

Executive Team Minutes

Title: Executive Team Meeting

Date of Meeting: 1 February 2012

Location: Blue Room

Present:

Oliver Morley - Chair (OM), Clem Brohier (CB), Caroline Ottaway-Searle (COS), David Thomas (DT), Mary Gledhill (MG), Jeff James (JJ), Chris Mumby and Alison Webster (CM/AW – Item 2); Amanda White and [staff member] (AW/ – Item 3); [staff member], [staff member], Peter Brooker, Alison Webster (/ /PB/AW - Item 4); Alison Webster, Peter Brooker (AW/PB – Item 5); Valerie Johnson and [staff member] (VJ/ – Item 6); Corporate Secretary (Minute Taker)

Apologies: Carol Tullo (CT), Julie Lennard (JL)

		Action	Deadline
1.0	Minutes and Matters Arising		
	Minutes of 25 January 2012 were read and approved		
2.0	Home Guards Records Pilot Project Update		
	<p>CM and AW updated the Executive Team on progress of the Home Guard records pilot and the next steps.</p> <p><u>Scanning:</u> AW advised significant progress has been made with scanning since the last update in November 2011 and images have been received ahead of schedule. There has been a slower start on TNA Quality Assurance as approximately 10% of the images had to be rescanned due to corners on the paper needing further unfolding prior to scanning. Rescanning is to start week commencing 20 February and will then go through quality assurance process. Thereafter, the complete batch will be transferred to Digital Records Infrastructure.</p> <p><u>Transcription:</u> First batch of transcription will be received on 3 February for Quality Assurance check.</p> <p><u>A royalty model</u> has been developed and agreed by Project Board. The Discovery Team are developing the online pages.</p>		
3.0	9+3 Forecast Report		
	<p>CB welcomed and introduced [staff member], as the new Finance Business Partner for O & S and IPS directorates.</p> <p>CB and AW presented the 9+3 Forecast report based on 9 months of actual performance and 3 months of forecast. At present the Finance team is working with project budget holders to ensure transactions are processed on time before year end.</p> <p>The Directors thanked AW and the Finance Team for their efforts in preparing a very succinct 9+3 Forecast report.</p>		

	The Executive Team reviewed and agreed the 9+3 Forecast Report to go to Management Board.		
4.0	<p>Third Quarter Investment Bid Report</p> <p>[Staff member] updated the Executive Team on the status of third quarter investment bids for the period October to December 2011.</p> <p>The Executive Team reviewed the report and noted projects are on track.</p> <p><u>Resource Discovery: Revenue Generation</u> – DT to arrange for a demonstration of Discovery at a future Management Board meeting.</p> <p><u>Legislation Expert Participation</u> – CT to arrange for John Sheridan to give a demonstration on Legislation Expert Participation at a future Executive Team meeting.</p>	DT CT	
5.0	<p>Investment Bid Resource Plan for 2012-13</p> <p>AW reported on the results of the resource requirement review to support agreed investment bids for 2012-13. She advised the majority of the resource suppliers are able to support the 2012-13 investment bids with existing internal resources, with the exception of ICTD, Marketing, Digital Preservation and Strategic Projects teams.</p> <p>The Executive Team noted and agreed with the recommendations proposed.</p>		
6.0	<p>Grants Panel</p> <p>Special Educational Needs (SEN) Programme VJ advised that the Grants Panel had met and approved a proposal for a Special Educational Needs (SEN) Programme. She asked the Executive Team to consider this application for funding. The aim of the 2-year phased project is to set up a SEN programme of education workshops and share emerging best practice with other archive services, publish materials on our Education Website and establish contacts with a wider range of SEN schools. The project will improve accessibility and diversity.</p> <p>[Staff member] to add SEN Programme to Equality & Diversity Action Plan.</p> <p>The Executive Team approved the application.</p> <p>Out of the Vaults Grants Panel declined the proposal for Phase 2 as unfortunately the application was not received on time for the Grants Panel to consider. The Executive Team supported the Grants Panel's decision and agreed that all staff must follow the Grants Panel application process.</p>	[staff member]	
7.0	<p>Any Other Business</p> <p>Titanic – a small display on RMS Titanic will be temporarily exhibited in the Reading Room and Museum.</p> <p>Clore Leadership Fellowships – COS advised the application process</p>		

	<p>is open and the deadline is 10 February. All TNA applications will be reviewed by the Executive Team on Monday 13 February.</p> <p>Cookies – DLT reported that a European Directive states our organisation cannot use cookies on our website and that permission must be sought from people before information on cookies is used. Our website is being reviewed to ensure compliance.</p>		
	<p>Cascade:</p> <ul style="list-style-type: none"> • Home Guard Records Pilot – on track. • 9+3 Forecast Report – great work by Finance Team on the end of year forecast, spend and progress of investment bids. • Third Quarter Investment Bid Report – Reported to be on track and everyone needs to pull together as priority. • Grants Panel – SEN application approved. Out of the Vaults rejected on the basis that the grants process was not followed. 		
	<p>There being no other business the meeting was closed.</p>		

Executive Team Minutes

Title: Executive Team Meeting

Date of Meeting: 8 February 2012

Location: Blue Room

Present:

Oliver Morley - Chair (OM), Clem Brohier (CB), Caroline Ottaway-Searle (COS), David Thomas (DT), Mary Gledhill (MG), Jeff James (JJ), Carol Tullo (CT), Peter Brooker, [staff member], Alison Webster (PB/ /AW – Item 2), Paul Davies, Sandy Flatman and [staff member] (PD/SF/ – Item 3), Chris Mumby (CM – Item 4), Corporate Secretary (Minute Taker)

Apologies: Julie Lennard (JL)

		Action	Deadline
1.0	Minutes and Matters Arising		
	Minutes of 1 February 2012 were read and approved		
2.0	Final sign off investment bids and business priorities		
	AW presented Stage 2 Investment Bids for 2012-13 for the Executive Team to check and sign off.		
	OM advised for income-generating projects all directorates can apply for additional funding via MG.	All to note	
	The Executive Team formally signed off all the proposed Stage 2 Investment Bids for 2012-13.		
2.1	Business Priorities for 2012-13		
	Executive Team reviewed the most recent version of the Business Priorities for 2012-13 that incorporated amendments requested previously.		
	PB to implement the minor amendments proposed by Executive Team and then to present at next Management Board meeting.	PB	
	The Executive Team formally signed off the Business Priorities for 2012-13.		
3.0	Estates Facilities Management Project Review		
	PD, SF and [staff member] updated the Executive Team on outcome of the review and analysis of the existing Facilities Management Contracts.		
	The FM review looked at:		
	<ul style="list-style-type: none"> • Evaluation of existing services. • Service Level Agreement review, development and contract strategy. 		

	<ul style="list-style-type: none"> • Evaluation of existing MOJ and OGC FM Services frameworks. <p>[Staff member]’s expert opinion was that clear service quality commitments to internal customers were needed. On this basis the Executive Team agreed a Customer Charter for FM Service Contracts to be set up with escalation of complaints to the Operations Director.</p> <p>The Executive Team approved Agreement to Contract Strategy (two contracts) and next steps.</p>	PD	
5.0	<p>Any Other Business</p> <p><u>Protective Markings on Management Board Papers</u></p> <p>OM said that he wanted to review the level of protective marking for Management Board papers and asked the Directors if they were content for the Non Executives to receive Management Board papers marked as ‘Protect’ via non-GSI email addresses.</p> <p>The Executive Team agreed Management Board papers could be sent to the Non Executives marked as Protect, with the exception of the Pre-meet note and a hard copy should be given to the Non Executives on arrival at meeting.</p>	Corporate Secretary	
	<p>Cascade:</p> <ul style="list-style-type: none"> • <u>Final sign off investment bids and business priorities</u> – completed and signed off. • <u>Estates Facilities Management Project Review</u> – Exploring option of one FMS contract when existing service contracts expire. 		
	There being no other business the meeting was closed.		

Executive Team Minutes

Title: Executive Team Meeting

Date of Meeting: 13 February 2012

Location: Blue Room

Present:

Oliver Morley - Chair (OM), Clem Brohier (CB), Caroline Ottaway-Searle (COS), David Thomas (DT), Mary Gledhill (MG), Carol Tullo (CT), Peter Brooker, [staff member]; [visitor], [visitor] (RSM Tenon) (PB/ / / – Item 2), Jane Craigie-Payne (JCP – Item 3), Corporate Secretary (Minute Taker)

Apologies: Jeff James (JJ), Julie Lennard (JL)

		Action	Deadline
1.0	Minutes and Matters Arising		
	Minutes of 8 February 2012 were read and approved		
2.0	Pre-Audit Recommendations Update		
	[Staff member] gave a verbal update and reported no outstanding audit recommendations for Audit Committee. The Executive Team accepted the verbal update with a proviso to seeing a written report on completion. They also thanked [staff member] for ensuring that the audit recommendations were completed on time.		
2.1	Quarter 3 Head of Internal Audit Progress Report		
	<u>Internal Audit Plan for 2011-12:</u> [Visitor] introduced [visitor]: RSM Tenon's new Client Manager for TNA. He advised that, following the 2011-12 Internal Audit Plan, four reports have been finalised in the areas of: Health & Safety and Fire Risk Assessments; Financial Controls, KIM Records Management and HR Records Management. The key findings of these reviews are in Appendix C of the Internal Audit Progress report. [Visitor] advised that: <ul style="list-style-type: none"> the Work in Progress and Project Management reports have been issued in draft and are awaiting Executive Team responses to a couple of small recommendations the IT Security follow-up draft report is still to be issued in Appendix A: Operational Plan Performance 2011-12, four audits are left to be completed before year end. CB asked [visitor] if he had liaised with the National Audit Office (NAO) to provide assurance and asked if NAO are happy with progress of TNA work for the rest of the year. [Visitor] confirmed that NAO have been informed about TNA Audit Plan work plan and are content.		

	<p>The Directors complimented the RSM Tenon team for their efficient communication during the audit process.</p> <p>OM advised [visitor] that he would be in contact via PB if he had any further questions regarding the content of the report.</p> <p><u>Internal Audit Plan for 2012-13</u> – Prior to the Executive Team Meeting [visitor]/[visitor] had met with the Directors to identify and agree areas where assurance from internal audit is required.</p> <p>The Directors reviewed the Detailed Internal Audit Plan for 2012-13 (Appendix B) and made comments.</p> <p>[Visitor] to add review of Digital Records Transfer to the Internal Audit Plan for 2014-15.</p> <p>The Executive Team signed off the Internal Audit Plan for 2012-13 in principle.</p>		
3.0	<p>Clore Fellowship Applicants</p> <p>COS advised that applications had been received in response to invitation for Clore Fellowship Programme.</p> <p>JCP explained that the Clore Fellowship programme will allow the successful applicant(s) to participate in a balance of work placement and courses over a seven-month period.</p> <p>The Executive Team gave their support for all the applicants to be put forward for the Clore Fellowship Programme.</p>		
4.0	<p>Any Other Business</p> <p><u>Regus Serviced Office Accommodation, Richmond</u></p> <p>DT advised the Executive Team that the Major Incident Management Team (MIMT) has inspected the Regus service office accommodation and facilities in Richmond.</p> <p>The Regus office will be used by the MIMT if a major incident occurs at the TNA Kew site.</p>		
	<p>Cascade:</p> <ul style="list-style-type: none"> • Internal Audit Reports – signed off; well done to those who have completed outstanding recommendations. • Clore Fellowship – TNA is following the agreed approach to submitting applicants. 		
	<p>There being no other business the meeting was closed.</p>		

Executive Team Minutes

Title: Executive Team Meeting

Date of Meeting: 22 February 2012

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, [staff member], [staff member], [staff member] (PB/// – Item 2); Amanda White (AW – Item 3); [staff member] (– Item 4); Lee Oliver (LMO – Item 5); Sara Leggett, [staff member] (SL/ – Item 6); Jessie Owen, Julia Stocken (JO/JS – Item 7); [staff member] (– Item 9); Corporate Secretary (Minute Taker)

		Action	Deadline
1.0	Minutes and Matters Arising		
	Minutes of 13 February 2012 were read and approved		
2.0	January Dashboard and Investment Bid Report		
	<p>Executive Team reviewed the Dashboard results for January 2011, noting the following:</p> <ul style="list-style-type: none"> • Online customer satisfaction survey will be run in March due to change in methodology. This will align with the on site survey and the legislation survey. • Documents delivered on site – number has increased in comparison with the same period last year. • Sustainable development – reduction in carbon emissions is on track and expected to meet the 2015 target of a 25% reduction by end of April this year, 3 years ahead of schedule. • Sickness Absence figures are slightly lower for January than last year. Provisional figures have been reported since the move to the new MyHR system and this figure may need to be revised next month. 		
2.1	Investment Bid Report		
	<p>[Staff member] reported on the progress of investment bid projects in Quarter 3.</p> <p><u>Digitisation of WO95</u> – [staff member] to ask Michael Ofori-Koree to liaise with Jackie Marfleet to clarify when spend will occur.</p> <p><u>Estates Lifecycle Maintenance</u> – status changed to green.</p> <p>The Executive Team reviewed the report and noted the content.</p>	[staff member]	
3.0	Financial Performance Report for January		

	<p>CB reported on financial performance for month of January.</p> <p>Directors to make sure their teams know that they need to goods receipt all transactions by 29 February 2012.</p> <p>The National Audit Office final audit process starts March 2012.</p> <p>The Executive Team reviewed the report and noted the content.</p>	<p>All</p> <p>All to note</p>	
4.0	<p>Quarterly Review of Strategic Risk Register</p> <p>The Executive Team reviewed the Strategic Risk Register and gave their comments.</p>		
5.0	<p>Complaints Policy</p> <p>LMO presented a revised policy for handling complaints and asked the Executive Team to ratify it. They were also asked to note the activities of the complaints review project and to approve new guidance for service managers to use in handling complex complaints from persistent enquirers.</p> <p>The Executive Team approved the amendments proposed to the policy and approved the new guidance.</p>		
6.0	<p>User Participation Strategy</p> <p>SL and [staff member] presented the new approach to user participation and volunteering at The National Archives for the Executive Team to sign off.</p> <p>The strategy is designed to:</p> <ul style="list-style-type: none"> • expand the benefits of working with volunteers on site and online • allow volunteers to enter into the Archive profession through participation in volunteer projects that are aligned with our strategic priorities. <p>A volunteer toolkit has been developed and will be published on our website. Internal guidance will be posted on Narnia.</p> <p>JJ advised that the approach is to be presented at the next User Advisory Group meeting in March.</p> <p>The Executive Team reviewed the approach and gave their support.</p>		
7.0	<p>Business Change Manager role for the 20 Year Programme</p> <p>JO and JS presented a paper, asking the Executive Team to consider supporting additional resource for the 20 Year Programme. They outlined various options, with a preferred recommendation to hire a contractor for the duration of the project. This will help avoid delays to the 20 Year programme and mitigate against adverse impact on The National Archives' and government's ability to meet the transition timetable beginning in January next year.</p> <p>The Executive Team agreed that the Business Change Manager role</p>		

	<p>was critical for the 20 Year Programme.</p> <p>JS to put forward an investment bid to hire a contractor to fill the Business Change Manager role as there is a risk to the project.</p> <p>JS to subsequently prepare a Ministry of Justice recruitment business case and to liaise with [staff member] for guidance.</p>	<p>JS</p> <p>JS</p>	
8.0	<p>Equality and Diversity Quarterly Review Highlight Report</p> <p>COS presented the final quarterly Equality and Diversity Highlight Report for this financial year. She advised that the Equality and Diversity action plan for 2012-13 will be consulted on internally and streamlined to new strategic objectives.</p> <p>The Executive Team noted the content of the report and agreed for it to be forwarded to Management Board.</p>		
9.0	<p>Sign off of Annual Health and Safety Report</p> <p>[Staff member] presented the Annual Health and Safety Activity Report to the Executive Team, asking them to note the content. He advised that the report will be forwarded to the Audit Committee and thereafter the Health and Safety Committee.</p> <p>The Executive Team accepted the report.</p>		
10.0	<p>Bursary Scheme</p> <p>COS and DT presented a proposal for a bursary scheme to support the diversification of workforce in the archive sector.</p> <p>The Executive Team reviewed the proposal and gave their comments.</p>		
11.0	<p>Any Other Business</p> <p><u>Staff Car Park</u> will be closed on Monday 27 February.</p> <p><u>Wellbeing Day</u> will take place on 1 March. Directors to cascade the message to their teams.</p>	<p>All</p>	
	<p>Cascade:</p> <ul style="list-style-type: none"> • January Dashboard and Investment Bid Report – on track • Financial Performance Report for January – reviewed report • Quarterly Review of Strategic Risk Register – reviewed and scores remain stable. • Complaints Policy – Agreed. 		
	<p>There being no other business, the meeting was closed.</p>		