

Executive Team Minutes

Title: **Executive Team Meeting**
 Date of Meeting: **10 November 2010**
 Location: **Blue Room**

Present:

Oliver Morley (OM - Chair), Carol Tullo (CT), Jeff James (JJ), David Thomas (DLT), Clem Brohier (CB), Chris Mumby (CM), Caroline Ottaway-Searle (COS), Stuart Abraham (SA – item 2), Manager (- item 3), Manager (- item 3), Manager (- item 3), Simon Lovett (SL, item 4), Manager (- item 4), Alison Webster (AW, item 5), Manager (- item 5), Manager (- item 6), Val Johnson (VJ, item 6), Tim Gollins (TG, item 7), Manager (- item 7), Manager (- item 7), Corporate Secretary (minutes).

Apologies:

None

		Action	Deadline
1.	Minutes and Matters Arising		
1.1	Minutes from the meetings on 27 October were agreed. Actions and updates noted as follows:		
1.2	<u>Treasury Box:</u> from Collection Care is investigating areas of Parliament for potential display. Loan negotiations continue.	JJ	ongoing
1.3	<u>Telecoms mast:</u> Union ballots resulted in FDA support and c. 50% PCS support. JJ noted that the decision would come down to the legal position.	JJ	ongoing
1.4	<u>MLA/TNA partnership:</u> Ongoing. We await a formal response from DCMS to start discussions around funding.		
1.5	<u>Capital/Resource split:</u> CB reported this is on track, and will report again at 9-3.		
1.6	<u>Legislation publishing tender:</u> CT reported a positive meeting had been held with the unsuccessful bidder.		
2.	Reclosure Policy Review		

2.1	SA presented the Reclosure Policy for approval.		
2.2	Policy: The Executive Team agreed the policy, subject to clarification on the decision-making powers and a terminology change to 'archived records' to ensure the policy clearly incorporates digitally born records. SA will amend and circulate the final policy electronically.		
3.	NDAD- End Project Review		
3.1	presented the story of the NDAD migration to Documents Online.		
3.2	The Executive team thanked all the teams involved and the University of London Computer Centre for a successful and seamless transition.		
3.3	OM underlined that the Web Archive, which formed part of the NDAD solution, is a key strategic tool for TNA.		
4.	Managers Principles		
4.1	and reported that the principles had received positive feedback from the management training groups. Questions had focussed on the effect of the pay freeze on the scheme. has set up a community on Civil Pages which will be populated with the toolkit.		
4.2	The aim is to launch in early December through Narnia. The Executive team expressed support, particularly in the way it had been conceived and planned by managers for managers.		
5.	Location Kew Project		
5.1	and AW presented plans for the Petty France move, focussing on the people and communications elements of the project.		
5.2	The TUS consultation will end 12 December and will focus on support arrangements for staff affected by the move.		
5.3	There will be an update on the arrangements for IT requirements at the next meeting.		
6.	Grants Panel		
6.1	and VJ presented the proposal for a collaborative doctorate to deliver practical outputs for TNA on the delivery of innovative interfaces and search tools. The proposal has been cleared by the Grants Panel. TNA will supplement travel costs for the period of the doctorate.		
6.2	The Executive Team approved the project on the basis that it would be useful for TNA and its staff and that there would be phased outputs over the course of the 4-year studentship.		

7.	Single Architecture		
7.1	DLT presented the proposal to move IT systems to a single architecture built for the Resource Discovery Project over the next 5 years. said that according to International Accounting Standards, costs would be classed as revenue, not capital spend.		
7.2	OM asked to see a system retirement schedule, which will be built into the project plan.		
7.3	CT asked if the NRA would migrate as part of Resource Discovery, DLT will investigate and consider phasing schedules.	DLT	
7.4	CB raised concerns that there was sufficient control on projects under development, or to be developed. OM suggested this is built into the governance framework to be developed by DLT and CB.	DLT/ CB	
7.5	The Executive Team expressed support for the project, on the basis that it would need to go through the investment bid process.		
8.	Any Other Business		
8.1	Discussion on applications for early retirement in advance of expected changes to Capping regulations.		
9.	<p><u>Cascade:</u></p> <p><u>Reclosure Policy:</u> Review on the Reclosure Policy to mirror that for digital material</p> <p><u>NDAD Migration:</u> Update on the successful migration of NDAD to TNA systems</p> <p><u>Managers Principles:</u> Update on principles developed by managers for managers</p> <p><u>Location Kew:</u> Update on the project to relocate the Petty France office to Kew</p> <p><u>Single Architecture Proposal:</u> the proposal to integrate IT systems was approved by the Exec Team, but will still be required to go through the investment bid process.</p>		

Executive Team Minutes

Title: **Executive Team Meeting**
 Date of Meeting: **17 November 2010**
 Location: **Blue Room**

Present:

Oliver Morley (OM - Chair), Carol Tullo (CT), Jeff James (JJ), David Thomas (DLT), Clem Brohier (CB), Chris Mumby (CM), Caroline Ottaway-Searle (COS), Manager (– item 3), Manager (– item 4), Alison Webster (AW – item 5), Manager (– item 5), Peter Brooker (PB – item 6), Corporate Secretary (minutes).

Apologies:

None

		Action	Deadline
1.	Minutes and Matters Arising		
1.1	Minutes from the meeting on 10 November were agreed. Actions and updates noted as follows:		
1.2	<u>Single architecture:</u>		
1.2.1	DLT to investigate whether NRA would migrate as part of Resource Discovery.	DLT	ongoing
1.2.2	DLT and CB to discuss controls on projects under development, or to be developed ensuring this is built into the governance framework.	DLT/CB	ongoing
2.	6 + 6 forecast review and CSR roll forward		
2.1	CB and presented the 6+6 forecast based on 6 months of actual performance, as reported in the September financial performance report, plus 6 months forecast.		
2.2	The Executive Team signed off the 6+6 forecast.		
2.3	OM stressed the importance of reviewing strategically how vacancies would be managed beyond next year.		

3.	Month 7 Performance reporting		
3.1	<u>Financial reporting:</u> Executive Team reviewed month 7 financial reporting presented by , noting that it was lower than forecast, but on track to deliver.		
3.2	<u>Dashboard reporting:</u> Executive Team reviewed the dashboard for October 2010 noting that we are delivering well against all targets.		
4.	Staff survey		
4.1	updated Executive Team on the timetable for publishing the results of the recent staff survey. Highlights of the results will be made available to staff next month.		Mid Dec
4.2	ORC will present detailed findings and analysis of the survey to the Executive team in January 2011.		19 Jan
5.	Location Kew – IT arrangements review		
5.1	AW and presented a paper outlining options for delivering IT services at Petty France’s hotdesking facility.		
5.2	Executive Team agreed that Option 1(using MoJ’s wifi services) be approved and implemented.		
5.3	AW and to review a possible solution around providing a single stand alone printer as part of the IT services at the hotdesk facility at Petty France.	AW/	Ongoing
5.4	AW to explore with MoJ Estates, the possibility of some printer support from MoJ staff.	AW	Ongoing
5.5	The Exec Team agreed that they were content that the risks of not having x-gsi were manageable but agreed to review the situation at the end of January in the light of the new legislation contract to consider if the risk had increased.	AW/	End Jan
6.	2011/12 business priorities – initial discussion		
6.1	Strategic priorities for 2011-2015 agreed as follows:- <ul style="list-style-type: none"> (i) We will redefine and collect the future record, transparently and seamlessly (lead directors - DLT and CT) (ii) We will innovate to ensure optimal physical and digital preservation (lead directors - DLT and JJ) (iii) We will provide a record more open, inclusive and used than ever before (Lead director - CT) (iv) We will widen our funding base to guarantee support in tough times (lead director – CM) (v) We will be agile and confident, innovative and 		

	efficient (lead directors – COS and CB)		
6.2	Directors to develop substantive deliverables that underlie the strategic priorities at the end of CSR period.	All	7 Dec
6.3	Directors to bring high level investment bid proposals for discussion at 7 December meeting.	All	7 Dec
6.4	Headcount requirements and vacancy management – CB to work with COS and to agree approach that will support 2011/12 budget	CB/AJW /COS	7 Dec
6.5	<u>Post meeting note</u> : Initial KPI 2011/12 principles and basic approach discussion at meeting on 15 December	PB	15 Dec
6.6	Investment bids (including financials) to be finalised at meeting on 22 December	AJW/CB	22 Dec
6.7	1 st draft of Business Plan content from Directorates to PB by 14 January 2011.	All	14 Jan
6.8	Business Plan to include:- <ul style="list-style-type: none"> • 1st year funding • Investment bids • KPIs to take forward • Capital expenditure • Headcount • Non-investment bid projects 	All	
6.9	Business Plan sign off at January Management Board		31 Jan
7.	Any Other Business		
7.1	<u>Publications Scheme</u> To note that is currently reviewing the TNA publications scheme. A paper will come to Executive Team in due course. This will need to be developed in tandem with our transparency approach.	CT	Ongoing
7.2	<u>Engagement Review</u> . To note that will present findings at tomorrow's User Forum. JJ to bring paper to future Executive Team outlining how actions from the findings will be taken forward.	JJ	Ongoing
7.3	<u>Car parking</u> : JJ to bring paper to Executive Team in December, outlining next steps.	JJ	22 Dec
7.4	<u>TNA 2010 post project review</u> : JJ to circulate to all Directors for sign off.	JJ	Ongoing