

Executive Team Minutes

Title: **Executive Team Meeting**

Date of Meeting: **7 December 2010**

Location: **Blue Room**

Present:

Oliver Morley (OM - Chair), Carol Tullo (CT), Jeff James (JJ), David Thomas (DLT), Clem Brohier (CB), Chris Mumby (CM), Caroline Ottaway-Searle (COS), Peter Brooker (PB – item 2 and 3), Manager (– item 2), Manager (– item 3 and 4), Paul Davies (PD – item 5), Manager (– item 6), Lee Oliver (LO – item 6), Simon Lovett (SL – item 7), Manager (– item 7), Manager (– item 7), Corporate Secretary (minutes).

Apologies:

None

		Action	Deadline
1.	Minutes and Matters Arising		
1.1	Minutes from the meeting on 17 November were agreed. Actions and updates noted as follows:		
1.2	<u>Single architecture:</u>		
1.2.1	Executive team noted that the Governance Board to give project oversight will be in place early in the New Year.		
1.3	<u>Staff survey:</u> to circulate the report as soft copy to directors for information.		asap
1.4	<u>TNA 2010 post project review:</u> Executive team review and approval noted.		
1.5	<u>Technology services to government:</u> Executive team noted a briefing note to Katie Davis (Cabinet Office) on government funded projects led by TNA and an outline of areas for possible future engagement.		
2.	Strategic priorities - draft review		
2.1	Directors discussed the initial draft of their strategic priorities consolidated into the strategic plan to 2015.		

2.2	OM to circulate with further revisions and drafting as discussed.	OM	ongoing
3.	Investment bids 2011/12 – first cut discussion		
3.1	Executive team reviewed the spreadsheet detailing the first cut investment bid proposals, agreeing priority against a consideration of business value and resource implications for each bid.		
3.2	Executive team noted tension between resource and capital funding split across projects. This is currently expressed as an overspend on Capital and an under spend on Resource funding.		
3.3	Next steps and actions were noted. PB to circulate the updated spreadsheet and progress discussion with directors to consolidate for further executive team review and agreement before final review on 22 December.	PB	15/12/10
4.	Headcount requirement and vacancy management		
4.1	Executive team reviewed and agreed budget assumptions with . Discussion was focused to agree:		
4.2	<u>Staff Establishment (Total number of live posts in the HR database)</u>		
4.2.1	Vacant posts will be reviewed as part of the 11-12 budget process to establish whether they are still required.		
4.2.2	While it was important to budget holders to retain vacant posts, (even if there were no immediate plans to fill them), Executive team agreed that it was important to know when they would be filled.		
4.3	<u>Payroll Budget</u> (The cost of posts which are expected to be filled in the budget year)		
4.3.1	The payroll budget will be based current workforce costs less known leavers / end of contract plus any expected recruitment.		
4.3.2	Managers will be asked to plan realistic start dates so that the budget closely matches what is actually likely to happen.		
4.4	<u>Contractors</u> We will assume that the current rules around the use of interims / contractors will be relaxed and we will be able to recruit people to work on investment bid activities.		
4.5	<u>Marketing and conferences</u> to work with CM on assumptions for marketing spend.	CM	ongoing

5.	IT server resilience		
5.1	<p>Following the business impact assessment on our ICT server resilience and recovery arrangements, PD opened Executive team discussion to review the risk of application and system loss and to agree an approach on how best to mitigate</p> <p>Actions on data backup next steps were agreed</p>		
6.	On site temperature testing – discussion		
6.1	Executive team considered a recommendation to implement a heating and cooling set –point strategy to deliver further energy reductions and savings on heating/cooling the building.		
6.2	Executive team endorsed the principle outlined in the approach but before the strategy can be implemented, agreed that further work to ensure that there is an improvement in maintaining current temperature controls across the office, needs to be stabilised.		
6.3	to review with JJ before final Executive team approval.	JJ	ongoing
6.4	to also include operating times in the draft policy when next reviewed.		ongoing
7.	Data systems review		
7.1	Executive team noted there were no significant issues following the recent data security and data handling review.		
7.2	Executive team went on to consider and endorse a number of key recommendations proposed to improve existing practice around accountability, responsibilities, protective marking and disposal.		
7.3	SL to review email behaviours around destruction for Executive team review.	SL	ongoing
8.	Any Other Business		
8.1	<u>Budget Box</u> : OM updated Executive team on display of the Gladstone budget box noting the possibilities for longer term display in parliament are now under consideration.		
8.2	The new replica box will not be accessioned by TNA. Responsibility will rest with the Treasury.		
9.	<p><u>Cascade</u>:</p> <ul style="list-style-type: none"> • <u>Strategic priorities review</u> – initial discussion and agreement • <u>Investment bid 2011/12</u> – bids prioritised and next steps to 		

	<p><i>work up cost analysis and business benefits agreed</i></p> <ul style="list-style-type: none">• <i><u>Headcount requirement</u> – agreed an approach to start building the budget for 2011/12</i>• <i><u>IT server resilience</u> – risk assessment reviewed and next steps agreed</i>• <i><u>Heating and temperature policy for staff and public areas</u> – principle agreed but further work needed on temperature control before a move to comfort cooling can be implemented</i>• <i><u>Data handling and data security review</u> – recommendations discussed and agreed</i>		
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Oliver Morley (OM – Chair), Carol Tullo (CT), David Thomas (DLT), Clem Brohier (CB), Chris Mumby (CM), Caroline Ottaway-Searle (COS), Peter Brooker (PB - Item 2 and 3), Manager (– Item 3), Manager (– Item 2), Manager (– Item 2 and 3), Alison Webster (AW – Item 4), Julie Lennard (JL – Item 5 and 6) Michael Ofori-Koree (MOK – Item 6), Manager (– Item 7), Corporate Secretary (minutes)

Apologies: Jeff James

		Action	Deadline
1.	<u>Minutes and Matters Arising</u>		
1.1	Minutes from the meeting on 7 December were agreed. Actions and updates noted as follows:		
1.2	Technology Services to Government Executive Team noted a response to the briefing note to Katie Davis (Cabinet Office), was expected within the next week.		
1.3	IT Server Resilience Executive Team clarified the outcome of the discussion at the previous meeting and agreed to look at a full back up solution in tandem with 3 tier architecture. In the meantime, DLT to seek a low cost solution to mitigate business meltdown.	DLT	
1.4	Data Systems Review SL to report back to Executive Team in due course regarding the viability of returning to a 90 day blanket disposal of e-mails.	SL	
2.	<u>Performance Reporting</u>		
2.1	<u>Financial Reporting</u> Executive Team reviewed month 8 reporting.		
2.2	CB confirmed the three main points of focus at present were: <u>Year End</u> Next Year's Budget Business Plan / Strategy and financial implications of CSR.		

2.3	Executive Team noted that investment spend was tracking well.		
2.4	<u>Dashboard Reporting</u> Executive Team reviewed the dashboard for November 2010, noting that we are delivering well against all targets.		
3.	Key Performance Indicators 2011/12		
3.1	PB updated Executive Team on proposals by Cabinet Office to move away from KPI's to Impact and Input indicators. These were also being adopted by MoJ and both types of reporting would be included in the Business Plan.	PB	JAN 2011
3.2	The new indicators were broadly in line with the current KPI's – Impact – reflecting our published KPI's Input – reflecting our public service		
3.3	However as there did not appear to be any set targets, it was likely that TNA would be free to report only key indicators which would reflect the strategic priorities.		
3.4	PB to meet with individual directors during January to discuss their departmental indicators and report back to Executive Team to discuss the final output at the end of January.		
3.5	Investment Bids Executive Team briefly discussed the current position regarding investment bids.		
3.6	Executive Team agreed to flag any bids dependent on recruitment, as these would need to be revised in light of the current recruitment freeze.		
4.	Location Kew Update		
4.1	AW updated Executive Team on negotiations with MoJ regarding provision of space post April 2011.		
4.2	Colleagues in IT were in discussion with MoJ regarding printer facilities.		
4.3	COS confirmed that Treasury had been advised of the proposed costs in relation to staff, and endorsement of the figures was anticipated.		
4.4	Executive Team noted that space allocation at Kew would be finalised by the end of January, taking into account co-location requirements and the need to ensure as few physical moves as possible for staff.		
4.5	It was agreed that communications should be balanced to reflect the fact that staff were actually transferring to their Head Office location, and the fact that the majority of staff involved already came to Kew for meetings, so were not moving to a totally unknown location.		

5.	Stakeholder Communications Grid		
5.1	Executive Team reviewed the October and November conference, event and written communication activity with JL.		
5.2	The increase in staff participation in conference and speaking engagements was noted, along with the increase in the number of conferences/events organised by TNA. Although it was acknowledged that the majority of these events did not incur external cost, there was scope to look at how departments could work together to enable TNA to achieve a more coherent approach to such events.	JL	
5.3	An increase in the amount of engagement with the Academic community was noted, and it was suggested that a blog/report be produced by Valerie Johnson, to be included either on Narnia or in Talk to promote the work being undertaken.		
6.	Annual Report 2010/11		
6.1	MOK updated Executive Team on some proposed changes to the production of the Annual Report, in order to enable it to be laid some two weeks earlier than usual.		
6.2	Executive Team noted that the report would be produced jointly by the Chief Executive's Office and Finance, with Marketing & Communications to facilitate production.		
6.3	Executive Team agreed the proposed revised structure and Directors noted their individual responsibilities.		
7.	Race Online		
7.1	Executive Team considered a presentation given by outlining the overall aims of the Race Online project and suggested ways in which TNA might become involved in order to demonstrate our leadership of the archive sector and showcase existing services.		
7.2	The proposals were noted, but concern was expressed at the lack of engagement with the voluntary sector and family history groups.		
7.3	Executive Team acknowledged the benefit of TNA involvement and noted that Cabinet Office was likely to be contacting departments in the near future to ascertain their proposals in relation to the project. It was agreed a positive holding response should be provided to MoJ, but Executive Team felt that more due diligence should be done to ascertain how much resource would be required and what the likely outcomes would be before any proposal could be signed off.		
7.4	to report back to Executive Team with a more detailed proposal, outlining the risks and requirements.		Mid Jan
8.	Government Services – Strategy Review		
8.1	An update on the Government Services Review was given to Executive Team by CT, including details of a revised Job Description		

	for the Information Management Consultant posts.		
8.2	Executive Team discussed the next steps, defining the services and implementation. Concern that the role played by TNA in advising departments on the 20 year rule may come in to force sooner than anticipated was noted, as well as proposed changes to many trading funds and ALB's which would be likely to have an impact on staff.		
8.3	The need for technical engagement at the right level was acknowledged and DLT agreed to prepare a workforce plan.	DLT	
9.	Any Other Business		
9.1	Contract Staff Executive Team acknowledged that there was a requirement to review the contracts of some key staff, as a number were reaching their conclusion and where possible extensions should be provided.		
9.2	Directors were asked to consider those key contract staff they felt should be retained and report back to the next meeting for further discussion.		
9.3	Professional Subscriptions Executive Team considered the possibility of supporting professional subscriptions for staff.		
9.4	Executive Team agreed in principle to pursue this, noting that it must be made very clear which bodies would be included. CB and COS to prepare a draft policy and cost analysis.		
10.	Cascade <i>Performance – on track</i> <i>Location Kew – on track</i> <i>Stakeholder Communications – significant increase in academic historian engagement noted</i> <i>Annual Report – planning and resource in place</i>		

Executive Team Minutes

Title: Executive Team Meeting
 Date of Meeting: 22 December 2010
 Location: Blue Room

Present:

Oliver Morley (OM – Chair), David Thomas (DLT), Clem Brohier (CB), Chris Mumby (CM), Caroline Ottaway-Searle (COS), Jeff James (JJ), Peter Brooker (PB - Item 2), Manager (– Item 2), Manager (– Item 2), Alison Webster (AW – Item 2), Corporate Secretary (minutes)

Apologies: Carol Tullo

		Action	Deadline
1.	<u>Minutes and Matters Arising</u>		
1.1	Minutes from the meeting on 15 December were agreed. Actions and updates noted as follows:		
1.2	<u>IT Server Resilience</u> DLT seeking possible solutions to mitigate business meltdown.	DLT	End Jan
1.3	<u>Budget Box</u> Discussions ongoing.		
1.4	<u>Location Kew</u> COS advised that Treasury had approved the proposed expenditure costs in relation to staff relocation.		
1.5	<u>Government Services</u> DLT confirmed that a proposed workforce plan had been prepared and passed to CT for comment.		
2.	<u>2011/12 Investment Bid Review</u>		
	Bids IB 1112-08 (Dark Archive), IB 1112-11 (Digital Continuity Online Training) and IB1112-18 (Virtual Press Office) had been withdrawn since the 7 December Exec Team meeting. It was agreed that IB1112-06 (ICTD Storage Area/Lab) should be dropped. Of the remaining bids it was agreed that all should go forward to Stage 2 development with the exception of IB1112-26 (Development of Archives Accreditation Scheme) which was to be put on hold pending further review.		

3.	Contract Staff – Extension/Renewal of Contracts		
3.1	Exec Team noted that a number of staff on short term contracts would be due to leave within the next few months and discussed formalising a process to ensure that employment could be extended or made permanent subject to acceptable business cases if required.		
3.2	Following discussion, it was agreed that a separate item be added at the end of the weekly Executive Team Meeting agenda, where vacancy management could be discussed. Papers and relevant business case information to be submitted in advance to _____, who would act as secretariat for the process. In addition to the proposing Director, an unbiased observer must also be in attendance, but it would not be necessary for all Directors to attend on each occasion.		
3.3	OM to hold the final decision on applications in regard to business critical posts, which would still be passed on the MoJ for approval.		
4.	Any Other Business		
5.	Cascade		
	<i><u>Vacancy Management – to be discussed weekly by Executive Team</u></i> <i><u>2011/12 Investment Bid Review – substantial progress made</u></i>		