

# Minutes

**Title:** Executive Team Meeting  
**Date of Meeting:** 9 May 2012  
**Location:** Blue Room, 1<sup>st</sup> Floor, Kew

**Attendees:**

Oliver Morley (OM – Chair)	TNA	Alison Webster (AW – Item 2 and 3)	TNA
Clem Brohier (CB)	TNA	[staff member](Item 3)	TNA
Mary Gledhill (MG)	TNA	Melanie Hide, [staff member] (MH/ – Item 4)	TNA
Jeff James (JJ)	TNA	[staff member], [staff member], Jim Wretham (/ /JW – Item 6)	TNA
Caroline Ottaway-Searle (COS)	TNA	Paul Davies, [staff member](PD/ – Item 7)	TNA
David Thomas (DT)	TNA		
Corporate Secretary (Minute taker)	TNA		

**Apologies:** Carol Tullo (CT) and Julie Lennard (JL)

		Action
<b>1. Minutes and Matters Arising</b>		
	The minutes of 25 April were read and agreed.	
<b>2. 20 Year Rule bi-monthly update</b>	<p>AW updated the Executive Team on the 20 Year Rule Programme. The implementation plan has been submitted to the Home Affairs Committee.</p> <p>AW advised that a colleague from the Ministry of Defence recently presented a plan on how to deal with increasing numbers of records for sensitivity review. A response drafted by [staff member] will come to Executive Team and Management Board before going to Advisory Council.</p> <p>Engagement with departments is still happening and the feedback received will be used in the implementation plan once this has been approved. It is more likely the implementation plan will be in place in the autumn rather than in the summer.</p> <p><b>Governance:</b> With regards to governance for the 20 Year Rule Programme, at a prior meeting the Executive Team discussed the possibility of a critical friend approach for working with the Implementation Board.</p> <p>AW advised a short records transfer report will detail total records transfer for a particular period. This will help us to meet our obligation to provide transparent reporting on other government departments' success in implementing the 20 Year Rule and transferring records. The report is currently waiting for Advisory Council approval.</p> <p>AW gave a brief outline on the Collection Strategy, recruitment and the Records Transfer Management project.</p>	

	<p>The Executive Team reiterated the importance of creating a simple matrix showing the interfaces between the Records Transfer Management project, the Technology project, the Accessions Database and the 20 Year Rule Programme.</p> <p><b>The Executive Team thanked AW for the update.</b></p>	JS to note
3.	<p><b>Income generation audit plan</b></p> <p>MG reported that a commercial income audit was carried out in 2011 which highlighted the need for a central process for income opportunities, for large projects and coordinating resources.</p> <p>A small working group was formed to consider how to strengthen the processes in this area and the following four documents are proposed:</p> <ul style="list-style-type: none"> <li>i) Matrix for evaluating project management requirements of commercial propositions</li> <li>ii) Decision flowchart for evaluating commercial income opportunities</li> <li>iii) Business case for commercial income proposals</li> <li>iv) Digitisation pipeline project summary list</li> </ul> <p>The Executive Team reviewed the papers and commented on them.</p>	
4.	<p><b>Archive Awareness Campaign</b></p> <p>MH and [staff member] presented a proposal to revise the Archive Awareness Campaign for the Executive Team to consider and asked for their support.</p> <p>The proposal is to launch a three-year campaign for archives in partnership with the Archives and Records Association (ARA) in 2013. The aim of the campaign is to appeal to a diverse audience.</p> <p>MJ outlined potential benefits to The National Archives and the wider archives sector.</p> <p>The Executive Team reviewed the proposal and responded. They commented that they would like to see more people visiting archives and growth in their use.</p> <p><b>The Executive Team gave their preliminary support for the revised campaign, subject to some reworking.</b></p>	
5.	<p><b>Update on preparations for the Olympics in ICT</b></p> <p>DT presented a paper on the Information Computer Technology (ICT) department's plan for providing support to The National Archives' staff during the Olympics. He advised that a review had been carried out to ascertain what ICT could support during the games.</p> <p>The paper sets out the key ICT issues and strategies for mitigating the risks of disruption of services during the Olympic period, 27 July to 9 September 2012. Guidance will be posted on Narnia for staff who will be working from home subject to line managers' approval.</p> <p><b>The Executive Team gave their support for the plan.</b></p>	

6.	<p><b>Grants Panel</b></p> <p>[Staff member] reported that the Grants Panel had met and approved a proposal titled 'Legal Aspects of Public Sector Information (LAPSI) 2.0'.</p> <p>[Staff member] advised that The National Archives is policy lead on re-use of public sector information. The European Commission has created a Digital Agenda for Europe to stimulate innovation and economic growth, setting out key actions for maximising the social and economic potential of Information Computer Technology (ICT) and creating a digital single market in the European Union. LAPSI 2.0 is designed to contribute to achieving the Digital Agenda's objective to open up access to content, particularly with regard to public sector information. She outlined the benefits to The National Archives, and the key milestones.</p> <p>The current LAPSI 1.0 project will draw to a close at the end of this year. LAPSI 2.0 is a two-year project that will be funded by European Commission and will not require any financial contribution from The National Archives.</p> <p><b>The Executive Team approved the application.</b></p>	
7.	<p><b>Update on Link Glazing Issue</b></p> <p>PD and [staff member] updated the Executive Team on leaks that have been identified in vertical glazing in the Link Reception. The vertical glazing was not included in the original proposal, but is of concern.</p> <p>PD advised that a roof inspection was carried out by the quality assurance people and significant leaks are occurring in the joints and seals of the Q1 glazed roof. He outlined four proposals and the programme timeline, recommending replacing all existing glazing with new units and that the work should run concurrently with the Q2 Roof Replacement project.</p> <p>JJ to speak with Amanda White regarding the transfer of funds from Estates budget.</p> <p>PD informed the Executive Team a lot of behind the scenes work has been carried out by [staff member] and the Estates Team and thanked them for their efforts.</p> <p><b>The Executive Team reviewed the proposal and approved the funding.</b></p>	JJ
8.	<p><b>Any Other Business</b></p> <p><b>International Council on Archives (ICA)</b> – will hold a seminar at The National Archives on Friday 11 May.</p>	
	<p><b>Cascade:</b></p> <ul style="list-style-type: none"> <li>• <u>Income generation audit plan</u> – New process for commercial projects agreed.</li> <li>• <u>Archive Awareness Campaign</u> – The Archives Awareness Campaign will be revised, to appeal to a more diverse audience.</li> <li>• <u>Update on ICT preparations for the Olympics</u> – guidance to be posted on Narnia.</li> <li>• <u>Grants Panel</u> – An interesting grant application submitted by Information and Policy Services in an unusual area has been approved.</li> </ul>	
	<p>There being no further business, the meeting was closed.</p>	

# Minutes

**Title:** Executive Team Meeting  
**Date of Meeting:** 16 May 2012  
**Location:** Blue Room, 1<sup>st</sup> Floor, Kew

**Attendees:**

Oliver Morley (OM – Chair)	TNA	Julia Stocken (JS – Item 2)	TNA
Clem Brohier (CB)	TNA	Peter Brooker, [staff member] (PB// – Items 3-4)	TNA
Mary Gledhill (MG)	TNA	[staff member] (/ – Item 5)	TNA
Jeff James (JJ)	TNA	Michael Ofori-Koree, [staff member] (MOK// – Item 7)	TNA
Caroline Ottaway-Searle (COS)	TNA	[staff member], Jane Craigie-Payne, [staff member] (//JCP// – Item 8)	TNA
David Thomas (DT)	TNA		
Carol Tullo (CT)	TNA		
Corporate Secretary (Minute taker)	TNA		

**Apologies:** Julie Lennard (JL)

		Action
<b>1.</b>	<b>Minutes and Matters Arising</b>  The minutes of 9 May were read and agreed.	
<b>1.1</b>	<u>Item 4.0 (9/5/12 – Archive Awareness Campaign Relaunch)</u>  <b>New action 16/5/12:</b> MG to ask Melanie Hide to bring back a fully worked out draft plan to a future Executive Team meeting. This should include costings and target audience, following discussion with the Archives and Records Association at the end of August.	MG
<b>2.0</b>	<b>Update on the work of the Records Decision Panel</b>  JS updated the Executive Team on the work of the Records Decision Panel (RDP). She advised that the aim of the RDP is to support the information management consultants. The panel meets regularly to review file transfers from other government departments (OGD) and ensure that selection of records is in line with our Collection Strategy. A summary of each meeting is published by the RDP on The National Archives website.  <b>The Executive Team thanked JS for the update.</b>	
<b>3.0</b>	<b>Outstanding audit recommendations</b>  PB and [staff member] presented a report on outstanding audit recommendations. They asked the Executive Team to review and approve it before the report is presented at Audit Committee next week.  PB gave a verbal update on the progress of the audit recommendation.  <b>The Executive Team discussed the content and agreed with the report.</b>	

<p><b>4.0</b></p>	<p><b>Dashboard for April</b></p> <p>[Staff member] reported on the Dashboard for April and advised that changes proposed to the measurement of the Diversity metric by Executive Team at a previous meeting have now been implemented. The reporting on the Diversity metric has been split into four elements and will be reported on a quarterly basis.</p> <p><u>Unapplied effects metric:</u> [staff member] to change the name for this metric and CT to ask John Sheridan to provide appropriate commentary.</p> <p><b>The Executive Team reviewed the Dashboard and thanked [staff member] for the update.</b></p>	<p>[staff member/CT]</p>
<p><b>5.0</b></p>	<p><b>Equality and Diversity Action Plan update</b></p> <p>COS presented the Equality and Diversity Review 2010-12, describing progress made on the work laid out in the Equality and Diversity Action Plan, launched in 2009-10.</p> <p>[Staff member] advised that an internal consultation with some teams took place earlier in the year and that the Equality and Diversity Action Plan has been streamlined with The National Archives' strategic objectives.</p> <p>[Staff member] gave a brief outline on the progress of the evaluation and key areas to focus on in 2012-14. The themes from the original Equality and Diversity Strategy are robust and will remain the same.</p> <p>[Staff member] was asked by the Executive Team to set up meetings with teams across The National Archives to raise awareness of the Equality and Diversity Action Plan.</p> <p><b>The Executive Team commented that the themes and approach for the first two years have worked well and thanked [staff member] for the update.</b></p>	<p>[staff member]</p>
<p><b>6.0</b></p>	<p><b>Update on Pay</b></p> <p>COS reported that she had an informal meeting with the Trade Union side to discuss pay.</p>	
<p><b>7.0</b></p>	<p><b>Sign off 2011-12 draft Annual Report</b></p> <p>CB presented the 2011-12 draft Annual Report to the Executive Team for them to check and propose any amendments. He advised that it is the internal report and accounts for The National Archives written on our behalf by team of people led by MOK/[staff member]. The report will be presented at Management Board and Audit Committee next week. The accounts have been audited by The National Audit office and approved.</p> <p>MOK/[staff member] presented the design for the cover for the 2011-12 Annual Report and advised that the next stages for the report are:  11 June – Ministry of Justice sign off.  28 June – Lay before Parliament.</p> <p>Directors to contact MOK/[staff member] by close of play today with any amendments and/or commentary to add to the report.</p> <p><b>The Executive Team approved the 2011-12 draft Annual Report.</b></p>	<p>All</p>

8.0	<p><b>Culture Group Update</b></p> <p>The Culture Project team updated the Executive Team on two key deliverables from the project called 'Defining Excellence' and 'Career Progression' and proposed recommendations to take forward.</p> <p>COS advised that a special edition of <i>Talk</i> will be launched shortly, dedicated to communicating the achievements of the Culture Project for the period 2011-12.</p> <p><b>The Executive Team noted the content of the report and thanked the Culture Team for the update.</b></p>	
9.0	<p><b>Any Other Business</b></p> <p><b>Archives Accreditation</b></p> <p>CT advised that the online co-creation dialogue, supported by workshops and webinars, closed on 11 May. We had over 1,000 contributions from across the sector, and now have a really good basis for developing a draft standard for testing and piloting in the coming months. The National Archives will be one of the pilots for accreditation.</p> <p>The pilot is to run in the last quarter of this year and Archives Sector Development will require someone who is not connected to the directorate to oversee The National Archives' accreditation.</p> <p>CT to talk with JJ to ask him to recommend someone from the operations area and to involve the Chief Executive's Office in the process.</p>	CT
	<p><b>Cascade:</b></p> <ul style="list-style-type: none"> <li>• <u>Records Decision Panel Update</u> – A useful update received from the RDP.</li> <li>• <u>Dashboard</u> – Changes have been made to the measurement of Equality and Diversity.</li> <li>• <u>Equality and Diversity Action Plan Update</u> – Update received.</li> <li>• <u>Pay</u> – Informal internal meeting held with the Trade Union side to discuss pay.</li> <li>• <u>Draft Annual Report</u> – Signed off by Executive Team.</li> <li>• <u>Culture Project</u> – Update received and on next steps.</li> <li>• <u>Preparation for Olympics</u> – a live test on our ICT systems will be conducted on 28 June with video streaming and media blocked.</li> </ul>	
	<p>There being no further business, the meeting was closed.</p>	

# Minutes

**Title:** Executive Team Meeting  
**Date of Meeting:** 30 May 2012  
**Location:** Blue Room, 1<sup>st</sup> Floor, Kew

**Attendees:**

Caroline Ottaway-Searle (Chair - COS)	TNA	Corporate Secretary (Minute taker)	TNA
Clem Brohier (CB)	TNA	Paul Davies and Lee Oliver (PD/LMO – Item 2)	TNA
Mary Gledhill (MG)	TNA	Valerie Johnson, [staff member], [staff member](VJ// – Item 3)	TNA
Jeff James (JJ)	TNA		
Carol Tullo (CT)	TNA		

**Apologies:** Oliver Morley (OM), David Thomas (DT), Julie Lennard (JL)

		Action
<b>1.0</b>	<b>Minutes and Matters Arising</b> The minutes of 16 May were read and agreed.	
<b>2.0</b>	<b>Update on car parking</b>  JJ updated the Executive Team on car parking. He reported that The National Archives' efficiency exercise in 2010 identified a range of proposals to save money. With the savings made at the time, the Executive Team agreed to defer the introduction of charging in the visitor car park. This was reviewed again in January 2011 and deferred for another year.  PD and LMO advised that, in response to the Government's 'green agenda', a staff car parking allocation scheme was implemented in 2010. This scheme is now in year three. They recommended deferring the introduction of charges for the visitor car park.  <b>The Executive Team agreed with the recommendation and to review in 12 months' time.</b>	
<b>3.0</b>	<b>Grants Panel</b>  VJ reported that the Grants Panel had met yesterday and approved a proposal entitled 'Royal Marine Recruits and Occupational Change, Britain 1755-1884'. She advised that the Grants Panel did raise some questions which [staff member] is addressing. The Executive Team was asked to consider the proposal.  [Staff member] advised that the aim of the project is to undertake a pilot on occupational and recruitment data, focusing on recruitment at Chatham during the period 1755-1884. The 299 description books of the Royal Marines (ADM 158) provide important new evidence for each recruiting region as they record recruits' occupations, places of birth, heights, ages and subsequent service histories. The pilot will be for 30 months. She advised that the entire series will be digitised and the Digitisation Board has approved the proposal. A database will be created and	

	<p>metadata used on Discovery.</p> <p>[Staff member] has contacted the Royal Marine Museum and advised them that this work is being undertaken by The National Archives.</p> <p>MG to check the estimate for transcription work for this project with her team.</p> <p>[Staff member] to clarify the situation regarding intellectual property to ensure we can use in Discovery.</p> <p><b>The Executive Team agreed in principle with the proposal subject to an estimate of cost for transcription work, and confirmation about intellectual property.</b></p>	<p>MG</p> <p>[staff member]</p>
<p><b>4.0</b></p>	<p><b>Any Other Business</b></p> <p><b>Business cards</b> PD asked for clarification from the Executive Team on requests for business cards.</p> <p>The Executive Team discussed this and agreed that there needs to be a business need to justify ordering business cards, but that these are appropriate for many roles.</p> <p><b>Jubilee celebration</b> JJ advised the Executive Team that, with regards to the Jubilee Celebration, he has given approval for the local residents to use the visitor car park as overspill for parking. The residents have been forewarned that they park at their own risk.</p> <p><b>Magna Carta</b> JJ advised that Oliver Morley has asked Jackie Marfleet to take the lead in preparing for liaising with other bodies for the Magna Carta 800<sup>th</sup> anniversary in 2015.</p> <p><b>The Stationery Office</b> CT advised that [contact] has been appointed as the business lead for Williams Lea's new business unit focusing on the public sector.</p> <p><b>Meeting with [contact] at Treasury</b> CB updated the Executive Team on his meeting with [Treasury contact] last week.</p> <p><b>Executive reports' workshop</b> COS advised that the executive reports' workshop will take place on 27 July. Directors to note date in their diaries and to suggest topics for the away day: the current suggestion is to consider the work on 'excellence' done by the Culture Project.</p>	<p>Directors</p>
	<p><b>Cascade:</b></p> <ul style="list-style-type: none"> <li>• Visitor car park – Discussed and agreed to defer charging and to review in 12 months.</li> <li>• Grants Panel – a proposal agreed by the Executive Team.</li> </ul>	
	<p>There being no further business, the meeting was closed.</p>	