

Executive Team Minutes

Title: Executive Team Meeting

Date of Meeting: 5 October 2011

Location: Blue Room

Present:

Oliver Morley - Chair (OM), Clem Brohier (CB), Carol Tullo (CT); Caroline Ottaway-Searle (COS), David Thomas (DT), Valerie Johnson, Manager (VJ/ – Item 2); Manager, IT Helpdesk Team (Item 3); Corporate Secretary (Minutes)

Apologies: Jeff James (JJ); Julie Lennard (JL); John Sheridan (JS)

		Action	Deadline
1.	Minutes and Matters Arising		
1.1	<p>Minutes from the meeting on 21 September 2011 were read and agreed.</p> <p><u>Item 8.0 GPC Card Data:</u> CB to insert a column in the published GPC transaction report to allow comments against transactions where necessary for clarification.</p> <p><u>Staff Vouchers:</u> With regards to Individual Awards Directors were asked to consider speeding up processes in their directorates. Update 5/10/11: COS to arrange for a communication message to be sent out on Narnia regarding individual reward threshold change, but proposers still to carefully consider basis for award.</p> <p><u>Executive Reports Workshop:</u> Will be held on 14 November 2011 and COS advised that details would be emailed to Directors.</p>	<p>CB</p> <p>All</p> <p>COS</p>	<p>Completed</p> <p>Completed</p> <p>Completed</p>
2.0	<p>Grants Panel</p> <p>VJ advised the Grants Panel have reviewed 3 applications and given their support for this application:</p> <p>[Manager] advised that the aim of 'Court of Chancery Lane and its Records' is to undertake a thorough examination of the Chancery Archives in order to obtain a better understanding of the nature and operations of the Court in the period from 1820 to 1883.</p> <p>[Manager] said that there will be no financial commitment needed from TNA and the requirement is 2 days supervision by [Manager] per term. She asked the Executive Team to give their support for a PhD student to undertake research to explain the structure of the court, outlining the various offices attached to the Chancery and establishing the operation of the office; and comment on changes and reforms in the era covered.</p> <p>The Executive Team provided their support for this application.</p>		
2.1	<p>TNA Expert Participation Programme</p> <p>In absence of John Sheridan the Access to Wales Legislation application was presented by CT. She advised funding would be sought</p>		

	<p>from JISC for this project. John Sheridan as part of TNA Expert Participation Programme is inviting other companies, organisations, parts of government and academic institutions to work with us, to create a fully up-to-date revised statute book. The aim for TNA is to create up-to-date revised legislation for Wales in Welsh using the legislation.gov.uk platform. Working with [University] and the Welsh Assembly Government.</p> <p>[University] is the academic lead and TNA is providing letter of support for stage 1 Expression of interest.</p> <p>The Executive Team gave their approval for a letter of support.</p>		
2.2	<p>Block Grant Partnerships 2</p> <p>VJ advised AHRC are planning to fund postgraduate studentships in a different way. Block Grants are given to the lead partner, a Higher Education Institute. An application has been submitted by [University] for a Block Grant Partnership. There will be no financial support required from TNA but we will be required only to co-supervise the student(s) with the university.</p> <p>VJ to carry forward this item to discuss further at next meeting with a cover note advising outcome of the application.</p> <p>The Executive Team gave their support for this application.</p>	VJ	
3.0	<p>IT Helpdesk Charter</p> <p>CB introduced the IT Helpdesk Team to the Executive Team. She advised that the IT Helpdesk Team have taken on board feedback received from users to improve the service. In response they have reviewed areas where the service could be improved.</p> <p>CB advised an IT Helpdesk Charter has been developed and its aim is to provide a high level of customer service. The Charter will be launched on 17 October.</p>		
4.0	<p>Any Other Business</p> <p><u>20 Years Rule Update:</u> Jessie Owen will give an update to the Executive Team on 19 October.</p>		
5.0	<p>Cascade:</p> <ul style="list-style-type: none"> • Grants Panel – 3 applications approved • IT Helpdesk Charter – customer service level charter to be launched on 17 October. • 		
	There being no other business the meeting was closed.		

Executive Team Minutes

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Date of Meeting: 19 October 2011

Location: Blue Room

Present:

Oliver Morley - Chair (OM), Clem Brohier (CB), Carol Tullo (CT); Caroline Ottaway-Searle (COS), David Thomas (DT), Jeff James (JJ); Manager, Manager (Item 2); Peter Brooker (PB – Item 3); Manager (Item 4); Amanda White (AW – Item 5); Jessie Owen (JO – Item 6); Manager (Item 7); Paul Davies (PD – Item 8 and 9); Corporate Secretary (Minutes)

Apologies: Julie Lennard (JL)

		Action	Deadline
1.	Minutes and Matters Arising		
1.1	Minutes from the meeting on 5 October were read and agreed.		
2.	<p>Snapshot on Guidance On-Line</p> <p>[Manager] and [Manager] updated the Executive Team on Guidance Online review of guides/policies that are on the website. [Manager] reported that there are over 300 pieces of guidance/policies on the website that need to be reviewed and in some cases brought up-to-date. They have identified the areas that need to be addressed such as inconsistent presentation; out of date branding; lack of plain English as some guides are not written with audience in mind and the difficulty in finding the guides online.</p> <p>[Manager] reported that she is working with the Web Production team to remove 50+ guides from the website.</p> <p>The next steps:</p> <ul style="list-style-type: none"> • Editing top 20 to be completed • Guidance marked for removal to be taken down • All guidance to be reformatted • Review cycle to be removed • IM search to be launched in November • Team ownership • Feedback option <p>DLT advised that statistical evidence of how the guides are being used needs to be collated in order to monitor usage.</p> <p>The Executive Team noted the significant task faced by [Manager] and [Manager] and gave their full support.</p>		
3.	Strategic Risk Register		

	<p>PB presented the Strategic Risk Register to the Executive Team.</p> <p>The Executive Team noted the content of the Strategic Risk Register and proposed some changes.</p> <p>Risk 3 – OM to contact MoJ and raise question of recruitment and look to obtain full delegation.</p> <p>Risk 4 – Strengthen remedial action.</p>	<p>OM</p> <p>PB</p>	
4.	<p>Dashboard Month 6</p> <p>[Manager] presented the Dashboard for September to the Executive Team.</p> <p>The Executive Team reviewed the Dashboard.</p> <p>[Manager] to forward statistics to OM under metric Records and Information Management Services regarding '+8% aggregate improvement against original IMA'.</p> <p>COS to ask [Manager] to include full targets for Diversity for discussion at Management Board.</p>	<p>Manager</p> <p>COS</p>	
5.	<p>Financial Performance Report Month 6 (September)</p> <p>CB reported on TNA financial performance for the year to 30 September 2011. He highlighted the under-spend year to date compared to the 3+9 forecast, a large part of that occurred during the month of September particularly in investment projects. It was noted that staff costs were very close to forecast indicating improved forecasting in this area.</p> <p>The 6+6 forecast was in progress and would be completed by the end of October. JJ advised that there were plans to use a substantial amount of the investment spend in this financial year on the Roof Replacement and consideration was also being given to humidification improvements, subject to there being available capacity to complete the work in the year.</p> <p>The Executive Team reviewed the report and commented on the reports content.</p>		
6.	<p>20 Year Rule Programme Terms of Reference Update</p> <p>JO updated the Executive Team on progress with the 20 Year Rule Programme and presented a paper highlighting key issues and risks.</p> <p>JO advised that she has started discussions internally; with government stakeholders and with the Knowledge Council. She said that an Implementation Board meeting was held on 5 October and key issues were raised that required Executive Team input.</p> <p>JO advised resource for the programme is becoming an issue because the programme has been dependent on volunteers having time in between their day job. There is a vast amount of work that needs to be done and resource is largely needed from IMP and Finance team. She</p>		

	<p>has been in discussion with HODs to consider freeing up time for individuals to assist with the work streams.</p> <p>Executive Team reiterated that the Collection Strategy is to be tested with key stakeholders and user groups.</p> <p>Executive Team gave their support for resource as work for this programme is business critical.</p>		
8.	<p>Vodafone Mobile Mast</p> <p>PD opened discussion with the Executive Team to consider entering into a formal negotiation with Vodafone regarding the installation of an additional phone mast on the roof of Q1.</p> <p>The Estates department were approached by Vodafone last year. PD explained that under the terms of the Communications Act 2003, TNA would be advised to consider Vodafone's proposal.</p> <p>TNA Health and Safety Advisor carried out a review of all current government studies and guidance in relations to perceived health risks to people living or working close to mobile phone masts. According to government scientific advice, there are no health risks if the electromagnetic radiation is below the government limit particularly given the existing Orange Mast.</p> <p>Preliminary Consultations have taken place with staff; Trade Union Side; Staff Forum; User Forum.</p> <p>PD has also been in contact with the members of the Kew Residents Association advising them that the health risks are low and they are sanguine about the additional mast being erected.</p> <p>The Executive Team noted the legal implications for not accepting the proposal and also reviewed the affect of the mobile mast to staff and the local community.</p> <p>The Executive Team gave formal approval for the recommendation</p>		
9.	<p>Estates Building Cleaning Contract</p> <p>PD advised the current building cleaning contract is expiring on 31 March 2012 and outlined options for extension.</p> <p>The Estates team are currently reviewing performance of Ecovert FM; Douglard Cleaning and Yes Dining contracts. It is therefore considered desirable to extend the current cleaning contract to align the contract end dates with the other two contracts i.e. 31 December.</p> <p>PD recommended extending the current cleaning contract to 31 December 2012 with an option for a further 12 month extension.</p> <p>The Executive Team gave their formal approval to extend the cleaning contract.</p>		
10.	<p>Any Other Business</p> <p>SIRO Training: DLT reported a SIRO Training session took place on 18</p>		

	<p>October and then outlined other training sessions planned for SIRO.</p> <p><u>ATRACS Replacement:</u> COS advised the implementation of new Time and attendance system which will replace ATRACs and integrate with the new HR system, will be delayed until technical issues are resolved, we aim to implement for the beginning of the calendar year which will also coincide with the start of the new leave year.</p>		
	<p><u>Cascade:</u></p> <p>Guidance Online Review: Strong support from Executive Team</p> <p>Strategic Risk Register: Some risks have become more acute as government wide constraints start to take effect.</p> <p>Dashboard Month 7: Reviewed.</p> <p>Quarter 2 Financials: 6+6 forecast will allocate under spend.</p> <p>20 Year Rule Programme Terms of Reference Update: Nearing formal decision from government taking 20 Year Rule forward and firming up a strategic response to that.</p> <p>Clore Leadership Fellowship Proposals: Executive Team gave their support.</p> <p>Vodafone Mobile Mast: Vodafone mast approved and ensuring staff and readers get best deal.</p> <p>Cleaning Contract: to be extended.</p>		
	<p>There being no other business the meeting was closed.</p>		