

# Executive Team Minutes

Title: Executive Team Meeting

Date of Meeting: 6 July 2011

Location: Blue Room

## Present:

Oliver Morley - Chair (OM), Carol Tullo (CT), Jeff James (JJ), Clem Brohier (CB), Caroline Ottaway-Searle (COS), Manager (- Item 3), Manager (- Item 4), Corporate Secretary (minutes)

		Action	Deadline
<b>1.</b>	<b>Minutes and Matters Arising</b>		
<b>1.1</b>	Minutes from the meeting on 22 June 2011 were read and agreed.		
<b>1.2</b>	Actions and updates noted as follows:		
<b>1.3</b>	Item 6 – COS, as part of the Culture work stream, to liaise with HOD's and discuss how to expand the Career Progression scheme consistently in the organisation. It was agreed that a proposal should be brought back to Executive Team in September – carried forward.  Item 9 – Performance Review Letters – COS advised acknowledgement letters from directors to be sent to all staff.  Item 9 – COS said that she would send acknowledgement letters to Directors to check.	COS  Done	
<b>2.0</b>	<b>Professional Subscriptions Update (verbal)</b>  COS gave an update on the professional subscriptions review and highlighted that there are a range of costs following initial analysis. Proposals will be developed to take this forward based on the details provided.  <b>The Executive Team supported and approved moving forward with proposals.</b> COS will come back with further analysis of costings and proposals.	COS	
<b>3.0</b>	<b>Agency Workers and Mileage</b>		
<b>3.1</b>	<b>Agency Worker Regulations</b>  The Agency Worker Regulations will come into force on 1 October 2011. highlighted their main impact as being that temporary agency workers will be able to claim employment rights once they have been working for an organisation for 12 weeks.  The Executive Team agreed that TNA needs an approach to respond to		

	<p>these changes.</p> <p><b>The Executive Team approved the proposal to bring the monitoring and procurement of temporary agency workers under HR centrally.</b></p> <p>will collate a spreadsheet of current agency workers and their roles and circulate to the Executive Team.</p>		
3.2	<p><b>Mileage</b></p> <p>HMRC have increased mileage rates of the first business 10000 miles per year from 40p to 45p.</p> <p><b>The Executive Team agreed the proposal to increase TNA rates in line with HMRC.</b></p>		
4.0	<p><b>20 Year Programme Progress Report</b></p> <p>asked the Executive Team to consider the 20 Year Rule and Collection Strategy Programme, which spans expertise and responsibilities across TNA, will establish a public records collection strategy for government and will define an efficient and effective process for managing and monitoring transition to a 20 year rule by 2013.</p> <p>explained that TNA has 18 months to plan the implementation of the 20 year rule for its commencement by 2013. This financial year, a feasible implementation plan will be developed. The issue will go to Home Affairs Committee in the autumn and TNA will need to have a high level plan in place to provide for this. The following financial year will focus on building the process and plan into business as usual.</p> <p>explained that 6 project workstreams will be needed within the overall programme:</p> <ul style="list-style-type: none"> <li>• Collection Strategy</li> <li>• Inventory and Reporting</li> <li>• Process (paper) and Process (digital)</li> <li>• Places of Deposit</li> <li>• Communication and Engagement</li> <li>• Using the Records</li> </ul> <p>CT thanked the Executive Team for their support for creating the workstreams for the programme.</p> <p>The Executive Team commented that the main risk to the effective delivery of the Programme was scope-creep.</p> <p><b>The Executive Team approved the paper and approach to the Programme.</b></p>		
5.0	<p><b>Any Other Business</b></p> <p>JJ highlighted that yesterday [05/07] had been one of the busiest days in the reading rooms, with a total of 2900 productions (3400 including staff productions). The Executive Team recognise and applaud the hard work by DSD and ARK.</p>		

	<p>JJ noted that he held the first out of hours User Forum on 05/07. This went well, with new faces and some new issues raised.</p> <p>CB noted that the Executive Reports workshops on 05/07 went well. There was a good and realistic appetite for challenge. Overall it was a very engaging afternoon.</p> <p>COS asked if the Executive Team would find a digest of press releases and corporate communications coming up would be useful. OM suggested a 'coming up' section at the bottom of the daily press summaries and the Executive Team agreed that this is desirable. COS will feed this back to Melanie Hide.</p> <p>OM mentioned that the MoJ DG he reports to is moving to MoD, and that temporarily, Helen Edwards will act as DG.</p>	COS	
	<p><b>Cascade:</b></p> <ul style="list-style-type: none"> <li>• Agency workers</li> <li>• Professional subscriptions update</li> <li>• 20 Year Programme Progress Report – approved</li> </ul>		

