

Executive Team Minutes

Title: Executive Team Meeting
 Date of Meeting: 5 January 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), Amanda Spencer (AS - item 2), Julie Lennard (JL), Corporate Secretary (minutes)

		Action	Deadline
1.	Minutes and Matters Arising		
1.1	Minutes from the meeting on 22 December were agreed. Actions and updates noted as follows:		
1.2	<u>Location Kew</u> Lee Oliver is working on a preliminary accommodation plan for Kew.		
1.3	<u>Large number of corporate FOI requests from an ex member of staff</u> DLT will meet with the enquirer.		
2.	2011/12 Investment Bid – Enhancing Existing Web Archiving Capability – Discussion		
2.1	<u>IB1112-16 Enhancing Existing Web Archiving Capability</u> AS presented parts 2 and 3 from her paper on IB1112-16.		
2.2	Part 2 relates to the need to capture datasets more frequently since information useful to social science researchers may be missed in a 4-6 month crawl. However, it was felt that the primary function of data.gov.uk is to achieve transparency of information and to publish for re-use purposes, and therefore this proposal will not be taken forward at this time. AS will continue a dialogue with the IMF on future research into creating an API.		
2.3	Part 3 proposes an annual crawl of local and health related sites. This would fit in with TNA's new responsibilities in archive sector leadership, and could be undertaken relatively cheaply. The proposal was approved.		
3.	Any Other Business		
3.1	<u>Olympics Volunteers</u>		

	COS raised the issue of staff volunteering at the Olympics. If sufficiently large numbers of staff volunteer there may be an issue, because volunteers have committed to 10 days work. Staff in question will take the time as annual leave.		
4.	Cascade		
4.1	Welcome back to everyone after the Christmas break.		

Executive Team Minutes

Title: Executive Team Meeting
 Date of Meeting: 12 January 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), Paul Davies (PD – Item 2), Stuart Abraham (SA – Item 3), Manager (– Item 3), Peter Brooker (PB – Items 4 & 5), Julie Lennard (JL), Corporate Secretary (minutes)

		Action	Deadline
1.	Minutes and Matters Arising		
1.1	Minutes from the meeting on 5 January were agreed.		
1.2	Actions and updates noted as follows:		
1.3	<u>Location Kew</u> Preliminary accommodation plan has been drawn up and will be circulated to Directors before being discussed with staff.	COS	
1.4	The timescale for the staff moves was being finalised and JJ advised that some work may be scheduled for Mondays to ensure that the deadlines were met. A 'Plan B' was also being drafted to ensure that the main move from Petty France was completed on time, in the event that any delays occurred.		
1.5	<u>Enhancing Existing Web Archiving Capability – Investment Bid</u> Exec Team confirmed that Part 3 of the bid was agreed.		
2.	Business Continuity Update		
2.1	Exec Team was advised that the Business Continuity Management Project was now close to completion, although a number of outstanding issues were due to be completed in Q4 as part of transition to business as usual.		
2.2	Exec Team was asked to approve the following actions:		
2.3	<ul style="list-style-type: none"> Business Continuity Management System Manual The revised manual to be reviewed by Exec Team members and final sign-off to be given offline. PD to insert a signature page to ensure future compliance with British Standard. 		

2.4	<ul style="list-style-type: none"> Formation of Business Continuity Management Board Exec Team approved the formation of a Business Continuity Management (BCM) Board to take outstanding issues forward and ensure that future plans and recommendations are actioned. JJ to chair the Board. 		
2.5	<ul style="list-style-type: none"> Transfer of BCM to Business as Usual Exec Team agreed the proposed timescale to transfer the BCM project to a business as usual activity. to take on the role of BCM Co-ordinator formally from 1 April, although input from PD and to continue. 		
2.6	PD advised that the BCM Action Plan was nearing completion and would be brought back to a future meeting for approval.		
2.7	Exec Team expressed thanks to Paul Davies and for their hard work and commitment to this project.		
3.	FOI Vexatious Requests Policy		
3.1	Exec Team was asked to consider a Guidance paper on vexatious or repeated requests. Whilst TNA had not had occasion to declare a request vexatious, it was agreed that it would be desirable for robust audit purposes to have established guidance. The paper, produced by SA and , had been drawn up in accordance with guidance issued by the information Commissioner's Office and the FOI Act, and outlined the criteria to be considered.		
3.2	Exec Team agreed that the decision to recommend a request as vexatious could only be taken by a senior staff member, with the support of the FOI team, and that this should be made clear in the guidance.		
3.3	Some minor amendments were requested and Exec Team agreed to review the revised document and approve offline.	SA/	
4.	Update on Development of Impact and Input Indicators for 2011/2012		
4.1	Exec Team discussed the proposed changes to KPI reporting, with the introduction of impact and input indicators and what form these new types of indicators might take, PB to discuss with each director individually.	PB	
5.	Review of Third Quarter Achievement		
5.1	Exec Team noted that all fifteen targets were either delivered or expected to deliver by year end, and that all related KPIs were likely to be met.		
6.	Borehole		
6.1	Exec Team was asked to consider a proposal to investigate the viability		

6.2	of sinking a borehole to allow TNA to withdraw a water supply from ground water. A test borehole would be drilled to establish whether a suitable water supply was available. Exec Team agreed that the proposal should not be taken forward on the basis that it could not be justified as a viable investment.		
7.	Car Parking Options		
7.1	Exec Team reviewed the proposed charging options for the car park and, mindful of the current economic climate and continuing public use of the IR site for parking, felt that this is not the appropriate time to introduce charging and the decision should be deferred at present, although kept under review.		
7.2	A recommendation to defer for 12 months or until the future of the IR site was known will be taken to Management Board for approval.	JJ	
8.	Government Services Plan – Staffing Options		
8.3	Exec Team acknowledged the need to maintain the necessary skills and expertise following the completion of the Digital Continuity project and CT and DT presented a paper outlining proposed staffing options. It was estimated that sufficient funding would be available for at least two years, with the aim to absorb the posts into the overall staffing levels by year three, in line with the CSR.		
8.4	Following consideration, Exec Team approved the proposal and agreed that discussions with the relevant staff should commence.		
9.	Any Other Business		
9.1	<u>Legal Advice</u> A request was made by DT to obtain legal advice in drawing up a standard set of terms to be used when entering into agreements with universities for joint PhD projects.		
9.2	Exec Team approved this request.		
9.3	<u>Pre-Election Period</u> Exec Team was reminded that a pre-election period would commence in March, in respect of local elections and elections in Wales, Scotland and Northern Ireland, although constraints were not likely to be as tight as during a general election.		
10.	Cascade		
	<ul style="list-style-type: none"> • <i>Business Continuity Project reaching successful conclusion</i> • <i>Formation of Business Continuity Board approved</i> • <i>Policy on Vexatious Requests to be finalised and issued</i> 		

	<ul style="list-style-type: none">• <i>Third Quarter Achievement broadly on track</i>		
--	---	--	--

Executive Team Minutes

Title: Executive Team Meeting
 Date of Meeting: 19 January 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), Manager (- Item 2) Manager (- Item 3), External Consultant (- Item 5), Manager (- Item 5) Julie Lennard (JL), Corporate Secretary (minutes)

		Action	Deadline
1.	Minutes and Matters Arising		
1.1	Minutes from the meeting on 12 January were agreed.		
1.2	Actions and updates noted as follows:		
1.3	Business Continuity Manual to be circulated for sign off.	JJ	
1.4	FOI Vexatious Requests Policy – amended policy for sign off awaited	CT	
2.	Draft Business Plan 2011-12		
2.1	Exec Team noted the amended format which was following the new standard business plan recently introduced by MoJ.		
2.2	The plan was divided into five sections and Exec Team acknowledged that this revised format better reflected the key performance indicators.		
2.3	Section C: Business Priorities was discussed at length.		
2.4	Exec Team discussed current investment bids to be included in this section, and which are considered business as usual. JJ advised that the priorities regarding Estates would be brought together to provide one overarching operational plan which would include a number of elements.		
2.5	Clarity regarding the use of the milestone feature was requested.		
2.6	The priorities within Section C were considered: PB to redraft and reissue to allow directors to edit further. A revised paper to be brought to Exec Team before being submitted to Management Board In February.		

3.	December Financial Report		
3.1	CB presented the Financial Report for the third quarter to the end of December, based on the 6+6 forecast.		
3.2	Exec Team noted a projected under spend in Q4, which would be flagged to Treasury, and which was primarily due to the over performance on revenue by the Customer & Business Development Department, and savings made due to the constraints imposed on recruitment, marketing and use of contractors.		
3.3	Exec Team further noted that the Capital forecast was on target for year end.		
4.	Staff Survey Results		
4.1	Early top line results were presented to Exec Team on the staff survey, undertaken in October 2010. The survey was civil service wide, with 103 organisations taking part. Top line results show high levels of engagement (TNA came 12 th out of 103), employees find their work interesting and line managers are held in high regard. However, there are areas with room for improvement that merit further investigation, and these will be further explored when more detail/analysis is available. Results will be presented to management board in February.		
5.	Any Other Business		
5.1	Updates from CT: Report of an independent review of the statutory complaints service (provided under PSI Regulations requirements) which TNA commissioned has just been received and the IPS team will be considering the report findings.		
5.2	Petty France move – space plan broadly agreed, negotiations with MoJ are on-going.		
5.3	JJ – update on minor Q2 basement flood in the high voltage switch gear room this week. Most equipment is mounted on concrete and plinths so are elevated off the floor, and no damage was done. However, it demonstrates the value of the MIT work and there will be a lessons learned report. Exec Team noted the sterling work done by staff from Ecovert, Facilities, Security and Paul Davies in dealing with this incident.		
5.4	JJ – external auditors inspected TNA on 18/1//11 for fire safety, and we are waiting for the results. There will be a full report for audit committee on Feb 22.		
6.	Cascade		
	Items agreed for cascade were as follows;		

	<p><i>Financial reporting for end of Q3</i> – we're currently on track but with a higher than anticipated level of income and we are seeing the recruitment and marketing constraints having an impact.</p> <p><i>Staff survey results</i> – exec team have been updated on topline results, and results will be summarised to Management Board and all staff.</p>		
--	--	--	--

Executive Team Minutes

Title: Executive Team Meeting
 Date of Meeting: 26 January 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 2,3,4) Manager (Item 2,3,4), Alison Webster (AW - Item 2,3), Manager (Item 5), Manager (AOB), Julie Lennard (JL), Corporate Secretary (minutes)

		Action	Deadline
1.	Minutes and Matters Arising		
1.1	Minutes from the meeting on 19 January were agreed.		
1.2	Actions and updates noted as follows:		
1.3	<i>Business Continuity Manual</i> - circulated for sign off.		
1.4	<i>FOI Vexatious Requests Policy</i> – to be circulated for sign off within next two days.		
1.5	<i>Staff Survey</i> – Results to be published at the end of January. Executive Team agreed that the report should be circulated to Exec Reports in advance of publication.	COS	
2.	Investment Bids		
2.1	Executive Team reviewed and updated outstanding actions on Investment Bids as assigned in December, in preparation for Stage 2.		
2.2	Two bids – IB8 Resource Discovery: Revenue Generation and IB22 Total Facilities Management Transition had been revised to show ROI and were approved to go forward to Stage 2.		
2.3	JJ to discuss with DLT, security aspects relating to IB22.	JJ/DLT	
3.	Resource Over-Commitments for 2011-2012 Investment Bids		
3.1	Executive Team discussed the possible implications of the continued recruitment freeze on the ability to provide sufficient resource to successfully complete the investment bid projects.		
3.2	An immediate shortfall of resource in IT and Strategic Projects had been		

	identified and possible solutions were being considered.		
3.3	DLT raised a concern regarding a shortfall in short-term digital storage, needed to enable immediate online delivery for projects.		
3.4	Executive Team agreed to revisit this issue in March by which time it would be possible to identify more clearly the resources needed, and assess the feasibility of recruitment. It may be necessary at that time to review the wording of some projects to reflect the resource issues, but the overall message for the Strategic Plan is confidence that we can deliver the portfolio of projects.	PB	
3.5	IT resources to be reviewed again at Executive Team in mid February.		
3.6	JJ asked that Executive Team review the financial commitments of the investment bids again in mid March.		
3.7	Executive Team discussed a number of projects which had been identified as requiring a full business case.		
4.	Third Quarter Business Report		
4.1	Executive Team reviewed progress on business plan targets with PB, noting that all remaining 15 targets were on track to deliver.		
4.2	The KPI regarding Online customer satisfaction was discussed and it was agreed that there should be more clarity regarding the representation of education users in the survey.		
4.3	CM/PB/JJ to devise a metric to establish proportional representation of education users when survey results are analysed.	CM/PB/ JJ	
5.	User Engagement		
5.1	JJ advised Executive Team that, following a decision by TNA management in 2010, a review of the current mechanisms in place to engage with users, had been carried out by .		
5.2	Executive Team was asked to consider a number of recommendations which had been identified as a result of the review and proposed ways forward.		
5.3	Executive Team approved the following proposals:		
5.4	– To create a new ‘User Advisory Group’ to replace the existing Online User Advisory Panel and the Cataloguing Strategy Panel on Diversity and Inclusion		
5.5	A more streamlined group would be assembled and CT agreed to consider how legislation could also be represented. The group should have a clear selection process and rules of engagement drawn up.		
5.6	– Reconstitute and re-launch the regular Users Form to provide a		

5.7	<p>more informal and inclusive opportunity for updates and discussions</p> <ul style="list-style-type: none"> – Continue to modernise public services to include engagement with online users and improve signposting both onsite and online. 		
5.8	Thanks were expressed to _____ for her work on the review.		
6.	Government Services Plan		
6.1	Following discussion at the meeting on 12 January regarding the need to maintain the necessary skills and expertise following the completion of the Digital Continuity project, CT and DT presented a revised paper detailing the funding options for the plan.		
6.2	On the basis of the additional information Executive Team agreed that approval for the proposal should now be sought by Management Board.		
7.	Any Other Business		
7.1	<p><u>9+3 Forecast</u> CB and _____ presented the 9+3 forecast based on 9 months of actual performance.</p>		
7.2	Executive Team signed off the 9+3 forecast, noting a likely underspend.		
7.3	<p><u>NAO Audit</u> CB advised that an interim NAO audit was currently being carried out, covering the first nine months of the year.</p>		
7.4	<p><u>International Relations</u> CM advised that a small party from TNA will visit the National Archives of Ghana in mid February to conduct an initial site exploration and scoping exercise, and produce a recommendations paper to Tullow Oil and The Archives highlighting areas for concern and options going forward.</p>	CB	
7.5	A Memorandum of Understanding has been signed between The National Archives and the government of Bahrain. The memorandum creates a framework for discussion between TNA and Bahrain specifically around the possible digitisation of the Royal Archive of Bahrain and provision of copies of original TNA documents.		
8.	Cascade		
	<p><i>Good discussion on investment bids – nearing completion</i> <i>Concern about recruitment freeze and any possible impact on the bids</i></p> <p><i>User engagement – way ahead confirmed</i></p> <p><i>Government Services Plan – way ahead confirmed</i></p>		

