

Executive Team Minutes

Title: Executive Team Meeting

Date of Meeting: 10 August 2011

Location: Blue Room

Present:

Caroline Ottaway-Searle – Chair (COS); Carol Tullo (CT), Jeff James (JJ), Julie Lennard (JL), Alison Webster (AW – Items 2-3); Manager (Item 4); Valerie Johnson, Manager, Manager (VJ/ / – Item 5-6); Corporate Secretary (Minutes)

Apologies: Oliver Morley - (OM), Clem Brohier (CB), David Thomas (DT)

		Action	Deadline
1.	Minutes and Matters Arising		
1.1	<p>Minutes from the meeting on 20 July 2011 were read and agreed.</p> <p>Actions and updates noted as follows:</p> <p><u>Item 2.0 Strategic Risk Register</u> – PB to make suggested amendments.</p> <p><u>Item 3.3 Performance Reporting -</u> It was further agreed that a base case four-year plan be drawn up, based on revenue from existing business and expected additional licensing streams, to give a clearer picture going forward.</p> <p><u>Item 3.4 Online Satisfaction Survey- Update 10/8/11:</u> JJ advised survey will be re-run in August and will report back to Executive Team with results.</p> <p><u>Item 3.6 Discovery Service Phase 3</u> – original business case to be amended to 18 months and re-submitted to Executive Team for approval.</p> <p><u>Item 4.4 Sharepoint Project Report</u> – Executive Team recommended some amendments to the report, following which it should be circulated electronically for sign off.</p> <p><u>Item 5.2 Records Decision Panel Terms of Reference –</u> JS was asked to update the Terms of Reference for the panel to include more specific reference to the Public Records Act, and to ensure that the relevant Department Heads are asked to sit on the panel.</p>	<p>PB</p> <p>AW</p> <p>DT/JJ</p> <p>DT</p> <p>JS</p> <p>JS</p>	<p>Done</p> <p>Carry Forward/ In progress</p> <p>Carry Forward In Progress</p> <p>Carried Forward</p> <p>Done</p> <p>Done</p>
2.0	Home Guard Progress Report		
	<p>CM and AW gave a presentation on progress made to date on Home Guard Records Pilot. CM confirmed that the governance has been established and project board members' roles and responsibilities signed off.</p>		

	<p>CM advised that a small portion of the Home Guards records series was being used to test converting the paper records into Digital objects, which would then be accessioned into a Digital Preservation System. A contractual model will be developed to facilitate the appointment of third party partner to create digital objects for the full collection and presentation of the collection online. CO and [Manager] have been involved to assist with the security elements to ensure the closed documents are kept confidential throughout the digitisation process</p> <p>AW advised she is working with a number of work stream leaders to manage the components of the project. She advised the pilot sample had been agreed and members of the User Advisory Group informed of the criteria for choosing the County Durham as the pilot. A paper survey has been completed and the paper is fit for digitisation. Collection Care are undertaking paper preparation prior to digitisation and this is on target.</p> <p>CM has asked the members of the User Advisory Group to suggest what fields should be transcribed their priority order</p> <p>CM and AW to return to Executive Team by mid September to give update on outcome of work done.</p>	CM/AW	
3.0	<p>Return on Investment from vacating Petty France</p> <p>AW presented calculations on Return on Investment of moving out of Petty France office.</p> <p>The Executive reviewed and discussed the content of the calculations and the usage of the hot desks at Petty France office was also discussed.</p> <p>CT agreed to cascade message to her Directorate advising that Hot Desk usage at Petty France office is being monitored and that they must book hot desk online so that accurate usage figures are ascertained.</p> <p><u>IT provision</u> – Executive Team expressed concern at the provision for printing at the Petty France office.</p> <p>DLT to review IT provision at Petty France office.</p>	CT DLT	
4.0	<p>Lessons Learnt from Location Kew Project</p> <p>A lessons learned review was carried out following the completion of the Location Kew project.</p> <p>[Manager] presented Location Kew Lessons Learned report and asked the Executive Team to note the management summary and summary of findings and to note the recommendations for future projects.</p> <p>The Executive reviewed the content of the report and recommended some minor amendments.</p> <p>The Executive Team formally signed off the Location Kew Lessons Learned Report and agreed it should be published on Narnia.</p>		

5.0	<p>Grants Panel Bids</p> <p><u>Land, Livelihood and Locality Project – Grant Application</u> VJ advised the Grants Panel met this morning and approved an application for the Land, Livelihood and Locality Project and sought Executive Team sign off. She advised the project aim is to digitise 74,360 medieval and early modern charters and deeds collection at TNA.</p> <p>The Board reviewed the grant application and raised some questions.</p> <p>The Executive Team Approved the grant application and thanked [staff members] for their contribution in preparing the grant application.</p>		
5.1	<p><u>Digitising China Project– Grant Application</u></p> <p>VJ advised the Grants Panel also approved an application for a cross institutional collaborative project that will further significantly enhance ‘Visualising China’. This will provide major public access to a resource of digitised historic photographs of China in UK repositories and private collections. Executive Team approval to send a letter of support from Oliver Morley was sought. VJ advised that the project entails no involvement or cost to TNA except for raising the profile of the project.</p> <p>The Executive Team approved support for the grant application.</p>		
6.0	<p>Research Strategy for the Research Team</p> <p>VJ presented a new Research Strategy for The National Archives (TNA). She advised that the Research Strategy needs to be changed to have a strategic fit with the organisation and the business plan.</p> <p>VJ asked the Executive Team to support changing the research strategy so that Organisational Research Priorities are identified; we can proactively seek partners and funding to lead bids that answer our needs and support and drive departmental research priorities.</p> <p>It was agreed that VJ will engage with the Executive Reports on the new Research Strategy. Also to highlight what the Research Team can offer and how it can support the business.</p> <p>The Executive Team agreed with the Research Strategy.</p>		
7.0	<p>Any Other Business</p> <p>Government Digital Services Meeting – CT flagged discussions led by ERG in CO that are involving the Government Publishers’ Group that we coordinate in the official publishing team.</p>		
	<p>Cascade:</p> <ul style="list-style-type: none"> • Home Guard Digitisation of Records Project – received update • Lessons Learned from Location Kew Project – report to be posted on Narnia • Grant Bids – approved • New Research Strategy – approved 		
	<p>There being no other business the meeting was closed.</p>		

Executive Team Minutes

Title: Executive Team Meeting

Date of Meeting: 24 August 2011

Location: Blue Room

Present:

Oliver Morley - Chair (OM), Caroline Ottaway-Searle (COS); Jeff James (JJ) Julie Lennard (JL), David Thomas (DT), Valerie Johnson; Amanda Spencer; Manager; Manager (VJ/AS/ / – Items 2); Corporate Secretary (Minutes)

Apologies: Clem Brohier (CB), Carol Tullo (CT)

		Action	Deadline
1.	Minutes and Matters Arising		
1.1	<p>Minutes from the meeting on 10 August 2011 were read and agreed.</p> <p>Actions and updates noted as follows:</p> <p><u>Item 3.0 Return on Investment from vacating Petty France</u> CT agreed to cascade message to her Directorate advising that Hot Desk usage at Petty France office is being monitored and that they must book hot desk online so that accurate usage figures are ascertained.</p> <p>DLT to review IT provision at Petty France office.</p>	<p>CT</p> <p>DT</p>	<p>Completed</p> <p>In progress</p>
2.0	<p>Grant Panel Bids</p> <p>VJ advised the Grants Panel met last week and approved the following 3 applications:</p> <p><u>'Make Do and Mend' application</u> The aim of the project is to produce a publishing history of communication from the Ministry of Information in the years immediately prior to the Second World War in a period running from 1936 to 1946.</p> <p>The Executive Team approved the grant application.</p>		
2.1	<p><u>The Letters of Bess of Hardwick</u></p> <p>The Grants Panel also approved 'The Letters of Bess of Hardwick' application. The project aim is to produce a searchable interactive online edition of all c. 230 letters written to and from Bess of Hardwick.</p> <p>The Executive Team approved the grant application.</p>		
2.2	<p><u>Annotation Marketplace in the Cloud</u></p> <p>The Grants Panel approved the 'Annotation Resources Marketplace in the Cloud' application. The aim of the project is to develop an</p>		

	<p>'annotation services' marketplace.</p> <p>AS said that a letter of support is required from TNA. The project is EU funded and is going through first round. As part of the second round the Consortium would like a letter of support.</p> <p>The Executive Team approved the grant application.</p>		
2.3	<p>Grants Panel – Process for seeking Director Approval</p> <p>VJ to check that the grants application form has been correctly completed and that Director level approval has been clarified.</p> <p>OM said that applications approved by the Grants Panel, but not yet by a Director, should not be stopped from being put forward to Executive Team, but it should be pointed out that Director level support may be essential.</p> <p>VJ to provide draft note on return in investments to Executive Team.</p>	<p>VJ to note</p> <p>VJ</p>	
3.0	<p>Any Other Business</p> <p><u>Budget Box</u>: Approval received to keep the Gladstone Box in the House of Parliament for another 6 months.</p>		
	<p>Cascade:</p> <ul style="list-style-type: none"> • 3 Grants application approved. • Gladstone Box will remain at the House of Parliament for another 6 months to allow for full seasonal testing. 		
	<p>There being no other business the meeting was closed.</p>		

Executive Team Minutes

Title: Executive Team Meeting

Date of Meeting: 31 August 2011

Location: Blue Room

Present:

Jeff James – Chair (JJ); Caroline Ottaway-Searle (COS); David Thomas (DT), Steve Duffield, Manager (SD/ -Item 2); Manager (Item 3); Chris Mumby, Manager, Manager, Amanda White (CM/ /AW-Item 4); Tom Gregan (TG-Item 5); Valerie Johnson, Manager (VJ/ – Item 7); Corporate Secretary (Minutes)

Apologies: Oliver Morley (OM), Clem Brohier (CB), Carol Tullo (CT); Julie Lennard (JL)

		Action	Deadline
1.	Minutes and Matters Arising		
1.1	<p>Minutes from the meeting on 24 August 2011 were read and agreed.</p> <p>Actions and updates noted as follows:</p> <p><u>Item 3.0 (10/8/11) Return on Investment from vacating Petty France</u> DT to review IT provision at Petty France office.</p>	DT	Completed
2.0	<p>Alternative emailing systems for business continuity in the event of systems here being inaccessible</p> <p>SD and [Manager] reported that IT has evaluated options in response to an action from an Executive Team Meeting to mitigate against the IT Server being affected by a major physical disaster and/or cyber attack.</p> <p>The three shortlisted options that have been investigated are:</p> <ul style="list-style-type: none"> • Cable & Wireless (C&W) hosted node of our Exchange Server • Leasing an Exchange Environment • Using the Criminal Justice Secure eMail (CJSM) system <p>The Executive Team discussed and reviewed the three options proposed and agreed that the CJSM System was the best option.</p> <p>SD to prepare a test plan using the Criminal Justice Secure eMail (CJSM) system and to submit a written report to Executive Team.</p> <p>SD to liaise with Chris Cooper and Paul Davies to include in the Business Continuity Plan the alternative email option CJSM for disaster recovery and update Audit Committee. Also to ask Paul to factor into future MIMT exercises.</p> <p>The Executive Team approved the recommendation proposed to use the CJSM System.</p>	SD SD	

<p>3.0</p>	<p>Stakeholder Grid Update</p> <p>[Manager] presented a report based on the first six months of 2011 of communication activities listed in the Stakeholder Communications Grid. [Manager] advised that the Stakeholder Communications Grid is essentially a forward planning tool to co-ordinate TNA communication activities and to ensure teams and departments do not duplicate each other's efforts.</p> <p>[Manager] presented statistical data and charts on communication activities for each Directorate. The report also highlighted month by month comparisons to see what the activities looked like compared to last year.</p> <p>The Executive Team reviewed the report.</p> <p>COS to follow up with Melanie Hide regarding the five press releases that are yet to be entered into the Stakeholder Communications Grid.</p> <p>[Manager] to check that the CEO's Office communication with Friends of TNA is entered on the Stakeholder Communications Grid.</p> <p>[Manager] to contact Executive Reports to ask them to make full use of the Stakeholder Communications Grid.</p> <p>[Manager] to add key points in the summary report.</p> <p>[Manager] and COS to speak offline about HR involvement with the Stakeholder Communications Grid.</p>	<p>COS</p> <p>Manager</p> <p>Manager</p> <p>Manager</p> <p>Manager / COS</p>	
<p>4.0</p>	<p>WO95 First World War and Army of Occupation War Diaries Business Case</p> <p>CM, [Manager], [Manager] and AW presented a business case for the WO95 record series, comprising First World War and Army of Occupation War Diaries and advised that this is one of the most popular series ordered at Kew. CM reported as a result of the constant handling the series is now in a fragile state. In order to preserve this historically valuable series and limit any further damage it is proposed to digitise the whole series now before it deteriorates further. With the centenary of the outbreak of the First World War approaching in 2014, demand for records from this period increasing as a whole. CM said digitising the series means that we will be able to make them available online for a much wider audience, rather than accessible only to those who can visit our reading rooms at Kew.</p> <p>The Executive Team reviewed the business case and recommendations proposed.</p> <p>CM to add to Executive Summary: this is not a monetary opportunity, there is some revenue generation, but the key business drivers are non-financial.</p> <p>CM to link report on condition of the record series to the business case.</p> <p>The Executive Team approved the business case subject to final sign off by OM of the amended business case.</p>	<p>CM</p> <p>CM</p> <p>CM</p>	

5.0	<p>Doris Future Maintenance Proposal</p> <p>TG reported the contract for support for Doris Database; Documents Online and Moving Here will expire on 31 March 2012. Procurement Department have advised there is no opportunity for extending it as the extension specified in the original procurement has been exhausted. A new support contract with an external supplier would have to be sourced through a formal procurement process.</p> <p>The Executive Team reviewed the Doris support and development resourcing business case.</p> <p>TG said that OM is happy to support Doris future maintenance as a business critical system.</p> <p>DT to ask Emma Bayne to write a recruitment business case for Doris Systems Support and Development Analyst.</p> <p>The Executive Team approved the business case.</p>	DT	
6.0	<p>Investment for Web Archive Contract</p> <p>DT reported that TNA's current web archiving contract expires on 31 October 2012 and we must go through a competitive tendering exercise. He said in order to ensure a contract and a statement of requirements which is fit for purpose we need to procure some external procurement expertise, legal advice and contract writing skills. IT will need money from under spend money for retendering of the Web Archive Contract.</p> <p>The Executive Team approved the investment bid Tender for Web Archiving Contract and approved £40k for use in 2011 and £10k for use in 2012.</p>		
7.0	<p>Grant Panel</p> <p>VJ advised the Grants Panel approved a grant application.</p> <p>'Legacies of British Slave ownership' Phase II. The aim of the project is to undertake a systematic analysis of the slave ownership in the British West Indian colonies between 1763 (1754 for Jamaica) and 1833.</p> <p>[Manager] advised that TNA would provide Training for the project team; Sponsorship and Outreach Support.</p> <p>[Manager] to take out ' Liaison Support, Item 3' listed in grant application.</p> <p>[Manager] to ask Andrew Payne to quantify amount of Outreach support that will be provided.</p> <p>[Manager] to check budget for the project is £1.5M.</p> <p>[Manager] to consider using UCL Reading Room space at TNA with Tom Gregan.</p> <p>The Executive Team approved the grant application.</p>	<p>Manager</p> <p>Manager</p> <p>Manager</p> <p>Manager</p>	
8.0	<p>Any Other Business</p> <p>Roof Replacement in Q2- JJ updated the Executive Team on progress</p>		

	of the Roof Replacement project.		
	<p>Cascade:</p> <ul style="list-style-type: none"> • Alternative emailing systems for business continuity in the event of systems here are being inaccessible: Disaster Recovery solution being considered. • Stakeholder Grid Updated: Discussed communication activities listed in the Stakeholder Communications Grid. • WO95 Business Case: Proposal to digitise the whole series of WO95 First World War and Army of Occupation War Diaries in order to protect the paper records. • Doris: Maintenance contract is due to expire in March 2012 and new support arrangements are being considered. • Investment for Web Archive Contract: Contract will expire in October 2012 and external procurement expertise will be sourced to prepare the tender. • Grants Panel: 1 Grant application approved. 		
	There being no other business the meeting was closed.		