

Executive Team Minutes

Title: Executive Team Meeting

Date of Meeting: 2 November 2011

Location: Blue Room

Present:

Oliver Morley - Chair (OM), Clem Brohier (CB), Carol Tullo (CT); Caroline Ottaway-Searle (COS), David Thomas (DT), Mary Gledhill (MG); Julie Lennard (JL); Manager (Item 2); Amanda White, Michael Ofori-Koree, Peter Brooker (AW/MOK/PB – Item, 3); Alison Webster, Manager (AW/ – Item 4); Valerie Johnson, Manager (VJ/ – Item 5); Manager (Item 6); Corporate Secretary (Minutes)

Apologies: Jeff James (JJ)

| | | Action | Deadline |
|------------|---|---------|-------------|
| 1. | Minutes and Matters Arising | | |
| 1.1 | Minutes from the meeting on 19 October 2011 were read and agreed. | | |
| | Item 3.0 Risk 3 – OM to contact MoJ and raise question of recruitment and look to obtain full delegation. | OM | In progress |
| | Item 4.0 - COS advised full targets for Diversity were presented to Management Board on 24 October. | COS | Completed |
| 2. | Stakeholder Communications Grid Update | | |
| | [Manager] presented a report based on communication activities listed in the Stakeholder Communications Grid during the period January to September 2011. He said that the Stakeholder Communications Grid is essentially a forward planning tool to co-ordinate TNA communication activities and to ensure teams and departments do not duplicate each other's efforts. The grid is also useful for identifying gaps in our communications and identifying trends in our activity. | | |
| | [Manager] presented statistical data and charts on communication activities for each Directorate. The report also highlighted month by month comparisons to see what the activities looked like compared to last year. | | |
| | [Manager] advised lower communication activity took place in March and September compared to last year. And Operations & Services Directorate is the only one consistently recording more activity in 2011 than in 2010. | | |
| | The Executive Team noted impact on communication with stakeholders in May last year due to the General Election and the marketing freeze. | | |
| | [Manager] to remind Executive Reports about Stakeholder Communications Grid and to enter meetings/events into the Future | Manager | |

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| | <p>Calendar.</p> <p>[Manager] to meet with MG regarding stakeholder groups and discuss how to develop the Stakeholder Communications Grid to the next level and integrate into CRM. Thereafter [Manager] to prepare a short paper clearly indicating how the Stakeholder Communication Grid will be taken forward.</p> <p>The Executive Team approved the Stakeholder Communications Grid to be presented at Management Board.</p> | Manager | |
| 3. | <p>6+6 Forecast (Total)</p> <p>CB presented the 6+6 forecast report that detailed 6 months of actual performance as reported in the September financial performance report plus 6 months forecast.</p> <p>The Executive Team reviewed the 6+6 forecast.</p> <p>AW to advise Paul Davies to avoid underspend and ensure funds allocated to the Roof Replacement project is used in this financial year.</p> | AW | |
| 4. | <p>Investment Bids 2011-12 Performance Reporting Update</p> <p>AW and [Manager] gave an update to the Executive Team on progress of key investment bids for the period July to September 2011.</p> <p>The Executive Team reviewed the Investment Bid Q2 Status Report and suggested changes.</p> | | |
| 4.1 | <p>Proposed Projects</p> <p>AW presented two new investment bids for Objective 8.1 Upgrade and Investing in Research.</p> <p>The Executive Team approved the two new projects subject to proposed changes.</p> | | |
| 5. | <p>Grants Panel</p> <p>VJ advised the Grants Panel met last week and approved a proposal regarding 'Personal Seals from Late Medieval England' and asked the Executive Team to consider this application.</p> <p>[Manager] gave a brief summary of the project's aim, cost and resources required for the first phase.</p> <p>[Manager] to involve [Manager] in this bid with regards to IT support.</p> <p>Executive Team agreed that the proposal should be supported.</p> | Manager | |
| 6. | <p>Gazettes Update</p> <p>[Manager] updated the Executive Team on The Gazettes contract. She advised 4 options for renewing the Gazettes contract were presented to the Management Board on 26 September and the Board chose the option for market testing.</p> | | |

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| | <p>[Manager] has been in contact with each of the Directors to ascertain their views on options proposed that include market testing. The recommendation for 'negotiating a concessionary contract in parallel with market testing' was supported as it is based on competitive dialogue and secures revenue to TNA with the lowest level of risk.</p> <p>The Executive Team approved the recommendation proposed.</p> | | |
| 7. | <p>Any Other Business</p> <p><u>Exercise Hard Stare</u> – A joint business continuity exercise was held on Monday 31 October that involved the Major Incident Team Members and the Business Continuity representative from the teams.</p> | | |
| | <p><u>Cascade:</u></p> <p><u>Stakeholder Communications Grid</u> – reviewed and teams are to be reminded to enter data.</p> <p><u>6+6 Forecast</u> – on track for traditional under spend.</p> <p><u>Investment Bids 2011-12 Performance Reporting Update</u> – reviewed investment bids</p> <p><u>Gazettes Update:</u> agreed way forward for contracting to next option.</p> | | |
| | <p>There being no other business the meeting was closed.</p> | | |

Executive Team Minutes

Title: Executive Team Meeting

Date of Meeting: 9 November 2011

Location: Blue Room

Present:

Oliver Morley - Chair (OM), Clem Brohier (CB), Caroline Ottaway-Searle (COS), David Thomas (DT), Mary Gledhill (MG); Julie Lennard (JL), Peter Brooker, Manager (PB/ -Item 2); Visitor, Visitor RSM Tenon (Item 3); Steve Duffield, Manager (SD/ – Item 4); Valerie Johnson (VJ-Item 5), Corporate Secretary (Minutes)

Apologies: Jeff James (JJ); Carol Tullo (CT); Jane Craigie-Payne (J-CP)

| | | Action | Deadline |
|------------|---|--------|-------------|
| 1. | Minutes and Matters Arising | | |
| 1.1 | Minutes from the meeting on 2nd November were read and agreed. Item 3.0 Risk 3 (19/10/11) – OM advised that he has been in communication with MoJ regarding recruitment and is awaiting a decision. | OM | In progress |
| 2. | Pre-Audit Recommendation Report PB and RP presented a report to the Executive Team on Outstanding Audit Recommendations for the period 2010-11. RP gave a verbal update on the progress of each individual audit recommendation. | | |
| 3. | RSM Tenon Audit Progress Update [Visitor] presented an Internal Audit Progress report to the Executive Team and advised the report summarises the outcome of work completed to date in respect of 2011-12 internal audit plan. He said two audit reports have been completed for Commercial Income and Assurance Stocktake. The draft report on Health & Safety and Fire Safety Arrangements has been issued and are awaiting management responses. The Draft report on Debtors & Financial Controls audit will be issued before Audit Committee meeting and HR Records Management sheet has been signed off. [Visitor] advised changes have been made to the 2011-12 Audit Plan. The scope of Project Management Audit has been extended to include the Digital Records Infrastructure Project. IT Financials Audit planned for January 2012 is deferred until 2012-13 and as replacement for this year's programme a review of key IT TNA Software Applications Audit is planned. | | |

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| | DT advised that it was the wrong time to audit the TNA network because of planned network changes upgrade monitoring software. | PB to note | |
| 4. | <p>Criminal Justice Secure Email (CJSM)</p> <p>SD and [Manager] updated the Executive Team on the outcome of a pilot using the Criminal Justice Secure Mail (CJSM) system as an alternative emailing system for business continuity in the event of a major disaster.</p> <p>[Manager] advised CJSM accounts have been set up for the Major Incident Management Team primary members. Some of the members were asked to test the CJSM system and the results of the test have been very positive. GC then gave a demonstration and showed how to use the CJSM System.</p> <p>[Manager] to advise Paul Davies that a disaster scenario test using CJSM is to be carried out every 3 months with account holders to ensure accounts do not expire and passwords are kept up to date.</p> | Manager | |
| 5. | <p>Grants Panel</p> <p>VJ advised that the Grants Panel had met and approved a proposal regarding 'How does digital search affect research'. She asked the Executive Team to consider this application for TNA to partner a proposal for funding from AHRC for a collaborative doctoral award. This application meets our organisational research priorities.</p> <p>The aim of the project is to investigate how digital search is affecting research and the investigation will enable TNA to adapt and improve the resources and public services.</p> <p>TNA would be required to contribute £1,000 per annum for the period October 2012 to 2015.</p> <p>VJ to add to the application that TNA will be co-supervising the research.</p> <p>The Executive Team agreed that the proposal should be supported.</p> | VJ | |
| 6. | <p>Professional Subscription Policy</p> <p>COS updated the Executive Team on the review of Professional Subscriptions Policy.</p> <p>The Executive Team reviewed the policy and suggested some changes.</p> <p>The Executive Team approved proposal and start date of 1 September 2011.</p> | | |
| 6.1 | <p>Proposed Changes to the Recruitment Process</p> <p>COS advised the Executive Team on proposed changes to TNA Recruitment Process. The current recruitment processes have been in place for a number of years and do not reflect the up-to-date way in which TNA now recruits. The introduction of online recruitment system</p> | | |

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| | <p>iGRasp will streamline the recruitment process and alleviate pressure on the Recruitment Team.</p> <p>The Executive Team reviewed and discussed the new process and suggested the following change.</p> <p>COS to feedback to J-CP that security checks are to be conducted by HR.</p> | COS | |
| 6.2 | <p>Training no shows/cross charging</p> <p>COS presented a paper to Executive Team outlining proposal to charge for no-shows at a training course.</p> <p>The Executive Team declined the proposal to cross charge for no-shows at a training Course. They suggested an alternative solution to enter nonattendances in the personal development plan of staff and it can then become part of the employee's performance appraisal discussion.</p> <p>COS to ask J-CP to redraft the paper and drop no show charge and rethink message conveyed.</p> | COS | |
| 7.0 | <p>Any Other Business</p> | | |
| | <p><u>Cascade:</u> <u>Pre-Audit Recommendation Report:</u> Received update on outstanding recommendations and progress on internal audit programme for this year. <u>Criminal Justice Secure Email System (CJSM):</u> CJSM approved as an alternative emailing system for business continuity in the event of a major disaster. <u>Grants Panel:</u> 1 application approved for collaborative doctorate research. <u>HR Policies:</u> Received selection of HR Policies and made comments and will be implementing the Professional Subscription Policy.</p> | | |
| | <p>There being no other business the meeting was closed.</p> | | |

Executive Team Minutes

Title: Executive Team Meeting

Date of Meeting: 16 November 2011

Location: Blue Room

Present:

Oliver Morley - Chair (OM), Clem Brohier (CB), Caroline Ottaway-Searle (COS), David Thomas (DT), Mary Gledhill (MG); Carol Tullo (CT); Manager (Item 3); Julia Stocken, Manager, Alison Webster (JS/ /AW – Item 4); Emma Allen, Emma Bayne (EA/EB-Item 5); Amanda Spencer (AS–Item 6); Manager (Item 7); Michael Ofori-Koree (M-OK – Item 8); Corporate Secretary (Minutes)

Apologies: Jeff James (JJ); Julie Lennard (JL)

| | | Action | Deadline |
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| 1. | Minutes and Matters Arising | | |
| 1.1 | Minutes from the meeting on 9 November were read and agreed. | | |
| | <u>Item 6.1 Proposed Changes to the Recruitment Process</u> – COS advised HR will continue to conduct security checks. | COS | Completed |
| | <u>Item 6.2 Training no show/cross charging</u> – J-CP to provide regular reports to Executive Team on no shows. It was noted that though we do not currently have the ability to easily produce individual training records we should work towards being able to do this as part of the review of PDP at performance review time. | COS | Completed |
| | <u>Item 3.0 Risk 3 (19/10/11)</u> – OM advised that he has been in communication with MoJ regarding recruitment and is awaiting a decision. | OM | In progress |
| 2. | Equality & Diversity Quarterly Review Update Report | | |
| | COS presented Equality & Diversity Highlight Report for October. She summarised activities to date and expressed concern that some departments had not updated the Equality & Diversity Action Plan this quarter. | | |
| | Directors to cascade message to their teams to regularly update the Equality & Diversity Action plan. | Directors | |
| 3. | Revised Data Protection Policy and Procedures | | |
| | [Manager] advised the Executive Team that one of the recommendations of the 2010 Audit of Data Protection was a review of the Data Protection Policy and Procedures. The review led to a minor revision of the policy and a more substantial revision of the procedures. | | |
| | The Executive Team noted the revised Data Protection Policy and Procedures. | | |
| | [Manager] to create a poster on 'Data Protection Do's and Don'ts' and discuss with Internal Communications Team to link with the 'Values' | Manager | |

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| | <p>message.</p> <p>Directors to cascade message to their teams to ensure a Privacy Impact Assessment has been done on all projects where relevant and to observe protection of private data.</p> <p>The Executive Team approved the revised Data Protection Policy and Procedures.</p> | Directors | |
| 5. | <p>Discuss closure plans for the Catalogue Interface</p> <p>EA and EB updated the Executive Team on plans to move Discovery to a full service as TNA's single catalogue. The Discovery service will replace the current interfaces of the Catalogue and DocumentsOnline. In January 2012 Discovery will be TNA's default Catalogue and at the end of March the old Catalogue will be closed. They asked the Executive Team to support the approach to closure of the Catalogue in 3 phases.</p> <p>The Executive Team reviewed the proposal and asked for a light touch Gateway Review for Phases 2 and 3 to be done with a SRO; to assess the customer launch and gap analysis, with MG to represent the customer.</p> | EA/EB | |
| 6. | <p>Discussion on the current Web Archiving Service and Contract</p> <p>AS opened discussion on the current contract for web archiving service. She advised the current web archiving contract expires on 31 October 2012 and outlined 2 options for consideration.</p> <p>The web archiving programme has been a major success and the technical delivery is managed by our supplier.</p> <p>AS recommended extending existing contract for a further 3 years.</p> <p>AS to think about ways to make Web Archiving Services more visible and to consider how the contract could be improved to benefit TNA.</p> <p>The Executive Team approved extending contract for further 3 years with 6 months notice period and a break of 2 years.</p> | AS | |
| 7. | <p>Humidification Project</p> <p>[Manager] advised the Executive Team the existing Humidification System serving Q1 repositories is beyond its economic and operational life and lacks the capacity to meet conditions required by BS5454:2000 throughout the winter. He outlined the options considered by the Estates Development Board and the recommendation to replace the whole system.</p> <p>[Manager] presented an Investment Business Case to replace the existing Humidification System with a reliable environmentally efficient system that is in compliance with BS5454:2000. The system will significantly reduce future maintenance costs. The work to the Humidification System will start in November and be completed by end of March 2012.</p> <p>The Executive Team discussed the timeline of manufacture of</p> | | |

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| | <p>components for the Humidification System and the supervision of the project at the same time as the Roof Replacement work taking place.</p> <p>KM to submit regular reports to Executive Team with updates on progress of work on both projects.</p> <p>The Executive Team approved the recommendation proposed.</p> | Manager | |
| 8. | <p>Financials Update for October</p> <p>CB updated the Executive Team on TNA financial performance for the month of October.</p> | | |
| | <p>Any Other Business</p> <p>Strike: FDA and Prospect have balloted their members and they are in favour of a strike.</p> <p>SIRO Training: DT to send newsletter to IADG.</p> <p>UK Public Sector Digital Award 2011: TNA nominated for award for legislation.gov.uk.</p> | DT | |
| | <p><u>Cascade:</u></p> <p><u>Equality & Diversity Quarterly Review Update:</u> Teams are reminded to update Equality & Diversity Action Plan for next quarterly report.</p> <p><u>Revised Data Protection Policy and Procedures:</u> Have been updated and a simple Do's and Don'ts poster will be circulated.</p> <p><u>Closure plans for the Catalogue Interface:</u> Updated on plans.</p> <p><u>Web Archiving Service and Contract:</u> renewal of contract approved.</p> <p><u>Humidification System:</u> Approved replacement.</p> <p><u>Financials Update for October:</u> Reviewed report.</p> | | |
| | There being no other business the meeting was closed. | | |

Executive Team Minutes

Title: Executive Team Meeting

Date of Meeting: 22 November 2011

Location: Blue Room

Present:

Oliver Morley - Chair (OM), Clem Brohier (CB), Caroline Ottaway-Searle (COS), David Thomas (DT), Mary Gledhill (MG), Carol Tullo (CT), Julie Lennard (JL), Peter Brooker, Manager (PB/ – Item 2); Peter Brooker (PB – Item 3); Alison Webster (AW – Item 4); Jessie Owen (JO – Item 5); Manager (Item 6); Corporate Secretary (Minutes)

Apologies: Jeff James (JJ); Chris Mumby (CM)

| | | Action | Deadline |
|------------|--|-------------------------------|---|
| 1. | Minutes and Matters Arising | | |
| 1.1 | Minutes from the meeting on 16 November were read and agreed. <u>Item 2.0 Data Protection</u> - Directors to cascade message to their teams to ensure a Privacy Impact Assessment has been done on all projects where relevant and to observe protection of private data. <u>Item 9.0 SIRO Training:</u> DT to send newsletter to IADG. <u>Item 3.0 Risk 3 (19/10/11) – Update 22/11/11:</u> OM advised that he has a meeting set up next week to discuss recruitment. 5/12/11 Post meeting update: OM advised still in progress – no moves at present, will take up with [colleague at MoJ]. | Directors DT OM | Completed Completed In progress |
| 2.0 | Dashboard Month 7 [Manager] presented the Dashboard results for October. The Executive Team reviewed the Dashboard and noted the following updates: <ul style="list-style-type: none"> • No scoring for Customer Satisfaction metric as results of the surveys not yet received. • Document Delivered On site slightly below last year and significant increase to Online downloads. • Web Continuity: The UK Government Web Archive has received 954 million hits YTD. • Sustainable Development: Water Meter reading error corrected. Water consumption is down by 86% compared to same period last year. | | |
| 3.0 | Review of Business Plan, Priorities and Objectives. PB asked the Executive Team to review the published Business Plan 'For the Record; For Good' and the Strategic Priorities for 2011-15. The Executive Team reviewed the strategic priorities as set out in the Business Plan and confirmed no changes needed to be made. The | | |

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| | <p>intent was that they remained consent for the CSR period, assuming no external changes.</p> <p>PB advised Corporate Planning will be sending out an email to Directors and Executive Reports to identify business priorities for investment bids for ongoing 2011-12 year 2 and set priorities for 2012-2013. The deadline for receipt of draft wording of those objectives and their milestone dates is 16 January 2012 and for Executive Team sign off on 25 January 2012.</p> <p><u>Bid No. IB1112-05 Digital Records Infrastructure (DRI):</u> PB to take out Digital Accessioning & Preservation as it is a duplicate of DRI. PB to check organisation business plan links to DRI.</p> <p><u>Bid No. IB1112-17 Legislation Expert Participation:</u> CT advised an investment bid will be submitted for funding.</p> <p><u>Bid No. IB1112-28 HMC/A2A Business Analysis:</u> DT advised a separate investment bid will be submitted for funding.</p> | <p>Directors to note</p> <p>PB</p> <p>PB</p> <p>PB</p> | |
| 4.0 | <p>Home Guard Digitisation Project Update</p> <p>AW updated the Executive Team on progress of the Home Guard Records Pilot. She advised quality assurance checks have been completed. The Scanning stage has been set back by two weeks due to configuration problems and the TNA Technical team is working with the Contractor to find a solution.</p> <p>A communications strategy for the project has been agreed and a Service Concessions contract model has been chosen as the procurement route to take forward the main Home Guard Collection.</p> <p>AW highlighted the next steps for the project:</p> <ul style="list-style-type: none"> • Sign off the test image batch and associated metadata once the configuration problem is resolved. Post meeting update 5/12/11: problem has now been resolved. • Confirm the timetable for issue of batch images to the transcription bureau. • Confirm the length of time required to ingest each batch of records into the DRI System. • Agree royalty model range when the main collection is made available online via a commercial partner's website. • Agree the communication timelines. <p>The Executive Team asked AW to return at the end of January 2012 to report on progress of project.</p> | <p>AW</p> | |
| 5.0 | <p>20 Year Rule Cabinet Committee Clearance</p> <p>JO and JS updated the Executive Team on progress of 20 Year Rule Implementation Plan and advised a paper is being prepared in collaboration with MoJ for submission to the Home Affairs Cabinet Committee. They asked the Executive Team to support the approach and to give clearance on finalising the paper. Also whether the Executive Team is comfortable with the range of measures outlined to support a more efficient transfer process for departments.</p> <p>The Executive Team reviewed and discussed the summary on</p> | | |

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| | <p>Implementation Plan and illustration on Departmental Statistics.</p> <p>JO to add a paragraph to the paper on how efficiency gains are beneficial to departments. With a risk based approach as some departments require more sensitivity review of documents and some do not.</p> <p>JO to forward to DT calculations behind the statistics for amount of future records estimated to be received.</p> <p>JO to add confirmation of plans to make numbers of records to be processed transparent by department next year.</p> <p>The Executive Team confirmed that they were comfortable with proposals.</p> | <p>JO</p> <p>JO</p> <p>JO</p> | |
| 6.0 | <p>A framework to guide cost effective decision making in collection management</p> <p>Item was not discussed and is to be carried forward to Management Board.</p> | CB | Carried forward to Management Board |
| 7.0 | <p>Any Other Business</p> <p>Strike: Notification received from PCS of intention to strike on 30 November. COS advised the TNA site will be closed to the public and contingency measures will be put in place to cover essential services.</p> <p>Staff Survey: Statistics received and information will be distributed to departments by Jane Craigie-Payne.</p> | | |
| | <p><u>Cascade:</u></p> <p><u>Dashboard Month 7:</u> On track</p> <p><u>Review of Business Plan; Priorities and Objectives:</u> Reviewed and need to take action on business plan and deliverables we made last year.</p> <p><u>Home Guards Digitisation Project:</u> Some challenges and update received- interesting technology.</p> <p><u>20 Year Rule:</u> On track some decisions made on statistics for transparency.</p> | | |
| | There being no other business the meeting was closed. | | |