

	<p>MG advised there is an opportunity to take on extra work.</p> <p>The Executive Team noted that there was more internal digitisation activity and that external orders needed to be increased. They reviewed the income/net contribution analysis and advised their preference was for an improved margin.</p> <p><u>DocsOnline</u> Traffic on DocsOnline likely to increase with Imperial War Museum collaboration.</p> <p>2011-12 assumes Resource Discovery income contribution to have a relative uplift.</p> <p>JJ to adjust 2012-13 costs to reflect that Contact Centre will take on helpdesk arrangement for Resource Discovery, as per the business case.</p> <p>AW to prepare budget based on conversation.</p>	JJ/MG AW	
3.0	<p>2011-12 and 2012-13 Investment Bids</p> <p>AW and PB put forward a portfolio of 28 investment bids for the Executive Team to consider for existing bids in the period 2011-12 and new bids for 2012-13. The Executive Team reviewed bid numbers IB1213-01 to IB1213-12 on existing projects.</p> <p>The review on this item was not completed: Executive Team to continue discussion at next meeting.</p>	Corporate secretary	Carry forward to next meeting
4.0	<p>Annual Executive Team Review of Risk Categories and Associated Risk Appetites.</p> <p>Item was not discussed and deferred to next meeting.</p>	Corporate secretary	Carry Forward to next meeting
5.0	<p>Internships Policy</p> <p>Item was not discussed and deferred to a future meeting.</p>	Corporate secretary	Carry Forward to future meeting
6.0	<p>Grants Panel</p> <p>VJ advised that the Grants Panel had met and approved a proposal entitled 'New Connections' and asked the Executive Team to consider this application for TNA to partner a proposal to deliver the digitisation, OCR and transcription elements of the project. TNA would be supervising the digitisation preparation.</p> <p>The Executive Team agreed that the proposal should be supported.</p>		
6.1	<p>VJ advised the Grants Panel had also approved a proposal regarding 'Citizen media and mega events: new media and participation' and asked the Executive Team to consider this application. The project focuses on the emergence of a new international movement of independent unaccredited citizen media journalists reporting on mega sporting events.</p> <p>There are no financial implications on TNA for this project and resource will be staff time. The benefit to TNA would be involvement in a high profile academic research study and would contribute to TNA research</p>		

	<p>priorities.</p> <p>The Executive Team agreed that the proposal should be supported.</p>		
7.0	<p>Any Other Business</p> <p><u>Accessioning Non Standard Media Records:</u> JJ asked for a small budget to allow ARK to deal with non standard requests as they come up. He advised the additional funds will cover cost of essential equipment. The Executive Team gave their approval.</p> <p><u>Cyber Cafe:</u> CCTV cameras in the Cyber Cafe have been effective in deterring users from accessing unsuitable websites.</p> <p><u>Building Management System:</u> JJ advised the new access cards will allow opportunity to sharpen access.</p> <p><u>Chancellors Autumn Statement:</u> Announced 1% cap on salary increase for public sector workers for years 3-4 of the CSR. CB outlined the financial impact this would have on TNA.</p>		
	<p><u>Cascade:</u></p> <p><u>Income Forecast on 2012-13 Targets:</u> Reviewed and agreed Income forecast.</p> <p><u>Investment Bids 2011-12 and 2012-13:</u> Reviewed existing investment bids and will continue discussion on new bids at next meeting.</p> <p><u>Grants Panel:</u> Approved 2 applications.</p>		
	<p>There being no other business the meeting was closed.</p>		

Executive Team Minutes

Title: Executive Team Meeting

Date of Meeting: 14 December 2011

Location: Blue Room

Present:

Oliver Morley - Chair (OM), Clem Brohier (CB), Caroline Ottaway-Searle (COS), David Thomas (DT), Mary Gledhill (MG); Carol Tullo (CT), Jeff James (JJ); Julie Lennard (JL); Peter Brooker, Manager (Item PB/ – Item 2); Corporate Secretary (Minutes)

		Action	Deadline
1.0	Minutes and Matters Arising		
	<p>To allow time to focus on Investment Bid review the minutes from the meeting on 7 December were not discussed</p> <p><u>Item 2.0 (7/12/11) Income Forecast Update and Discussion on 2012-13 Targets</u></p> <p>JJ to adjust 2012-13 costs to reflect that Contact Centre will take on helpdesk arrangement for Resource Discovery, as per the business case.</p> <p>AW to prepare budget based on conversation.</p>	<p>JJ/MG</p> <p>AW</p>	
2.0	2011-12 and 2012-13 Investment Bids		
	<p>The Executive Team continued their review of existing bids in the period 2011-12 and new bids for 2012-13.</p>		
3.0	Any Other Business		
	<p><u>Loading Bay Area in Q1</u> will be sectioned off to allow storage of glass for the roof replacement.</p>		
	<p>There being no other business the meeting was closed.</p>		

Executive Team Minutes

Title: Executive Team Meeting

Date of Meeting: 21 December 2011

Location: Blue Room

Present:

Oliver Morley - Chair (OM), Clem Brohier (CB), Caroline Ottaway-Searle (COS), David Thomas (DT), Mary Gledhill (MG), Carol Tullo (CT), Jeff James (JJ), Julie Lennard (JL), Amanda White (AW – Item 2); Jane Craigie-Payne (JCP – Item 5), Corporate Secretary (Minute Taker)

		Action	Deadline
1.0	Minutes and Matters Arising		
	Minutes of 14 December were read and approved. <u>Item 2.0 (7/12/11) Income Forecast Update and Discussion on 2012-13 Targets</u> JJ to adjust 2012-13 costs to reflect that Contact Centre will take on helpdesk arrangement for Resource Discovery, as per the business case.	JJ/MG	In progress
2.0	Financial Performance Report (November) CB reported on TNA financial performance for the month of November. The Executive Team reviewed the report and commented on its content.		
3.0	Income Strategy MG updated the Executive Team on the Customer & Business Development Strategy (CBD) for income generation for the period 2012-2017. She outlined CBD approach to strategy development and next steps. The Executive team gave their support for the proposal.		
4.0	The National Archives' Risk Appetite CB advised the TNA's Risk Appetite was last reviewed by the Executive Team on 29 September 2010. He asked the Executive Team if they wanted to make any changes to the agreed categories, appetites and residual risk scores. The Executive Team agreed with the risk appetites scoring and proposed no changes.		
5.0	Internship Guidance JCP opened discussion for the Executive Team to consider key elements of the guidelines being developed for internships across TNA.		

	The Executive Team gave their thoughts on the key elements of the scheme.		
6.0	<p>Any Other Business</p> <p>20 Year Rule Cabinet Committee Clearance: A response was received from MoJ to the proposed implementation plan.</p> <p>Disaster Recovery Email and Telephone Backup System: DT advised as part of a disaster recovery exercise on 19 December the TNA Email system and telephone network were shut down. The Criminal Justice Secure Mail (CJSM) and ELISA evoked for telephone were used as alternative systems.</p>		
	<p>Cascade:</p> <ul style="list-style-type: none"> • Financial Performance November – report was reviewed. • Internship Policy – is being prepared and will be rolled out across TNA. • 20 Year Rule Cabinet Committee Clearance – response received from MoJ to implementation plan. • Disaster Recovery exercise to test TNA Email and Telephone system was a success. 		
	There being no other business the meeting was closed.		