

Executive Team Minutes

Title: Executive Team Meeting
 Date of Meeting: 9 February 2011
 Location: Blue Room

Present:

Oliver Morley (OM – Chair), Carol Tullo (CT), David Thomas (DLT), Clem Brohier (CB), Chris Mumby (CM), Caroline Ottaway-Searle (COS), Jeff James (JJ), Peter Brooker (PB - Item 2,3), Manager (- Item 2,3), Manager (- Item 2,3), Stuart Abraham (Item 4), Manager (- Item 4), Valerie Johnson (VJ - Item 5), Alison Webster (AW - Item 6), Manager (- Item 7), Paul Davies (PD - Item 8), Manager (- Item 8), Manager (- Item 10), Julie Lennard (JL), Corporate Secretary(minutes)

		Action	Deadline
1.	Minutes and Matters Arising		
1.1	Minutes from the meeting on 26 January were agreed.		
1.2	Actions and updates noted as follows:		
1.3	<i>Strategic Plan:</i> Work on the plan continuing.		
1.4	<i>9+3 Forecast:</i> CB advised that discussion regarding potential end year spending position had been held with Treasury.		
2.	Outstanding Recommendations Report		
2.1	PB outlined the background for the report and advised that, following recommendations by the external auditors, timescales for action had been agreed by management.		
2.2	Audit Committee to review recommendations at the meeting on 22 nd and the tabled report was to update Executive Team of recommendations currently outstanding or unlikely to be implemented by their due date.		
2.3	Executive Team accepted the report provided for information		
3.	Input/Impact Indicators		
3.1	PB's list of suggested input indicators, impact indicators, common areas of spend and Corporate Dashboard elements for 2011-2012 were discussed.		

4.	Transfer of MoD Records		
4.1	Executive Team was asked to consider the position to be taken on the future of the paper records from three major collections due to be transferred from the Ministry of Defence, following digitisation. This issue will be discussed in some detail at the Advisory Council meeting in May, where advice to the Keeper will be agreed.		
5.	Research Grants		
5.1	Executive Team considered an outline for an externally fully funded grant proposal for a project to set up a one-day conference aimed at senior figures in business and government, to explore the potential for using business records and archives for economic exploitation.		
5.2	The project would be a partnership between The National Archives, Said Business School, University of Oxford and the Archives and Records Association.		
5.3	Executive Team agreed that The National Archives should support this project proposal.		
6.	Location Kew Update		
6.1	Executive Team noted progress to date.		
6.2	Staff support proposals were being implemented and visits to Kew being set up.		
6.3	Hot desk allocation at Petty France agreed with final discussions taking place regarding costs.		
7.	Annual Health and Safety Report		
7.1	The annual Health and Safety Report was presented to Executive Team by .		
7.2	Executive Team was pleased to accept the comprehensive report, which would be considered by the Health and Safety Committee, before being published.		
7.3	Thanks to for his work on this report.		
8.	Demonstration of Emergency Phone System		
8.1	Executive Team was given a demonstration of the emergency phone system and procedures set up as part of the Business Continuity Plan.		
8.2	The plan included a facility to switch telephones to mobile or home		

	numbers and Executive Team noted that only contact details for senior management and staff involved in the Major Incident and Business Recovery teams were currently included in the list.		
8.3	Executive Team agreed that Exec Reports should be contacted to give their approval to be added to the list.	PD	
10.	Further Education Funding		
10.1	Executive Team was asked to consider a proposal to streamline the approach to funding requests, currently considered on an ad hoc basis when received.		
10.2	OM suggested that the Grants Panel be approached to review and agree in principle any academic requests. Requests relating to other areas to be considered by Executive Team.		
10.3	Executive Team agreed that there should be very clear guidelines, and consideration should be given to inserting a claw back clause.		
10.4	to progress and report back to Executive Team in due course.		
11.	Any Other Business		
11.1	Executive Team noted that Lord McNally would be attending the User Forum on the 17 th February.		
11.2	Executive Team noted the launch of a new Connected Histories network, which would bring together digital resources for historians. TNA was hoping to be included in the catalogue once the second phase was completed.		
11.3	Executive Team was pleased to note that the first staff member had successfully been accepted on the career progression scheme (for colleagues with specialist records expertise), having passed an external board.		
11.4	A paper on lessons learned during the project would be brought to Executive Team in due course.	JJ	
	Cascade		
	<ul style="list-style-type: none"> • <i>Research Grant re: Business Archives approved</i> • <i>Annual Health and Safety Report received</i> • <i>Demonstration of Emergency Phone System</i> 		

Executive Team Minutes

Title: Executive Team Meeting
 Date of Meeting: 16 February 2011
 Location: Blue Room

Present:

Oliver Morley (OM – Chair), Carol Tullo (CT), David Thomas (DLT), Clem Brohier (CB), Caroline Ottaway-Searle (COS), Jeff James (JJ), Peter Brooker (PB - Items 2,3) Manager (- Item 2), Manager (- Item 3), Manager (- Item 3), Amanda Spencer (AS - Item 4), Nick Kingsley (NK - Item 4), Simon Lovett (SL - Item 5), Corporate Secretary (minutes)

Apologies: Chris Mumby

		Action	Deadline
1.	Minutes and Matters Arising		
1.1	Minutes from the meeting on 9 February were agreed.		
2.	Pre-Management Board Sign Off of Strategic Plan		
2.1	Executive Team discussed the revised Strategic Plan. A number of minor amendments were suggested. OM to action.	OM	
2.2	Executive Team noted that good progress had been made and agreed that the amended plan be tabled for sign off at the Management Board meeting on 22 February.		
3.	Performance Reporting Month 10		
3.1	<u>Finance Reporting</u> Executive Team discussed the decision by NAO that 1911 census income be recognised over a ten year period, which would have a considerable effect on the projected year end figures.		
3.2	CB had requested clarity on phasing and whether any income could be recognised during the current financial year.		
3.3	<u>Dashboard Reporting</u> Executive Team reviewed the dashboard for January 2011, noting the following:		

3.4	<ul style="list-style-type: none"> • Metrics agreed regarding online customer satisfaction measurement and KPI on track • Online document delivery – KPI has been met • What to Keep target exceeded • Project sickness figure of 6.2 days 		
4.	Local Authority Web Archiving		
4.1	Executive Team was asked to consider a proposal to pilot web archiving services with a number of local record offices in order to understand the issues associated with archiving local resources and assist with the development of a service standard.		
4.2	Executive Team noted that there was an appetite in local archive services for TNA to help in this area		
4.3	NK confirmed that the costs associated with the pilot would be met by European Archives		
4.4	Executive Team acknowledged that the proposal was not connected to the recently approved in principle investment bid, but agreed that there was potential benefit to the bid.		
4.5	Executive Team noted and agreed the proposal.		
5.	Reducing e-mail Risks		
5.1	Following discussion at a recent Executive Team meeting, SL presented a paper outlining options to reduce the number of unfiled or redundant e-mails in accounts.	SL	
5.2	Executive Team acknowledged the risks associated with the high volumes of material currently being held and agreed to review the number of exceptions to the 100MB quota.		
5.3	<p>The following recommendations were also agreed:</p> <ul style="list-style-type: none"> • Phase in a move to reduce limit to 80MB over 12 months, with the aim to reduce to 100MB within six months • Delete send mail items after 12 months • Delete calendars after 12 months • SL to re-circulate table showing staff with exceptionally high volumes of e-mails 		
5.4	Executive Team agreed to review the position in three months, and if		

	necessary, consider imposing more rigorous measures at that time.		
6.	Any Other Business		
6.1	Executive Team noted that consideration was being given to replacing the roof in Q2 during the next financial year, if currently unallocated funds were still available and there was an opportunity to move revenue funds to capital.		
6.2	JJ outlined the background to this issue and advised that it was not possible to obtain warranties for repair work, and therefore it may be more cost effective in the long run to replace the whole roof.		
	Cascade		
	<p><i>Year End figures</i> – A change in NAO's recognition of 1911 resale revenue has had a considerable shift in the likely year end position and initial views on underspend were looking less likely. Any spending should be carefully considered and managed.</p> <p><i>E-mail</i> – measures to reduce the number of unfiled and redundant e-mails were agreed</p> <p><i>Web Archiving</i> – approval given to pilot web archiving service with local Archive offices</p>		