

Executive Team Minutes

Title: **Executive Team Meeting**

Date of Meeting: **6 October 2010**

Location: **Blue Room**

Present:

Oliver Morley (OM - Chair), Caroline Ottaway-Searle (COS), Jeff James (JJ), David Thomas (DLT), Clem Brohier (CB), Chris Mumby (CM), Carol Tullo (CT), Lee Oliver (LO – item 2), Manager (– item 2), Peter Brooker (PB – item 3), Manager (item 3), Corporate Secretary (Minutes).

		Action	Deadline
1.	Minutes and Matters Arising		
1.1	Minutes from the meetings on 29 September were agreed. Actions and updates noted as follows:		
1.2	<u>Grants panel review – (Prof Mark Ormrod application)</u> Val Johnson to email directors when actions have been completed.	VJ	Asap
2.	Capital programme – reception porch changes		
2.1	Executive team considered and approved designs to place additional doors at the main entrances to the reception area.		
2.2	Executive team noted that planning permission has been approved and that building regulation approval has been applied for – this is not expected to cause any delays.		
2.3	confirmed that the work will be carried out by Ecovert under existing contract arrangements, and will include 5 weeks onsite disruption.		

2.4	Costs estimated at £160k as part of the onsite Capital investment programme - a critical consideration has been value for money.		
2.5	LO to agree comms lines with Internal Communications manager.	LO	ongoing
3.	Strategic priorities and CSR		
3.1	Executive team agreed to defer strategic plan approval by one month to allow more time to assess the impact of the CSR settlement, and to give directors an opportunity to consult and involve staff more widely.		
3.2	PB to amend the business planning timetable, scale down the process and ensure that the investment bid template is light touch.		
3.3	PB to review with OM before circulating to directors.	PB	Asap
3.4	OM to circulate initial draft of the strategic priorities and context for each, along with the CSR modelling for director's to input.	PB	Asap
4.	Any other business		
	Executive team noted:		
4.1	<u>Strike Planning Contingency Group</u> – A meeting has been convened to review planning arrangements in the event of strike action.	JJ	13/10/10
4.2	<u>Yes Dining</u> –Now under new ownership ('Restaurants at Work'). A new catering manager has been appointed.		
4.3	The National Archives has been approached to consider an additional mast.		
4.4	JJ to review approach with Unions before considering consultation with staff on whether to continue providing signal.	JJ	13/10/10
4.5	<u>Legislation publishing contract</u> – CT confirmed that the evaluation team have now considered two strong presentations and gave executive team assurance that evaluation is progressing through.		
4.6	<u>Headcount plan</u> - COS to circulate headcount plan to directors. Intended as part of future workforce planning discussion, it will be included in strategic discussion at exec team meeting on 20 October.	COS	Asap

Executive Team Minutes

Title: **Executive Team Meeting**
 Date of Meeting: **13 October 2010**
 Location: **Blue Room**

Present:

Oliver Morley (OM - Chair), Caroline Ottaway-Searle (COS), Jeff James (JJ), David Thomas (DLT), Clem Brohier (CB), Chris Mumby (CM), Paul Davies (PD – item 2), Manager (– item 2), Manager (– item 3), Manager (item 3), Manager (item 3), Manager (item 3), Manager (item 3), Peter Brooker (PB – item 4), Corporate Secretary (Minutes).

Apologies:

Carol Tullo (CT)

		Action	Deadline
1.	Minutes and Matters Arising		
1.1	Minutes from the meetings on 6 October were agreed. Actions and updates noted as follows:		
1.2	<u>Strategic priorities and business planning timetable:</u> CB and PB to begin work on 2011/12 Key Performance Indicators. An approach that is more focussed on internal business performance to be assumed.	CB,PB	Ongoing
1.3	<u>Strike Planning Contingency Group:</u> JJ to update Executive Team on contingency planning for strike action on 2 nd and 3 rd November.	JJ	20/10/10
1.4	<u>Telecoms mast:</u> JJ to update Executive team following meeting with Unions next Thursday.	JJ	27/10/10
1.5	<u>Headcount plan:</u> Directors noted that HR business partners will be reviewing data with them as part of work force planning and final reconciliation and standardisation.		
1.6	Finance business partners to attend these discussions.		

1.7	<u>MLA/TNA partnership</u> : Executive team noted upcoming meeting with DCMS to discuss funding support for the wider archive sector following the abolition of MLA.	OM	20/10/10	
2.	Energy, sustainability and CO2 update			
2.1	Executive team reviewed sustainability and carbon reductions targets with PD.			
2.2	PD reported that the SOGE (Sustainable Operations on the Government Estate) forecast indicates a shortfall of 1.8% on the TNA 11% carbon target for 2010/11 - an overall shortfall that might be further impacted if MoJ reporting is included.			
2.3	Executive team went on to agree proposals/activities aimed at reducing the shortfall and to understand ongoing collaboration with MoJ.			
	Actions noted as follows:			
2.4	– More robust onsite waste recycling	PD	ongoing	
2.5	– Better capture of business travel data	PD		
2.6	– Carbon impact of investment projects to be considered as part of business planning process	PD		
2.7	– Review of carbon impact of procurement activities	PD		
2.8	– Executive team to review and approve TNA policy on Carbon Reduction Commitment (CRC).	PD		
3.	Resource Discovery/3Tier Architecture - review			
3.1	Colleagues working on the Resource Discovery/3 tier architecture programme presented an overview of their work.			
3.2	EB gave Executive team assurance that the programme was meeting business plan targets.			
4.	Business achievement Q2 – progress review			
4.1	Executive team reviewed progress on business plan targets with PB, noting that all remaining 15 targets were on track at the half year point.			
4.2	CoS to review target 11 narrative to ensure it accurately captures activity around Investors in People.	CoS, PB	Asap	
5.	Any other business			
	Executive team noted:			

5.1	<u>Staff survey</u> – CoS reported uptake of 48.2%. Executive team to remind teams that the survey will remain open until end Monday 18 October.		
5.2	<u>Increased security risk</u> – Executive team noted readiness in the event that the threat level is heightened.		
5.3	<u>Document storage capacity</u> - Executive team agreed that Tom Gregan should complete the Deepstore review before considering a further discussion.		

Executive Team Minutes

Title: **Executive Team Meeting**
 Date of Meeting: **20 October 2010**
 Location: **Blue Room**

Present:

Oliver Morley (OM - Chair), Carol Tullo (CT), Caroline Ottaway-Searle (COS), Jeff James (JJ), David Thomas (DLT), Clem Brohier (CB), Chris Mumby (CM), Peter Brooker (PB – item 2), Val Johnson (VJ – item 3), Mark Ardron (MA – item 5), John Sheridan (JS – item 5), Corporate Secretary (Minutes).

		Action	Deadline
1.	Minutes and Matters Arising		
1.1	Minutes from the meetings on 13 October were agreed. Actions and updates noted as follows:		
1.2	<u>Strategic priorities and business planning timetable</u> : PB to review approach on 2011/12 KPIs for Executive team discussion end November.	PB	24/11/10
1.3	<u>Strike Planning Contingency Group</u> : The Reading rooms will remain open on strike days (2 nd and 3 rd November).		
1.4	JJ to confirm whether there is sufficient staff cover to keep the	JJ	27/10/10

	Reading rooms open late on 2 nd November.		
1.5	<u>Telecoms mast</u> : JJ to update at next week's meeting.	JJ	27/10/10
1.6	<u>MLA/TNA partnership</u> : DCMS submission shared with Roy Clare (Chief Executive, MLA).	OM	Ongoing
1.7	<u>Legal Advice</u> : The Friends Council have reviewed their governance arrangements around conflict of interest.		
1.8	Proposed changes to their Constitution will be raised at the next AGM.		
1.9	This will include a recommendation that TNA employees (current/past) should not be eligible to hold key positions on the Friends Council.		
1.10	<u>Investors in People</u> : CoS to confirm whether IiP might be a quango organisation vulnerable to abolition.	CoS	3/11/10
2.	Half Year Performance reporting – inc Month 6 financial and dashboard review		
2.1	Executive team reviewed the half year business report noting a strong performance and delivery against targets. Considering Dashboard reporting for Month 6 the following actions/changes in reporting were noted: <u>Customer satisfaction: Legislation</u>		
2.2	– Data field now includes 'satisfied' and very satisfied' (in line with onsite and online reporting)		
2.3	– OPSI website migration to legislation.gov.uk will be completed by year end; however the aim should be to complete migration as early as possible.		
2.4	<u>Stakeholder survey</u> : – Replaced with the monthly Executive team review of stakeholder activity through the grid.		
2.5	Executive team considered Month 6 and Year to date financial reporting with CB with discussion focused around expenditure underspend – results of the recruitment and contractual freeze.		
2.6	Income delays around the 1911 resale and an accumulating impact of the recruitment freeze on staffing were also highlighted.		
2.7	Executive team noted that spending contingency plans would be reviewed on 17 November as part of the 6+6 forecast exercise and review of the CSR settlement.		

3.	Grants Panel - approval		
3.1	Executive team considered and approved support for a grant application to research and create 2 applications to extract email knowledge.		
3.2	Executive team agreed the strategic relevance of this PhD research to our digital preservation agenda.		
	VJ confirmed that:		
3.3	– There would not be an increase in TNA headcount.		
3.4	– Product deliverables and key milestones have been identified.		
3.5	– Issues around data handling and supervision have been resolved.		
3.6	VJ to confirm timings around payment to Loughborough.	VJ	27/10/10
3.7	Executive team went on to reaffirm that the role of the panel was to judge the quality of all proposal/merits of a grant against the criteria set out in the ToR.		
4.	Comprehensive Spending Review settlement - review		
4.1	Executive team reviewed OM's CSR settlement presentation to staff to establish principles and clarify initial financial and headcount modelling. Minor changes to text were noted.		
	Actions as follows:		
4.2	– OM/JJ to extract key points to inform the Users Forum later in the day and to assure them that the full presentation will be included as a post Minute note. <i>Done</i>		
4.3	– CB to note that the business plan investment bid timetable should be reviewed in April 2011 to respond to freezes.	CB	April 2011
5.	Legislation publishing tender - award		
5.1	MA and JS presented the final bid evaluation and Project Board's recommendation to award the legislation publishing contract.		
5.2	Executive team approved the award of contract		
5.3	Executive team agreed with CT and CB that this had been an excellent and competitive tender process.		
6.	Transparency		

6.1	Executive team noted the consolidated organisational, staff, salary and supporting datasets to accompany publication on data.gov.uk.		
6.2	Executive team agreed continued publication of SCS salaries as part of our Transparency agenda.		
6.3	Publication of SCS salaries is already well established as part of our annual reporting and with the consent of the individuals concerned, is not in breach of legislation.		
7.	Any other business		
7.1	Executive team noted Martha Lane Fox's digital review and the civil service report on next generation HR.		

Executive Team Minutes

Title: **Executive Team Meeting**
 Date of Meeting: **27 October 2010**
 Location: **Blue Room**

Present:

Oliver Morley (OM - Chair), Carol Tullo (CT), Jeff James (JJ), David Thomas (DLT), Clem Brohier (CB), Chris Mumby (CM), Jane Craigie-Payne (JCP – item 2), Corporate Secretary (Minutes).

Apologies:

Caroline Ottaway-Searle (COS)

		Action	Deadline
1.	Minutes and Matters Arising		
1.1	Minutes from the meetings on 20 October were agreed. Actions and updates noted as follows:		
1.2	<u>Telecoms mast</u> : Unions to ballot members		

	JJ to present a fully worked up proposal to Executive team before presenting for wider consultation at the Staff Forum.	JJ	ongoing
1.3	<u>MLA/TNA partnership:</u> Executive team noted positive Ministerial and Arts Council response to TNA's proposals on the wider archive sector following the abolition of the MLA.	JJ	22/11/10
1.4	<u>Capital/Resource split:</u> CB reported that work to clarify technology budget definition is ongoing.	CB	10/11/10
1.5	Executive team noted that the Capital budget must all be utilised in year.		
1.6	<u>Legislation publishing tender:</u> CT confirmed that Trevor Spires (Chair Audit Committee) has reviewed the risk register and agreed mitigation actions around post award /pre implementation.		
1.7	CT reported that the next stage towards implementation was progressing.		
2.	Management Development Programme – Return on Investment exercise		
2.1	Executive team reviewed a proposal to measure the impact on management behaviours and to profile future investment in the Management Development Programme.		
2.2	The Management Development Programme has now been running for 1 year. Feedback has been favourable.		
2.3	Although Executive team agreed the need to ensure best value for money, it was their considered view that an inhouse approach would be more cost effective than appointing a contractor to carry out the evaluation.		