Executive Team Minutes

Title: Executive Team Meeting

Date of Meeting: 1 March 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),
Amanda White (AW – Items 1-4), Corporate Secretary (Minute Taker)

		Action	Deadline
1.0	a) **Draft 2012-13 budget overview** b) **How are we progressing against our comprehensive spending review (CSR) efficiency targets?** c) **Explanation of key variances versus the 9+3 forecast.** CB presented a first draft of the 2012-13 budget report for the Executive Team to review and gave an outline of our funding position and progress against the CSR efficiency targets. AW highlighted three themes emerging from the waterfall chart summarising key movements from 9+3 Forecast to the 2012-13 Budget. The Executive Team reviewed the report and gave their comments.		
2.0	**Headcount and phasing of spend** AW gave a brief summary of forecasted expenditure against headcount for The National Archives.		
3.0	**Investment / further spend areas versus potential use of budget exchange facility** The Executive Team discussed the budget exchange facility. The Executive Team accepted the proposed budget for 2012-13.		
	There being no other business the meeting was closed.		

Executive Team Minutes

Title: Executive Team Meeting

Date of Meeting: 7 March 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),
[staff member] (– Item 3); [staff member], Tim Gollins, Diana Newton (/TG/DN – Item 4), Valerie
Johnson, [staff member] (VJ/ – Item 5), Corporate Secretary (Minute Taker)

		Action	Deadline
1.0	**Minutes and Matters Arising**		
	Minutes of 22 February 2012 were read and approved Item 10.0 TNA Bursary Scheme COS and DT gave a proposal for a bursary scheme to support the diversification of workforce in the archive sector **Update 7 March 2012:** The Executive Team agreed to support a bursary for two students, £10k each, for maximum of two years.	DT/COS	
2.0	**Update on digitisation services opportunity** MG gave brief outline of a digitisation services opportunity and advised the Executive Team that she will discuss it in detail at next week's meeting.		
4.0	**Digital Records Infrastructure business case** DT advised that the Digital Records Infrastructure (DRI) proof-of-concept will come to a successful conclusion in April 2012 and the next step is to build a link to Discovery. He presented a business case for the continuation and completion of the DRI project. The DRI project team is preparing for considerable increase in the accession of digital records from 2012 to 2014. DT gave a presentation highlighting the need for investment to meet storage requirements for accessioning born-digital records and digital surrogates. The requirement to protect data integrity and to meet Freedom of Information enquiries effectively will increase with new digital holdings. DT outlined five options, recommending option 3 – Tessella 'Safety Deposit Box'. The next stage of the project will be to build a full production system:		

	- prepare to accession born-digital records - prepare to store master digital surrogates. - prepare to accession records connected with the London 2012 Olympic and Paralympic Games DT asked the Executive Team for their approval to go ahead with this project. The Executive Team approved the business plan and spend on the basis of the investment bid. OM advised we have approval from the Ministry of Justice for current recruitment. Executive Team agreed that the project team should proceed as planned, while we seek further clarification. DT to put the DRI business case to Management Board.	DT	
5.0	**Grants Panel** VJ advised that the Grants Panel had met and approved a proposal titled **'Scanning of INF 3'.** She asked the Executive Team to consider this application. The aim of the project is to scan and digitise series INF 3, consisting of original artworks produced by official war artists. The surrogates will be held by our image library. The project is in two stages: if stage one proves to be good value, a further investment will be put forward for second tranche of digitisation. The Executive Team agreed that the proposal should be supported.		
6.0	**Any Other Business** Gazettes Retender Event – The second supplier day is being held at Kew site today. Performance Management – The Culture Project team discussed performance management approach. A performance management template will be posted on Narnia SIRO Training - Three SIRO training events will be held jointly with GCHQ, with a separate training session for existing SIROs on risk management.		
	Cascade: **Digital Records Infrastructure Business Case** – Approval to carry on with project, seeking guidance on approach. **Grants Panel** – grant approved.		
	There being no other business the meeting was closed.		

Executive Team Minutes

Title: Executive Team Meeting

Date of Meeting: 14 March 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),
Amanda White (AW – Items 3 and 4); Peter Brooker, [staff member], Alison Webster (Item 5);
John Sheridan, [staff member] (JS/ – Item 7); Chris Mumby (CM – Item 8);
[staff member] (Item 9), Corporate Secretary (Minute Taker)

		Action	Deadline
1.0	**Minutes and Matters Arising**		
	Minutes of 7 March 2012 were read and approved Item 4.0 Digital Records Infrastructure Business Case (DRI) DT to forward DRI Business case to Management Board.	DT	
2.0	**Follow-up discussion on investment** CB advised that the consolidated draft Budget for 2012-13 was reviewed at the 1 March Executive Team Meeting.		
3.0	**Final Budget 2012-13** CB presented slides on the budget for 2012-13 that will be presented to Management Board on 20 March for sign off. He asked the Executive Team to review and comment on the slides and in particular on the Risks and Opportunities and Summary pages. The Executive Team approved the budget for 2012-13 to be forwarded to Management Board for their sign off.		
4.0	**Financial performance report for February** AW presented the financial performance report for February. She reported on the 11 months to the end of February: non-ring-fenced expenditure against the 9+3 forecast and income received. The Executive Team reviewed the report and noted the content.		
5.0	**Investment bid report** AW updated the Executive Team on the status of investment bids by exception for March. The Executive Team reviewed the report and commented on the content.		

7.0	**Update on the Gazettes project**		
	JS and [staff member] gave an update on the Gazettes concessionary contract and advised that stage one has been completed and a pre-qualification questionnaire issued. An open supplier day was held on 7 March and attendance by suppliers was good, with a significant amount of expressions of interest received.		
	JS gave an outline of the tendering approach, key stages of the timeline and requirements. He advised that the Executive Team will be able to see the first shortlist of suppliers and potential proposals on 6 June and will have the opportunity to attend presentations by the shortlisted suppliers between the 18 and 22 June. This is expected to be the most appropriate point for Executive Team input to the process of selecting a new supplier for the Gazettes contract.		
	JS gave a demonstration for the Gazettes award on weighting the most economically advantageous tender using scenarios on a model developed using MS Excel.		
	The Executive Team noted progress made to date and thanked JS and [staff member] for the update.		
8.0	**Update on digitisation services opportunity**		
	Prior to the meeting, MG circulated a proposal for a digitisation services opportunity for the Executive Team to consider.		
	In January 2012 Management Board endorsed a five-year Customer and Business Development Strategy and Income Plan for the period 2012-2017. The proposal is in response to the strategy for income and contribution growth over this five-year period.		
	CM gave an outline of the proposal with details of the teams involved and impact on resources.		
	The Executive Team reviewed the proposal and gave their comments. They endorsed the proposal.		
9.0	**Snapshot on Earth Hour** [Staff member] advised the Executive Team about Earth Hour – an annual event organised by World Wildlife Fund (WWF). The aim is to join organisations and individuals across the world as they switch off all non-essential lights for the duration of one hour to support action against climate change. [Staff member] asked the Executive Team to support Earth Hour and registering The National Archives as a participant with WWF, demonstrating our commitment to the event internally and externally.		
	The Executive Team gave their support for the Earth Hour proposal.		
10.0	**Any Other Business**		
	Behind the scenes tour of The National Archives – OM and JJ advised that they were given a tour by Paul Davies and [staff member] and shown work taking place behind the roof areas, chillers and humidification. OM said that he was very pleased with the level of		

	investment and professionalism involved.		
	Cascade: • **Budget 2012-13 –** has been signed off by Executive Team**.** • **Financial performance report for February** – on track. • **Investment bid report** – on track: important projects all amber. • **Gazettes project** – Excellent progress made: await next stage with interest. • **Digitisation services opportunity** – Strongly supported by Executive Team. Looking to see level of ambition as articulated in Executive Team debate. • **Earth Hour** – Approved		
	There being no other business the meeting was closed.		

Executive Team Minutes

Title: Executive Team Meeting

Date of Meeting: 21 March 2012

Location: Blue Room

Present:
Oliver Morley - Chair (OM), Clem Brohier (CB), Caroline Ottaway-Searle (COS), Mary Gledhill (MG), Corporate Secretary (Minute Taker)

Apologies: Carol Tullo (CT), Jeff James (JJ), Julie Lennard (JL), David Thomas (DT)

		Action	Deadline
1.0	**Grants Panel** VJ advised that the Grants Panel had met and approved three grant applications and asked the Executive Team to consider them. Citizen Media and Mega Events: The first application is a proposal for phase 2 of 'Citizen Media and Mega Events', following the successful application for Phase 1. The aim of the project is to establish an international network that will draw together discrete open media initiatives to support the pursuit of broader media participatory cultures: these will help promote public engagement and community legacies for host destinations. No financial commitment will be required from The National Archives and resource will be staff time from within Archives Sector Development. The Executive Team gave their approval for the proposal.		
1.1	Death , Dirt and Disease: The second application is a proposal entitled 'Death, Dirt and Disease'. The aim of the project is to catalogue and make searchable the whole MH13 series: General Board of Health, Home Office, Local Government Act Office correspondence from the period 1848-1871. VJ outlined the resources, benefits and key milestones of the project. The Executive Team gave their approval for the proposal.		
1.2	Writing Our History, Digging our Past: The third application, 'Writing Our History, Digging our Past', is a collaborative project that will involve and encourage local family history groups and other groups of non-professional historians to engage in historical research around local poverty, welfare and public health. There is no financial commitment from The National Archives, although the project requires three day's work from a principal records specialist in the Advice and Records Knowledge department. The applicant's organisation will cover travel and subsistence. The Executive Team gave their approval for the proposal and asked [staff member] to involve a representative from the Archives Sector Development team in the road show.		

2.0	**Any Other Business**: None put forward.		
	Cascade: • **Grants Panel** – approved three applications.		

Executive Team Minutes

Title: Executive Team Meeting

Date of Meeting: 28 March 2012

Location: Blue Room

Present:
Oliver Morley - Chair (OM), Clem Brohier (CB), Caroline Ottaway-Searle (COS),
David Thomas (DT), Carol Tullo (CT), Jeff James (JJ), Julie Lennard (JL),
[staff member], [staff member], Peter Brooker (/ /PB – Item 2); Emma Allen, [staff member], [staff
member] (EA/ / – Item 3); Juergen Vervoorst (JV – Item 4); Chris Mumby, Alison Webster (CM/AW –
Item 5); [staff member], [staff member], [staff member] (Item 6);Jane Craigie-Payne,
Jacqui Bailie (JCP/JB – Item 7); Corporate Secretary (Minute Taker)

Apologies:
Mary Gledhill (MG)

		Action	Deadline
1.0	**Minutes and Matters Arising** Minutes of 14 March and 21 March 2012 were read and approved		
2.0	**February Dashboard** The Executive Team reviewed the Dashboard results for the month of February and noted the following: • <u>On site/Online/Legislation</u> – Customer satisfaction surveys are currently taking place and the results will be available in April • <u>Online</u> – Numbers of documents delivered were down compared against the same period last year • <u>Records and Information Management Services</u> – Information Management Assessments are all on track • <u>Staff Engagement </u>– Dipped in February and up again in March • <u>Diversity </u>– on target		
3.0	**Update on new Archives Media Player and the blog**		
3.1	<u>Archives Media Player</u> [Staff member] reported that the podcasts on our website have been very successful. However, some users have found it difficult to locate multimedia content, as it has been posted in different areas of the website. To resolve this issue, the Archives Media Player has been introduced, which brings together all the audio and video content available through The National Archives' website in one place. [Staff member] advised that feedback received from users and our own web stats show that our audience numbers are constantly growing. The National Archives is the third most popular provider of government podcasts in the iTunes store and positive feedback has been received via iTunes reviews. Further development is taking place as people want access to audio and video content using mobile devices while on the move: Archives Media		

	Player is being upgraded to work on smart phones.		
3.2	The National Archives' blog		
	The National Archives' blog was launched on 13 February 2012 and staff had been invited to volunteer as bloggers.		
	There is a core group of 20 regular bloggers, who aim to shed light on 'behind the scenes' work at The National Archives. The bloggers also help attract new audiences from the general public, other government departments and specialist groups.		
	There has been lots of positive feedback from users: the most commented-on blog so far has been on 'Information Management in the movies'.		
	The next stage for developing the blog is to make it easier to navigate to particular bloggers, topics and dedicated RSS feeds by category. The intention is also to invite more guest bloggers and contributions from unrepresented departments.		
	OM asked the Directors to consider participating as guest bloggers.	Directors to note	
	The Executive Team expressed their support for The National Archives' Blog and the Archives Media Player and thanked the visitors from the Web team for the update.		
6.0	**Update on the Culture project**		
	The Culture group gave the Executive Team an update on 15 initiatives the group has been involved with during 2011-12. They highlighted the projects that have been launched and those near completion.		
	The group wanted endorsement on three proposals: 'Reward and Recognition', 'Additional Development Opportunities' and 'Ways of Working'.		
	Reward and Recognition		
	Team awards: The proposal is that the annual team awards are extended to include annual individual awards also based on business as usual and innovation categories.		
	Individual Award Scheme: The proposal is to extend the current scheme to allow staff to accumulate rewards if they choose.		
	The Executive Team gave their support for these proposals.		
	Additional Development Opportunities		
	[Staff member] advised that, with regard to career development, there is an opportunity to share good practice across teams. She outlined three development opportunities.		
	COS asked Executive Team to support these three proposed development opportunities.		
	COS to circulate further details of the three development opportunities to the Executive Team so that they can ensure they support business as	COS	

	usual. Ways of Working [Staff member] presented a poster on how different ways of working benefit people and the organisation. An article will be included in 'Talk' Magazine in May and linked to from Narnia. A wider launch is planned for early July.		
7.0	**Establishment control and recruitment** JB and JCP presented a flow chart outlining the process for recruiting staff and a note on the establishment change process for the Executive Team to consider. Executive Team reviewed the flowchart and forms, giving their comments. Executive Team asked for some further clarification before the forms were finalised.		
8.0	**Technology projects** Digital Records Infrastructure Project (DRI) OM advised that a decision had been taken at the 7 March Executive Team meeting to seek further guidance on expenditure for the DRI Project, and this has been done in three ways: 1) The Head of Procurement advises that, based on her review of the revised Cabinet Office Guidance on Actions and Processes (Spending Controls) issued in December 2011, the DRI project is not subject to the Efficiency Reform Group approvals process. Expenditure on hardware and software is not expected to exceed £1.2 million; ongoing support is estimated not to exceed £1.1 million over five years. Taken together, and allowing for any minor changes following delivery of proof of concept, the approvals limit is unlikely to be reached. DRI project - LOCOG: She also confirmed that the Cabinet Office Guidance states that projects relating to the 2012 Olympic and Paralympic Games are not in scope and are exempt from the Actions and Processes mandated by the Cabinet Office. It is her considered view that the LOCOG element of DRI is not subject to the approvals process as set out in the guidance document. 2) CB has met with Treasury to get their support that the right approach is being taken. 3) OM has had discussion with the Government Digital Service – we have confidence that the project *would* be approved in this context, but because of time pressures, it would be preferable not to pass it through this process. OM advised that he was satisfied the DRI Project will not come under ERG Guidance for Escalation based on advice received from the Head of Procurement, and conversation with Treasury, and GDS. **The Executive Team gave their approval.**		

10.0	**Any other business** Hack Day – DT reported that Hack Day went very well; he will blog and post an update on Narnia. Management Board – OM advised that he would to professionalise the style and content of Management Board papers, and that CEO's office will be reviewing possible approaches. In the interim, Directors to cascade message to their direct reports to complete Management Board cover notes one month in advance of Management Board and forward to the Corporate Secretary. Audit Committee – The Executive Team proposed that scheduling of the two longer Audit Committee meetings, currently on the same day as Management Board, be adjusted.	Directors. CB/ Corporate Secretary	
	Cascade: • February Dashboard – on track. • Update on the blog and New Archives Media Player – Executive Team gave their support. • Culture Project – Group work on track and some decisions made. • Establishment Control and Recruitment – comments made.		
	There being no other business the meeting was closed.		