

# Executive Team Minutes

Title: Executive Team Meeting

Date of Meeting: 15 June 2011

Location: Blue Room

**Present:**

Oliver Morley - Chair (OM), Carol Tullo (CT), Chris Mumby (CM), Jeff James (JJ), Clem Brohier (CB), Caroline Ottaway-Searle (COS), David Thomas (DT), Tim Gollins (TG - Item 2); Managers (- Item 3); Managers (- Item 4); Managers (- Item 5); Stuart Abraham (SA - Item 6), Corporate Secretary (CS-minutes)

		Action	Deadline
<b>1.</b>	<b>Minutes and Matters Arising</b>		
<b>1.1</b>	Minutes from the meeting on 25 <sup>th</sup> May were read and agreed.		
<b>1.2</b>	Actions and updates noted as follows:		
<b>1.3</b>	<b>Annual Report:</b> Type set draft copy of Annual Report was presented to Management Board and formal sign off received.		
<b>1.4</b>	<b>Dashboard Performance Update:</b> met with and and agreed a metric for Records and Information Management Services.  CT to meet with OM to discuss the suggested metric.	CT	
<b>2.</b>	<b>Paper on Taking forward the Digital Records Infrastructure Project and the funding required</b>  DT presented paper titled 'Large Scale Digital Archiving' to the Executive Team. DT reported that as the Executive Team have agreed to take in large records; Home Guards Records and National Health Register. An IT infrastructure needs to be put in place to manage the digital records.  The digital records will be handled in two parts with regards to storage and processing volumes. Dark Archives will be able to handle these, but more tapes and licenses will have to be purchased. DT outlined the costs for the Infrastructure.  <b>The Executive Team agreed for DT to return in middle of August to show proof of concept using SDB4 and what will be delivered in next few years.</b>	DT	17/8/11

2.1	<p><b>Governance for Home Guards Records</b></p> <p>DT advised governance of digitisation is managed by the Digitisation Forum for low level issues and governance will be needed for large scale volume of digital material. He suggested using the IT/IS Strategic Oversight Board to oversee strategic issues concerning the creation and transfer of digital images. Also to widen the Membership of the Board to include Director of CBD, Head of Licensing, CT and/or Julia Stocken.</p> <p>CM to check if TNA obtain masters for every digital programme.</p> <p>DT asked the Executive Team to approve the plan proposed for Digital Records Infrastructure Pilot and also to agree Home Guards Project will not start for couple of months.</p> <p><b>The Executive Team agreed the plan for Digital Records Infrastructure Pilot and to delay the start of the Home Guards Project by 2 months.</b></p>	DT CM DT	17/8/11
2.2	<p><b>Record received during Olympics</b></p> <p>DT advised post 2012 Olympics records received during 2013/14 may have to be embargoed and managed out of this system.</p> <p>CS to check previous Executive Team Minutes and find out what records the Executive Team agreed to take during the Olympics.</p> <p>CM to change completion date to end of March 2012 on business plan for Home Guards Project.</p>	CS CM	
3.0	<p><b>Expert Participation Programme Work Update</b></p> <p>CT briefed the Executive Team on the progress made on Expert Participation Investment Bid on automating and streamlining editorial processes and technology.</p> <p>advised that Legislation.gov.uk site is proofing to be very popular with 80% respondents to a User Survey listing it as a priority</p> <p>CT asked the Executive Team if they were happy for partner editors to work on site.</p> <p><b>The Executive Team all agreed that it would be mutually beneficial to have partner editors working on site.</b></p> <p>CT to ensure partner editors are CRB checked.</p>	CT	
4.0	<p><b>User Participation Programme Work Update</b></p> <p>updated the Executive Team on the User Participation Programme. She advised a Steering Group was set up to develop the User Participation Strategy with volunteers from across the organisation.</p> <p>JJ presented an Evaluation Matrix and advised that a criteria was drawn up on how each project would be marked and linked to the User Participation Strategy.</p> <p>advised User Participation proposals were sought from across TNA and 23 potential activities were identified and assessed against 11</p>		

	<p>business criteria. The Steering Group had 10 people to score each proposal individually.</p> <p>said that she sought approval from Executive Team to use the Evaluation Matrix of programme sets going forward. User Participation Programme Board will be created to provide governance over these projects.</p> <p><b>Executive Team approved the Methodology and Evaluation Matrix for assessing user participation projects.</b></p>		
<b>5.0</b>	<p><b>CRM Database Update</b></p> <p>presented paper to the Executive Team outlining the CRM Database current status. He said that he was seeking Executive Team approval for the proposed system governance and roll out programme.</p> <p>to change name of 'User Group' to avoid confusion with User Forum. to ask to carry out re-accreditation after 3<sup>rd</sup> rollout. to invite to be part of 'User Group'. to set up email reminder for System Administrator and Manager.</p> <p><b>The Executive Team approved work in progress for the system governance and roll out programme subject to re-accreditation.</b></p>		
<b>6.0</b>	<p><b>Reclosure Policy</b></p> <p>SA reported a while back he had taken a version of the Reclosure Policy statement on the reclosure of records to Executive Team. The Executive Team had asked if it could be merged with the existing website takedown statement and if it could be modified to allow for reclosure of born digital records before being re-circulated for approval. He said the Web Team have advised that it would read better to keep the two statements separate.</p> <p>CT asked the Executive Team what they thought about the Web Team's approach to keeping the two statements separate.</p> <p>The Executive Team agreed that SA should rewrite Reclosure Policy and merge with Website Takedown statement.</p> <p>SA and DT to meet offline and review merged document.</p>	SA  SA/DT	
<b>7.0</b>	<p><b>Any Other Business :</b></p> <p><b>PCS Strike:</b> PCS members will go on strike on Thursday 30<sup>th</sup> June. <b>Executive Report Away Day:</b> to take place on 5<sup>th</sup> July. <b>Public Bodies Bill Update:</b> is going through House of Lords.</p>		
	<p><b>Cascade:</b></p> <ul style="list-style-type: none"> <li>• <b>Digital Records Infrastructure Project:</b> pilot approved and start to Home Guards Project delayed by 2 months.</li> <li>• <b>Expert Participation:</b> partner editors to work on site</li> <li>• <b>User Participation Programme:</b> Methodology and Evaluation Matrix approved.</li> <li>• <b>CRM Database Update:</b> rollout programme approved and governance subject to re-accreditation.</li> <li>• <b>Reclosure Policy:</b> to be re-written and merged with Website Takedown statement</li> </ul>		
	There being no further business, the meeting was closed.		

# Executive Team Minutes

Title: Executive Team Meeting

Date of Meeting: 22 June 2011

Location: Blue Room

**Present:**

Oliver Morley - Chair (OM), Carol Tullo (CT), Chris Mumby (CM), Jeff James (JJ), Clem Brohier (CB), Caroline Ottaway-Searle (COS), David Thomas (DT), Julia Stocken (JS – Item 2), Manager (- Item 3), Peter Brooker (PB – Item 3), Manager (- Item 4), Managers (– Item 5), Jackie Marfleet (JM – Item 6), Manager (- Item 6), Valerie Johnson (VJ – Item 7), Corporate Secretary (CS-minutes)

		Action	Deadline
<b>1.</b>	<b>Minutes and Matters Arising</b>		
<b>1.1</b>	Minutes from the meeting on 15 <sup>th</sup> June were read and agreed.		
<b>1.2</b>	Actions and updates noted as follows:		
<b>1.3</b>	<b>Olympic Records received during 2013/14 – action completed</b>		
<b>2.0</b>	<p><b>Lessons Learnt Review of FCO Migrated Archives</b></p> <p>JS presented FCO Migrated Archives Lessons Learnt Report to the Executive Team. She advised that the paper sets out the lessons learnt and 3 recommendations. Some of the recommendations are already in implementation and came out of the Government Services Review of last year. Others will need to be incorporated in the 20 Year Review Project.</p> <p>The Executive Team agreed that the Records Decision Panel should make their own decisions and escalate to Executive Team if their input on a decision needed.</p> <p>JS to submit Terms of Reference to Executive Team to sign off.</p> <p><b>The Executive Team approved the FCO Migrated Lessons Learnt Report for submission to Management Board.</b></p>	<p>JS</p> <p>JS</p>	
<b>3.0</b>	<p><b>Performance Reporting Month 2</b></p> <p>Executive Team reviewed the Financial Performance Report for May.</p> <p>CB advised that this report prepares TNA for next month as whole of Government Accounts submission for 2010-11 is due to be completed and audited by NAO in July 2011.</p> <p>MOK to forward Capitalisation Policy to Exec Reports.</p>	MOK	

	<p>CB said that he will talk in more detail at the Executive Team Away Day about the Treasury's Budget Exchange System that will replace End of Year Flexibility. He reported a Budget Exchange System has been devised to allow transfer of monies from one year to another to solve the problem of spending budgets within the financial year. With a restriction that carry forward will be only allowed for 1 year.</p>	CB	3/8/11
<b>4.0</b>	<p><b>Dashboard Performance Update</b></p> <p>presented May Dashboard to the Executive Team and briefed them on the KPI performance.</p> <p>CM to update download figures for license partner</p>	CM	6/7/11
<b>5.0</b>	<p><b>Revenue Generation Project</b></p> <p>CM asked the Executive Team to approve the business case for Resource Discovery, Revenue Generation. He advised that this proposal is to develop the Discovery Service further to generate additional revenue for the organisation.</p> <p>talked through the 3 options to develop the Discovery Service.</p> <p><b>The Executive Team reviewed the business case and gave their formal approval.</b></p>		
<b>6.0</b>	<p><b>Lessons Learnt Career Progression Paper</b></p> <p>JM presented a Lessons Learnt Report on Career Progression to the Executive Team. She summarised that the report lists a number of recommendations. Also some issues to be considered if the scheme is expanded to other departments in the organisation.</p> <p>The report gives an update on the pilot scheme for Career Progression approved by the Executive Team in February 2010 and launched in ARK in July 2010. In the spring of 2007, made a commitment with regard to career progression for specialists, including a scheme to ensure that records specialists do not have to become managers to progress</p> <p>advised ARK staff were invited to submit an application if they were interested in joining the Career Progression scheme. Eleven members of staff applied and after sift five were successful.</p> <p>The Executive Team endorsed the commitment for the remaining candidates. They expressed interest in expanding the scheme in the organisation.</p> <p>COS as part of the Culture Work stream work 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.</p>	COS	
<b>7.0</b>	<p><b>Grants Panel</b></p> <p>VJ advised the Grants Panel met this morning and approved an application for the Human Genome Project (HGP) and sought Executive Team sign off. The project will integrate data about widely dispersed</p>		

	<p>collections of print, audio visual and digital records held by government agencies, research institutions, corporations, and individuals who were involved in the Human Genome Project (HGP). She advised that TNA would not be hosting the digital archive.</p> <p><b>The Executive Team Approved the grant application.</b></p>		
<b>8.0</b>	<p><b>Approach to Internal Secondments/FTC Appointments</b></p> <p>COS presented a paper to the Executive Team regarding proposal for changes to internal secondments and FTA appointments.</p> <p><b>The Executive team approved the proposal.</b></p>		
<b>9.0</b>	<p><b>Any Other Business</b></p> <p><b>User Advisory Group</b> – JJ reported the group had their inaugural meeting today and in attendance were representatives from the historical, professional and academic community.</p> <p><b>SIRO Training for None Executives</b> –DLT has been assured (subject to final review) that the bid for funding for this work has been agreed.</p>		
	<p><b>Cascade:</b></p> <ul style="list-style-type: none"> <li>• Lessons Learnt Review of FCO Migrated Archives</li> <li>• Revenue Generation Project – approved</li> <li>• Lessons Learnt Career Progression Report – continuing in ARK and HR as part of Culture project will look at expanding more widely in the organisation.</li> </ul>		
	<p>There being no further business, the meeting was closed.</p>		