report</p> <p><u>Financial year end</u> CB thanked the Executive Team and all staff for their efforts to meet the deadlines.</p>	JJ/CB	
	<p>Cascade:</p> <ul style="list-style-type: none"> • <u>Dashboard Content for 2012-13</u> – elements agreed. • <u>Update on Expert Participation Programme</u> - very innovative with real improvement. • <u>Update on Finding Archives</u> – Looking forward to simple transformation of archive content and catalogue for sector over longer term. 		
	There being no other business the meeting was closed.		

Executive Team Minutes

Title: Executive Team Meeting

Date of Meeting: 18 April 2012

Location: Blue Room

Present:

Oliver Morley - Chair (OM), Clem Brohier (CB), Caroline Ottaway-Searle (COS), Carol Tullo (CT), Jeff James (JJ), Mary Gledhill (MG); Amanda White, Michael Ofori-Koree (AW/MOK – Item 2); Peter Brooker and [staff member] (Items 3 and 4), Chris Mumby (CM – Item 6); Corporate Secretary (Minute Taker)

Apologies: David Thomas (DT), Julie Lennard (JL)

		Action	Deadline
1.0	Minutes and Matters Arising Minutes of 28 March and 4 April 2012 were read and approved		
1.1	<u>Item 6.0 (28/3/12) Update on Culture Project</u> - With regards to additional development opportunities, COS to circulate revised proposals to Executive Team.	COS	
2.0	Year end financial report CB and AW presented the financial report for March and gave an outline of performance during the month and variances. All directorates performed well with excellent results across the board. CB advised the full year outturn was a fantastic result for The National Archives, considering the requirements of the comprehensive spending review (CSR) and the challenges of recruitment. The CSR also stated that we need to separate out administrative functions from programme front line activities. Expenditure has been managed appropriately within those splits. The Executive Team thanked CB, AW and MOK for a brilliant collective effort in preparing the year end financial report.		
3.0	Glazed roof replacement project contingency PD put forward a budget contingency paper for the Q2 glazed roof replacement project for the Executive Team to consider. He asked the Executive Team to approve the proposal to allocate £120k contingency to the Q2 glazed roof replacement project budget., and delegate authority for the allocation and expenditure of this £120k contingency to the Estates Development Programme Board. JJ advised that it is traditional with large estates projects to allocate contingency in this way. The contingency has been managed within the Programme Board within the last year.		

	<p>The Programme Board has been tough on variances and very clear on what constitutes maintenance and project cost. As at the start of the project, the vertical glazing was not identified as an immediate problem, but there are sections of vertical glazing that are leaking. Also, issues have been identified with regards to some loose slates on the roof and it would be of benefit to carry out repair work while the scaffolding is up.</p> <p>The Executive Team approved the contingency and is content for the Estates Development Programme Board to manage the budget.</p>		
4.0	<p>Investment bids 2011-12 end of year (Q4) status report</p> <p>[Staff member] updated the Executive Team on the status of investment bids for the fourth quarter.</p> <p>The Executive Team reviewed the report and noted its content.</p>		
4.1	<p>Dashboard</p> <p>PB presented the Dashboard results for March.</p> <p><u>Onsite Customer Satisfaction:</u> PB to update with commentary that JJ sent via email.</p> <p>The Executive Team reviewed the Dashboard and commented on the metrics.</p>	PB	
5.0	<p>Investment bid applications received for 2012-13 – allocation of additional funds</p> <p>AW presented new investment bid applications for Executive Team to review and sign off.</p> <p>The Executive Team reviewed a number of the investment bids listed and made their comments.</p> <p>[Corporate secretary] to set up an additional Executive Team meeting next week to continue reviewing the investment bids that have not been discussed.</p>	[Corporate secretary]	
6.0	<p>Home Guard pilot update</p> <p>CM updated the Executive Team on the progress of the Home Guard pilot. He advised that the project is now on schedule with the completion of the transcription. The team is currently working to process batches of complete pieces through ingest and pre-ingest into the Digital Records Infrastructure (DRI). The link between DRI and Discovery is being built and is on track.</p> <p>The next steps of the project are to finish the quality checking of images by end of April and completion of ingest of batches of images into DRI.</p> <p>The anticipated launch date for the Home Guard pilot digitised records is 11 June.</p> <p>The Executive Team thanked CM for the update and agreed with</p>		

	the proposed launch date.		
7.0	<p>Any Other Business</p> <p><u>Culture Programme</u> –The Culture Project Team will be arranging a week-long event to launch the Culture Project programme and other initiatives within The National Archives.</p> <p>Executive Team to cascade message to their teams that the Culture Project team will be contacting them for ideas for the Culture Project programme event.</p> <p><u>Industrial Strike</u> – PCS union have announced that they will be striking on 10 May.</p> <p><u>Titanic Conference</u> – The conference was held on Saturday 14 April and was well attended with tickets sold out. The event was organised by the Advice and Records Knowledge department and was supported by ICT, Marketing, Estates and Genuine Dining, with very positive feedback received on the day.</p> <p><u>Information Policy and Services Day</u> - will be held at 10am on Monday 23 April in the Talks Room.</p> <p><u>Expert Participation</u> – The programme will be formally launched in May.</p> <p><u>Hidden Treasures Event</u> – will be arranged to support the Queen's Jubilee with a behind the scenes tour.</p>	Directors	
	<p>Cascade:</p> <ul style="list-style-type: none"> • <u>Year end financial report</u> – a very good collective effort in delivering year end results. • <u>Year end investment bid Q4 report:</u> - reviewed progress of investment bids. • <u>Dashboard</u> – reviewed and on track. • <u>Home Guard pilot</u> – update noted and launch date agreed. 		
	There being no other business the meeting was closed.		

Executive Team Minutes

Title: Executive Team Meeting

Date of Meeting: 25 April 2012

Location: Blue Room

Present:

Oliver Morley - Chair (OM), Clem Brohier (CB), Caroline Ottaway-Searle (COS), Carol Tullo (CT), Jeff James (JJ), David Thomas (DT), Peter Brooker, Alison Webster, Amanda White (PB/AWeb/AW – Item 2), Corporate Secretary (Minute Taker)

Apologies: Mary Gledhill (MG), Julie Lennard (JL)

		Action	Deadline
1.0	Minutes and matters arising The minutes of 18 April were read and approved		
2.0	Investment bid applications received for 2012-13 – allocation of additional funds The Executive Team continued reviewing the remainder of the new investment bids and made their comments. They approved the investment bid proposals for: <ul style="list-style-type: none"> • Digital Records Infrastructure (DRI) • Modernising Public Services • Single Customer View • Accelerated Transfer of Legacy Records • ICT department business as usual. 		
3.0	Any other business <u>Public restaurant</u> – polite reminder to be sent to all staff regarding etiquette in the public restaurant. <u>Wi-Fi survey</u> – ICT will be conducting a Wi-Fi survey to find out staff requirements for Wi-Fi. <u>Bursary scheme</u> – timetable and plan agreed for payment of bursaries to two students to support the diversification of the workforce in the archive sector. The funding will be paid directly to the university, which will distribute the bursaries to two students who will begin courses in September/October 2012.		
	Cascade: <ul style="list-style-type: none"> • Investment bids 2012-13 – investment bid proposals finalised 		
	There being no other business, the meeting was closed.		