

Executive Team Minutes

Title: Executive Team Meeting

Date of Meeting: 03 January 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), Minute Taker

		Action	Deadline
1.0	Minutes and Matters Arising		
	Minutes and Matters Arising to be carried over to the next meeting.		
2.0	Vacancy Management		
2.1	Further to discussion at a previous meeting, COS provided Exec Team with a list of current vacancies, both live and on hold, for clarification. She confirmed that work to reconcile vacancies with identified posts was ongoing.	COS	
2.2	A more detailed report is being compiled, to include information on how posts are funded, length of time posts are vacant and whether posts are core or arising from investment bids. The report will be produced in time for the budget discussions due later in January, and will provide a basis for regular updates in future.		
3.0	Takedown Panel		
3.1	Executive Team was asked to provide guidance to the Takedown Panel in respect of a request to remove an individual's name from the Catalogue, and an explanatory paper was circulated and considered.	DT	
3.2	The request was given serious consideration, but although sympathetic to the sensitivities of the issue, Executive Team felt that the importance of the integrity and openness of the public record should be paramount and therefore the name should not be removed.		
3.3	ACTION: DT to advise the Takedown Panel of Executive Team's decision and respond in writing to the original request.		
4.0	Any Other Business		
4.3	CB advised that the new Treasury contact will be visiting TNA in the next few weeks.		
4.4	OM advised that he has agreed to become a Non-Executive Director with the Collections Trust Board. This post is unpaid.		

	Cascade: <ul style="list-style-type: none">• New Treasury contact• OM – non-executive director with Collections Trust Board		
	There being no other business the meeting was closed.		

Executive Team Minutes

Title: Executive Team Meeting

Date of Meeting: 18 January 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), Julie Lennard (JL), Valerie Johnson (VJ – item 2); Manager and Peter Brooker (/PB – item 3); Amanda White (AW – item 4); Manager (item 5); Corporate Secretary (Minute Taker)

Apologies: Carol Tullo (CT)

		Action	Deadline
1.0	Minutes and Matters Arising		
	Minutes of 21 December 2011 and 3 January 2012 were read and approved.		
	<u>Item 2.0 (3/1/12) Vacancy Management</u> – As part of budget discussion a detailed report to be brought to Executive Team at end of January that includes information on how posts are funded, length of time posts are vacant and whether posts are core or arising from investment bids.	COS	Completed
	<u>Item 3.0 (3/1/12) Takedown Panel</u> – The request was given serious consideration, but although sympathetic to the sensitivities of the issue, Executive Team felt that the importance of the integrity and openness of the public record should be paramount and therefore the name should not be removed.	DT	In Progress
	ACTION: DT to advise the Takedown Panel of Executive Team's decision and respond in writing to the original request.		
	<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	Grants Panel		
	VJ advised that the Grants Panel had met and approved a proposal entitled ' Opening Up Archives for the 21st Century: Additional year '. She asked the Executive Team to consider this application for TNA to submit a proposal to build on an existing two year project currently under way to take forward the Workforce Diversification strand of <i>Archives for the 21st Century</i> policy to offer non graduates a route into the sector and for non humanities graduates looking to move into a new work area. TNA's cash commitment will be £25,000 to be derived from existing Learning & Development and ASD Budgets for 2013-14.		

	<p>The Executive Team reviewed the proposal and agreed that the proposal should be supported.</p> <p>VJ advised that the Grants Panel had also approved a proposal entitled 'Centre for Copyright and New Business Models in the Creative Economy'. She gave a brief summary of the project's aim and advised that TNA had provided a letter of support for Stage 1 of this bid and as the Consortium has been shortlisted to Stage 2 a further letter of support for Stage 2 is required.</p> <p>The Executive Team agreed for a letter of support for Stage 2.</p> <p>AHRC Grant – BT 43 design registers</p> <p>Executive Team noted that they were pleased to have been awarded a research grant from the AHRC for the BT 43 project. They are aware that this application did not go through the normal process of Grants Panel and Executive Team approval due to time constraints. However, if a similar situation arises, the TNA lead is to write to Grants Panel and Executive Team members for approval before submission, so that the most appropriate project for the organisation can be chosen to put forward for funding.</p>		
3.0	<p>Quarter 3 Corporate Dashboard</p> <p>Executive Team reviewed the dashboard for December 2011, noting the following:</p> <ul style="list-style-type: none"> • <u>Online document delivery</u> – slight drop in number of documents delivered against the same period last year. • <u>Sustainable Development</u> – very good results noted for carbon reduction; Recycle/Reused Waste and Water Consumption. • <u>Public Service Measurements</u> – [Manager] to check EIR Requests covered in results. 	[Manager]	
4.0	<p>Financial Performance Report for December</p> <p>Executive Team reviewed the TNA Financial Performance Report for December 2011.</p> <p>CB reported for the 9 months to end of December 2011 non-ring-fenced expenditure against the 6+6 forecast and income received. He advised that variances in the forecast are due to project delays and recruitment of resource for the larger projects. The 9+3 forecast exercise currently going on will verify savings and agree subsequent re-allocation with budget holders.</p>		
5.0	<p>Reducing the frequency of Online Customer Satisfaction Surveys</p> <p>[Manager] asked the Executive Team to consider a proposal to reduce the number of online Customer Satisfaction Surveys from 4 to 3 per year, as recent responses to the online survey suggest survey fatigue.</p> <p>[Manager] advised that with Learning Curve website as part of Family of Websites the need for a separate survey is not required. This presents an opportunity to combine online Education Survey into one</p>		

	<p>all-inclusive online customer satisfaction survey.</p> <p>JJ commented that the 1-5 Likert scale will not fit with Education Services and may skew figures. He asked PL to note that the Education online survey forms part of Public Services Standards.</p> <p>[Manager] to meet with Andrew Payne and discuss scoring for Education Survey and to ensure legislation.gov.uk has same scoring system. Also to note that the 'on site survey' should be the final survey for the year.</p> <p>The Executive Team gave their support to the proposal.</p>	[Manager]	
6.0	<p>Any Other Business</p> <p>Civil Pages – Notification has been received that the online Civil Pages service is to close on 30 March 2012 due to lack of funding. The Executive Team thanked Chris Owens for his valued contribution to the service.</p> <p>Lord Hennessy – a debate was held at the House of Lords regarding Freedom of Information Act 2000 and 20 Year Rule.</p>		
	<p>Cascade:</p> <ul style="list-style-type: none"> • Grants Panel – All staff are asked to adhere to Grants Panel process. • Quarter 3 Corporate Dashboard – On track • Financial Performance December – projects with big challenges ahead, but confident we will be able to meet. • Online Customer Satisfaction Surveys – reduced to 3 per year as standard for all major web sites. • Civil Pages – online secure people directory portal is to be closed with effect from 30 March. 		
	<p>There being no other business the meeting was closed.</p>		

Executive Team Minutes

Title: Executive Team Meeting

Date of Meeting: 25 January 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 and [staff member] (PB/ – item 2); Michael Ofori-Koree and [staff member] (MOK/ – item 3); Emma Bayne and [staff member] (EB/ – item 4); Corporate Secretary (Minute Taker)

Apologies: Julie Lennard (JL)

		Action	Deadline
1.0	Minutes and Matters Arising		
	Minutes of 18 January 2012 were read and approved		
2.0	Identify business priorities for investment bids for ongoing 2011-12 year 2 and set priorities for 2012-2013		
	<p>PB presented first draft of suggested business priorities for 2012-13 for the Executive Team to consider and agree target dates. He also asked them to check business priorities that were set last year 2011-12.</p> <p>The Executive Team reviewed the business priorities and gave their comments.</p> <p>PB to make proposed amendments with track changes to the draft business priorities for 2012-13 and circulate to the Executive Team to check.</p>	PB	
3.0	2011-12 Annual Report Structure		
	<p>MOK and [staff member] put forward a proposal for the 2011-12 Annual Report and Accounts for the Executive Team to consider.</p> <p>MOK and [staff member] advised that in order to keep the report fresh they had taken a look at the annual report structure. They proposed a new structure of three subsections of the report more closely aligned with the new business plan and to meet new requirements set by HM Treasury for 2011-12 annual report. The remaining sections of the report will largely be the same as for 2010-11. The timeline for the annual report was outlined and the Directors were reminded to submit their statements for the report by 16 March.</p> <p>The Executive Team approved the proposal and timescales for submission of content for the report.</p>	All to Note	
4.0	To seek approval for Hack Day		

	<p>EM and [staff member] presented a proposal to the Executive Team to hold a Hack Day event on the weekend of 24-25 March. The aim of the Hack Day is to release the potential of government and historical data held at The National Archives to promote research and development.</p> <p>The key benefits of the event are:</p> <ul style="list-style-type: none"> • Opportunity to link TNA datasets with others to allow richer applications in the future. • Actively engaging with developer community <ul style="list-style-type: none"> ○ Develop understanding of the needs/drivers of this community ○ Enhance developer community understanding of the work of TNA • Present a unique learning opportunity for developers and non-developers within TNA. • Helps meet business targets - opening up data and providing new and innovative ways of using/accessing it. <p>The Executive Team gave their approval to hold a Hack Day.</p>		
5.0	<p>Any Other Business</p> <p><u>Treasury Visit</u> - [Visitor] our new representative from HM Treasury visited our offices this week and met with OM/CB.</p>		
	<p>Cascade:</p> <ul style="list-style-type: none"> • Business priorities for 2012-13 – priorities agreed • 2011-12 Annual Report Structure – proposal for new structure approved. • Hack Day – event to be held weekend of 24-25 March. 		
	<p>There being no other business the meeting was closed.</p>		