

Executive Team Minutes

Title: Executive Team Meeting
 Date of Meeting: 2 March 2011
 Location: Blue Room

Present:

Oliver Morley (OM – Chair), Carol Tullo (CT), Chris Mumby (CM), David Thomas (DLT), Clem Brohier (CB), Caroline Ottaway-Searle (COS), Jeff James (JJ), Julie Lennard (JL), Manager (- Item 2), Michael Ofori-Koree (Item 2), Manager (- Item 2), Manager (- Item 2), Corporate Secretary (minutes)

		Action	Deadline
1.	Minutes and Matters Arising		
1.1	Minutes from the meeting on 16 February were agreed.		
1.2	Actions and updates noted as follows:		
1.3	<i>Strategic Plan:</i> Final version to be circulated for review shortly. Meeting with Exec Reports to be planned.		
1.4	<i>E-mails:</i> DT to chase circulation of table showing staff with high volumes of e-mails.		
2.	First Draft Budget Review		
2.1	Executive Team reviewed the first draft of the 2011/12 budget and presentation being prepared for Management Board.		
2.2	CM advised that regarding headcount, the ratio between programme and admin is appropriate for the size of organisation.		
2.3	OM reiterated the need for accurate forecasting around income. There was also a need to be clear about the feasibility of long-term income on projects, with sensible adjustments to revenue growth when necessary.		
2.4	The message to staff was discussed and Executive Team felt that there should be a positive message that we are in a strong, confident position, due to the ability of budget holders to plan and work effectively. Management is, however, aware of risks such as inflation and if these risks become actual, we will need to consider taking further action.		
2.5	Executive Team agreed that the draft budget was well considered and felt that it was achievable, even given the current recruitment freeze.		

2.6	Executive Team further agreed that the budget be taken to Management Board for approval.		
2.7	CB expressed thanks to the teams in all directorates and especially to the Finance team for their efforts in producing the budget.		
3.	Location Kew – Hotdesk Proposals		
3.1	Executive Team was asked to consider a set of draft principles for use of the dedicated hotdesk facilities at Petty France.		
3.2	COS confirmed that hotdesks will be bookable through Outlook and all the relevant information will be made available on a dedicated Narnia page.		
3.3	Executive Team approved the principles.		
4.	BBC Domesday Project		
4.1	Executive Team was asked to consider a request by the BBC to help sustain the Domesday Reloaded web site by capturing the site and including it in the UK Government Web Archive.		
4.2	Executive Team agreed that as this proposal was related to records already accessioned, approval to proceed should be given		
4.3	Executive Team further agreed that approval of this proposal does not establish a precedent as all future requests would be considered on a case by case basis.		
5.	Any Other Business		
5.1	<i>Security:</i> JJ advised that the new Security Operations Manager was now in post.		
5.2	<i>Museum:</i> Executive Team was advised of a recent incident in the Museum, where one of the display cabinets had been damaged by a visitor.		
5.3	<i>IIP:</i> COS advised that the IIP re-accreditation process would be commencing in late March.		
5.4	<i>Recruitment:</i> Executive Team noted that following a recent pilot by Cabinet Office, some changes to the recruitment process were being made. Level grade transfers only will be required to fill vacancies posted internally and on CS Vacs, although applications from other grades will be accepted if and when vacancies are opened to the wider Civil Service.		
5.5	COS to draft a note for Exec Reports to clarify.		

	Cascade		
	<p><i>Budget:</i> Budget agreed for recommendation to Management Board. Strong financial position.</p> <p><i>Hotdesks at Petty France:</i> Principles for use approved.</p> <p><i>IIP:</i> Re-accreditation process to commence during March</p> <p><i>Recruitment:</i> Changes to recruitment process</p>		
	There being no further business, the meeting was closed.		

Executive Team Minutes

Title: Executive Team Meeting
 Date of Meeting: 9 March 2011
 Location: Blue Room

Present:

David Thomas (DLT - Chair), Carol Tullo (CT), Chris Mumby (CM), Clem Brohier (CB), Caroline Ottaway-Searle (COS), Julie Lennard (JL), Manager (- Item 2), Valerie Johnson (VJ - Item 3), Andrew Payne (AP - Item 3), Julia Stocken (JS - Item 4), Corporate Secretary (minutes)

Apologies: Oliver Morley, Jeff James

		Action	Deadline
1.	Minutes and Matters Arising		
1.1	Minutes from the meeting on 2 March were agreed.		
1.2	Actions and updates noted as follows:		
1.3	<i>Strategic Plan:</i> Plans being finalised for communication to Exec Reports and staff	JL/COS	1/4/11
1.4	<i>Location Kew – Hotdesks:</i> Proposals received from MoJ regarding costs.		
1.5	Executive Team noted that although reimbursement of relocation expenses would help to offset hotdesk costs for the first year, TNA would be required to pay the going rate from Year 2.		
1.6	<i>BBC Domesday Project:</i> Ongoing. to lead.		
2.	Web Analytic Strategy		
2.1	Executive Team was asked to consider a proposal for a new strategy to improve the collection, analysis and reporting of user activity on the TNA website. This will build a clearer picture of usage and enable the organisation to understand how customers are using the website, as well as raise awareness of the value of the website.		
2.2	The staff involved already carry out much of this work, but mainly on request. The new approach will reduce the number of ad hoc requests and permit better collaboration with staff who contribute to the website, as well as a more comprehensive method of data reporting. Monthly meetings will also be held to analyse data.		

2.3	Executive Team noted that the strategy would also lead to a singular approach to our websites, including Legislation.co.uk and could possibly be extended to the UK Government Web Archive in due course.		
2.4	Executive Team accepted the proposed strategy, but requested that consideration be given to looking at a weekly cycle for review of more prominent areas of the website, as well as a more in depth monthly review.		
3.	Grants Proposal		
3.1	Executive Team considered a proposal for The National Archives to support a project being led by the Nordic Centre of Heritage Learning in Sweden to further cultural heritage learning utilising the concept of the Generic Learning Outcomes developed by the University of Leicester.		
3.2	The project will result in a number of publications and The National Archives has been asked to disseminate results to UK Archives and the wider cultural sector		
3.3	Executive Team agreed that the project was relevant to our commitments within the 21 Century Archives Strategy and therefore the proposal should be supported.	VJ/	
4.	Any Other Business		
5.1	<i>Business Case Approval:</i> Executive Team was reminded that approval of external business cases for recruitment could not be finalised whilst OM on leave.	ALL	
5.2	<i>QI Cleaning:</i> Executive Team noted that during the external cleaning of QI, contractors had failed to ensure the staff car park had been adequately cleared, and a number of cars had been splashed. Work was temporarily halted and discussions being held regarding compensation for cleaning.		
5.3	<i>ARA:</i> Executive Team noted that _____, who provided a key relationship with the APPG and the archive sector, would shortly be leaving ARA. A meeting with the APPG was being set up to ensure the continuation of the relationship.	JL	
5.4	<i>Performance Management:</i> Guidance in relation to 360° feedback for Directors and senior staff available on Narnia.		
5.5	<i>CLA:</i> CT advised that a cross-Whitehall group was currently working to reduce the costs of copyright licences with CLA, and as a result, a number of departments were awaiting the outcome of this project before renewing their licences. CLA had made a number of FOI requests to departments regarding compliance.		

5.6	Although TNA has not been approached in this regard, Executive Team agreed that this was a good opportunity to ensure our compliance process is in place. to investigate and action.		
5.7	<i>Disaster Recovery Planning:</i> Executive Team noted an agreement with Richmond Council that our premises be used to provide counselling and support in the event of a major emergency in the Richmond area, as part of the wider collaboration agreement with the Council.	SL	
	Cascade		
	<p><i>Web Analytic Strategy – agreement to proceed</i></p> <p><i>Grants Proposal – TNA involvement approved</i></p> <p><i>Sharepoint Project – Agreement to test product to enable staff to give informed advice on best practice</i></p> <p><i>Approval for Business Cases – timing to be considered</i></p> <p><i>Performance Management - 360° guidance available</i></p>		
	There being no further business, the meeting was closed.		

Executive Team Minutes

Title: Executive Team Meeting
 Date of Meeting: 16 March 2011
 Location: Blue Room

Present:

Oliver Morley (OM - Chair), Chris Mumby (CM), Clem Brohier (CB), Caroline Ottaway-Searle (COS), Julie Lennard (JL), Peter Brooker (PB - Items 2 & 3), Manager (- Item 2), Manager (- Items 2 & 3), Manager (- Item 2), Manager (- Item 4), Corporate Secretary (minutes)

Apologies: David Thomas, Carol Tullo

		Action	Deadline
1.	Minutes and Matters Arising		
1.1	Minutes from the meeting on 9 March were agreed. Actions and updates noted as follows:		
1.2	<i>Strategic Plan:</i> Circulated to Advisory Council for comment. Minor amendments agreed. Currently awaiting response from MoJ before publication.		
1.3	<i>Location Kew:</i> On track.		
2.	Performance Reporting – Month 11		
	<u>Finance Reporting</u>		
2.1	Executive Team noted that prudent financial management and lower than anticipated spending in February, had resulted in a projected year end underspend of approximately 1%.		
2.2	Executive Team agreed that a session on budgets should be included in the forthcoming Exec Reports Away Day.		
	<u>Dashboard Reporting</u>		
2.3	Executive Team reviewed the dashboard for February 2011, noting the following: <ul style="list-style-type: none"> • Final survey results awaited, but expectation is that target will be exceeded • Legislation.gov.uk survey being undertaken at present 	CB	

2.4	<ul style="list-style-type: none"> • Web Continuity – More than 1 billion requests since tracking commenced, but delay in receipt of February figures mean monthly target may not be reached. • Civil Pages users increased by more than 2,000 since January <p>All other targets either on track or already exceeded.</p>		
3.	Presentation of Operational Risk Management Proposals		
3.1	Executive Team was asked to consider proposals to improve operational risk management at departmental level, following the outcome of recent internal and external audits.		
3.2	The Corporate Performance & Monitoring Team presented a number of options and recommendations.		
3.3	Following discussion, Executive Team agreed that the current Risk Management structure should be amended, but felt that further clarification and consultation was required before the recommendations could be approved.		
3.4	Executive Team agreed that a pilot of the recommended framework be developed and trialled in some departments, following which the proposal would be re-considered.	PB	
4.	E-mail Strategy		
4.1	Executive Team was given an update on the Marketing Department email strategy.		
4.2	The current marketing constraints have provided an opportunity to focus on the benefits of email communication. A newsletter strategy is being developed to raise awareness of the power of e-mail. The newsletter has already proved to be an income generator for TNA and for our LIA partners and further development opportunities are being explored.		
4.3	A new email marketing service is now being used and offers the ability to segment the database according to interest. It is also possible to identify where the email recipients are located and work is ongoing to ensure that these opportunities are utilised to provide the most effective service.		
4.4	Executive Team was pleased to note the ongoing effectiveness of email marketing.		
5.	Any Other Business		
	There was none		

	Cascade		
	<p><i>Performance – on track to achieve targets</i></p> <p><i>Operational Risk Management Proposals reviewed. Pilot to be developed and trialled.</i></p> <p><i>Email Strategy – raising awareness of the power of email.</i></p>		
	<p>There being no further business, the meeting was closed.</p>		

Executive Team Minutes

Title: Executive Team Meeting
 Date of Meeting: 23 March 2011
 Location: Blue Room

Present:

Oliver Morley (OM - Chair), Chris Mumby (CM), Clem Brohier (CB), Caroline Ottaway-Searle (COS), Carol Tullo (CT), Jeff James (JJ), David Thomas (DT), Manager (- Item 2), Manager (- Item 3), Valerie Johnson (Item 4), Corporate Secretary (minutes)

		Action	Deadline
1.	Minutes and Matters Arising		
1.1	Minutes from the meeting on 16 March were agreed. Actions and updates noted as follows:		
1.2	<i>Strategic Plan:</i> Awaiting sign off by the Lord Chancellor		
2.	Budget Sign Off		
2.1	Executive Team was advised that minor amendments had been made to the proposed budget, following recent discussion.		
2.2	Approval had been received to transfer funds from revenue to capital, and discussions with NAO regarding the scheduling of 1911 resale income were reaching a conclusion.		
2.3	CB advised that a number of sensitivities had been taken on board, including inflation and growth targets for income. The figures still assumed constraints on marketing and recruitment would be lifted, although it was acknowledged that ongoing adjustments are likely to be necessary.		
2.4	Executive Team noted that headcount and short term contracts will be closely monitored and OM emphasised a strong focus on total cash expenditure over the forthcoming year.		
2.5	Executive Team further noted that investment bids are likely to require continuous adjustment in line with the status of the current recruitment freeze, but would not be withdrawn. Where necessary approval to recruit to business critical posts will be sought from the Secretary of State.		

2.6	The revised budget was signed off by Executive Team and will be presented to Management Board for review.	CB	28/4/11
2.7	The funding plan will be shared with Executive Reports at the forthcoming Awayday.	CB/COS	1/4/11
3.	Performance Objectives		
3.1	Executive Team was reminded of the need to ensure that quality objectives are being set during the performance review process.		
3.2	advised that more emphasis should be given to the establishment of development plans and well defined success measurements.		
3.3	In order to assist Executive Reports, workshops are being offered and detailed guidance on Narnia is regularly updated.		
3.4	Executive Team noted that minor amendments were being made to the new performance management form, but that it will be ready for use during week commencing 4 th April.		
4.	Grants Proposal		
4.1	Executive Team considered a proposal to support a project being led by the University of Glasgow to discuss whether digital can represent the analogue. A comprehensive review of current literature on the subject will be carried out and The National Archives has been asked to host a workshop seminar at the end of 2011 where the results of the review will be considered.		
4.2	All costs incurred by The National Archives will be recovered.		
4.3	Executive Team noted that there were a number of benefits to supporting the project. Findings from the review will help to inform strategy and planning, and will also feed into the Resource Discovery project		
4.4	OM had agreed to speak at the seminar and Executive Team agreed that the project should be supported.		
4.5	VJ advised that TNA had been asked to support a submission for the recognition of a collection under the UNESCO Memory of the World programme. Clarification was sought as to whether this type of request should come under the remit of the Grants Panel, and if so, whether Executive Team would also wish approve such requests. It was agreed that the Grants Panel should see all requests of this type, but that Executive Team would be happy for the Grants Panel to take the decision for support, without escalating them for approval. Any letters of support are to be signed by the relevant director.		
4.6	Executive Team went on to discuss a request for an archive internship and agreed that in future, such requests could be referred to the Grants		

	Panel for consideration following approval by the relevant Director.		
4.7	VJ was asked to work with the Grants Panel to draw up a proposal for consideration of such requests.	VJ	
4.8	Executive Team further noted that a new JISC call for funding was about to be sent out and considered the possibility of submitting bids relating to digitisation projects.	DT/CM	
5.	Any Other Business		
5.1	<i>Pay:</i> COS advised that the pay guidance has been received. Some clarity still required regarding the payment of bonuses.	COS	
5.2	COS to report more fully to Executive Team in due course.		
5.3	<i>Civil Pages Board:</i> DT advised that at a recent meeting, interest had been expressed in the development of a more secure version of Civil Pages. Talks with Cabinet Office are being arranged to discuss the possibility of funding for the project.		
5.4	<i>Health & Safety Incident:</i> JJ advised that in future, RIDOR reported incidents will be brought to the attention of Executive Team as they occur, not annually as part of the Health & Safety Report.		
5.5	Executive Team noted a recent incident which involved a volunteer and resulted in a 3-day + Major injury report.		
5.6	<i>Review of Government Communication:</i> Executive Team discussed the publication of a recent review of government communication and the possible impact its recommendations may have on staff.		
5.7	The report was to be submitted to the Public Expenditure Committee and Executive Team agreed that the situation should continue to be closely monitored.		
	Cascade		
	<ul style="list-style-type: none"> • <i>The Budget for 2011-12 was signed off</i> • <i>Reminder to ensure performance objectives well defined and personal development plans drawn up</i> • <i>Case for pay review being put together</i> 		
	There being no further business, the meeting was closed.		