

Executive Team Minutes

Title: Executive Team Meeting

Date of Meeting: 7 September 2011

Location: Blue Room

Present:

Oliver Morley - Chair (OM), Clem Brohier (CB), David Thomas (DT), Emma Allen and Manager (EA/ – Item 2), Valerie Johnson (VJ– Item 3); Corporate Secretary (Minutes)

Apologies: Jeff James (JJ); Caroline Ottaway-Searle (COS), Carol Tullo (CT); Julie Lennard (JL)

		Action	Deadline
1.	Minutes and Matters Arising		
1.1	<p>Minutes from the meeting on 31 August 2011 were read and agreed.</p> <p>Actions and updates noted as follows:</p> <p><u>Item 5.0 Doris Future Maintenance Proposal</u> DT to ask Emma Bayne to prepare a recruitment business case for Doris Systems Support and Development Analyst.</p>	DT	Completed
2.0	<p>Online August User Satisfaction Survey Results</p> <p>[Manager] and EA advised on the outcome of TNA's quarterly online satisfaction surveys to gauge customer satisfaction. In Quarter 1 June 2011 overall satisfaction score was 57%, the lowest score received with a sample size of 233. The customer satisfaction levels had dropped compared with last year (Q1, 10/11 = 77%). The 57% survey result was deemed to be an anomaly and had to be reviewed.</p> <p>The customer satisfaction survey was re-run in Quarter 2, August 2011 and the overall satisfaction score was 82% with a larger sample size of 503.</p> <p>[Manager] to present quarterly report on Customer Satisfaction to Executive Team prior to publication.</p>	Manager to note	
3.0	<p>Grants Panel</p> <p>VJ advised the Grants Panel have given their support for this application.</p> <p>'Centre for Copyright and New Business Models in the Creative Economy'. The project will aim to encompass research into copyright, business models, creative industries and digital technologies.</p> <p>VJ advised that she was seeking a letter of support from the Executive Team for stage 1 and if the bid goes through to Stage 2 will discuss further with the Executive Team.</p> <p>The Executive Team gave their approval for a letter of support.</p>		

4.0	<p>Any Other Business</p> <p>ICA 2012 Conference in Brisbane - The Directors discussed and agreed that any requests for attendance at the ICA 2012 Conference will be declined unless the visit is funded externally.</p> <p>Directors to cascade message to their teams that attendance at any overseas conference must be externally funded and approved by Director.</p>	All to note and cascade	
4.1	<p>Collaborative Engineering Doctorate</p> <p>DT reported earlier on this year the Executive Team had agreed to fund a four year collaborative engineering doctorate (EngD) in the development of interactive systems at a flat £2k per annum. A suitable candidate has been found but cannot start until Autumn 2012.</p> <p>DT asked the Executive Team's approval to delay TNA funding commitment for this collaborative Engineering Doctorate by 1 year.</p> <p>The Executive Team gave their approval for a 1 year delay for the funding of the four year collaborative engineering doctorate.</p>	DT	
	<p>Cascade:</p> <ul style="list-style-type: none"> • Customer Satisfaction Survey was re-run in August and the overall satisfaction score was 82%. • Grant Application – 1 grant application approved. • Attendance at overseas conference - Attendance at any overseas conference must be externally funded and approved by a Director. Attendance at ICA Australia will not be approved without Executive Team agreement. 		
	There being no other business the meeting was closed.		

Executive Team Minutes

Title: Executive Team Meeting

Date of Meeting: 14 September 2011

Location: Blue Room

Present:

Oliver Morley - Chair (OM), Clem Brohier (CB), Jeff James (JJ); Caroline Ottaway-Searle (COS), Julie Lennard (JL), Peter Brooker, Manager (PB/ - Items 2 and 4); Visitor, Visitor, RSM Tenon (/ - Item 3), Paul Davies, Amanda White (PD/AW- Item 5), Corporate Secretary (Minutes)

Apologies: Carol Tullo (CT); David Thomas (DT)

		Action	Deadline
1.	Minutes and Matters Arising		
1.1	Minutes from the meeting on 7 September 2011 were read and agreed.		
2.0	<p>Pre-Audit Committee Review of Overdue Audit Recommendations</p> <p>[Manager] presented report on 2010-11 Pre Audit Committee Review of overdue audit recommendations. She highlighted the status of each recommendation and the reason for the delay.</p> <p>The Executive Team reviewed and noted the overdue audit recommendations.</p>		
3.0	<p>RSM Tenon Internal Audit Progress Update</p> <p>CB welcomed [Visitor] and [Visitor] from RSM Tenon to the meeting.</p> <p>[Visitor] and [Visitor] gave an update on progress made to date with regards to the Internal Audit that started in August 2011.</p>		
4.0	<p>Feedback on Pilot Operations Directorate and Technology</p> <p>PB reported following up from an internal audit review recommendation to review departmental risks. A Pilot Operations Risk Assessment with Operations and Technology Directorates was started at the end of May with a question and answer sessions. Discussion took place with managers to agree ways to mitigate key risks and put assurances in place.</p> <p>PB to consider starting Operational Risk Assessment Rollout early and complete by end of year.</p> <p>The Executive Team approved the timetable and recommendations.</p>	PB	

<p>5.0</p>	<p>Update on Roof Replacement Project Recommendation</p> <p>PD and AW presented an Investment Business Case for replacing leaking glazed roof on the Q2 building.</p> <p>A glass for glass option was selected by EFD Programme Board.</p> <p>PD advised that it was very important to make sure new roof replacement is properly put in. And that the roof replacement work should be independently quality assured.</p> <p>PD to prepare slides for presentation to Management Board.</p>	<p>PD</p>	
<p>6.0</p>	<p>Equality & Diversity Update</p> <p>COS presented a highlight report outlining key areas of activities and development in promoting diversity and equality. She advised the Executive Team that the Equality & Diversity Action Plan will be reviewed on a quarterly basis to track how activities are progressing.</p> <p><u>Diversity week</u> will start on 7 November and information will be posted on Narnia to inform all staff.</p> <p><u>The Staff Survey</u> will open on 19 September.</p>		
<p>7.0</p>	<p>Any Other Business</p> <p>Statutory Instrument Pricing: CB updated the Directors on progress made to date with regards to the proposal for Statutory Instrument Pricing.</p> <p>Green Week is taking place from 19 to 23 September. The aim of Green Week is to promote 'green' awareness and initiatives at The National Archives and at home, helping this organisation and the people who work here to become more environmentally friendly.</p>		
	<p>Cascade:</p> <ul style="list-style-type: none"> • Audit Recommendations: Progress is satisfactory • Roof Replacement in Q2: Investment Business Case has been approved and brought forward to Management Board. • Equality & Diversity Action plan posted on Narnia. • Green Week: starting on 19 September to promote awareness of green activities taking place around TNA. • Staff Satisfaction Survey starting on 19 September and all staff are encouraged to complete the survey. 		
	<p>There being no other business the meeting was closed.</p>		

Executive Team Minutes

Title: Executive Team Meeting

Date of Meeting: 21 September 2011

Location: Blue Room

Present:

Oliver Morley - Chair (OM), Clem Brohier (CB), Jeff James (JJ); Caroline Ottaway-Searle (COS), David Thomas (DT), Julie Lennard (JL), Manager (Item 2), Julia Stocken (JS – Item 4); Manager, Manager, Manager, Mel Hide (/ / /MH – Item 5); Lee Oliver (LMO – Item 6); Corporate Secretary (Minutes)

Apologies: Carol Tullo (CT);

		Action	Deadline
1.	Minutes and Matters Arising		
1.1	Minutes from the meeting on 14th September 2011 were read and agreed.		
2.0	<p>Dashboard Update Month 5</p> <p>Executive Team reviewed month 5 August dashboard, noting the following:</p> <p>On site: Customer Satisfaction Survey took place this week with 506 responses and a result of 93%.</p> <p>Legislation: Survey taking place this month and results will be reported to Executive Team in October.</p> <p>Documents Delivered On site: Amount of documents delivered on site was slightly down due to the new record copying online ordering system being offline for over a week.</p>		
3.0	<p>Financial Update Month 5</p> <p>CB reported on TNA financial performance for Period 5 August.</p> <p>The Executive Team reviewed and commented on the financial reporting for Month 5 August.</p>		
4.0	<p>Records Decision Panel</p> <p>JS advised it was agreed by Executive Team in July 2011 that the Records Decision Panel would report back to the Executive Team for approval on any proposals to accession either large collections or unusual formats.</p> <p>At the meeting of the Records Decision Panel on 28 July 2011 one such</p>		

	<p>issue arose – the proposal to accession the records of the Committee on the Safety of Medicines from 1980 to 1988, which only exist on microfiche. The conversion of the microfiche to a digital image has been estimated to cost £9k.</p> <p>TNA holds the Committee’s paper records from 1970. There has been low demand for them with only 24 requisitions since 2008, all from the Committee itself. JS then detailed 4 options for the Executive Team to consider.</p> <p>The Executive Team are content for the microfiche to be digitised, and the digital record to be accessioned, as the microform is a poor surrogate of the original paper, which no longer exists.</p> <p>The Executive Team reviewed and discussed the options and chose Option 4 to take possession of the microfiche, but not to accession, and to digitise as part of a programme of digitisation and then accession the digital.</p>		
5.0	<p>Culture Group Update</p> <p>The Culture Project Team provided an update on progress and the initiatives the project intends to focus on for the remainder of this financial year.</p>		
6.0	<p>First World War Commemoration and Memorial Plaque</p> <p>LMO advised the Executive Team that the memorial to HMSO staff is a brass plaque that was mounted at St Clements House in Norwich. When HMSO was part-privatised, the plaque was retained by the public-sector element. The plaque is currently in storage at Kew.</p> <p>LMO detailed two options based around re-instatement or similar at Kew, to form a new permanent focus for armistice commemoration and the two minute silence.</p> <p>The Executive Team approved Option 1 to mount the HMSO plaque and also a simple brass plate in the Link to say that the PRO memorial remains at the Rolls Chapel, with a service of re-dedication for the HMSO plaque.</p>		
7.0	<p>Home Guard Records Digitisation Update</p> <p>CM and AW gave a presentation to the Executive Team on progress of the Home Guard Record Digitisation project.</p> <p>The Executive Team reviewed the progress of the project to date; key issues and next milestones.</p> <p>CM and AW to report back to Executive Team at the end of November 2011.</p>	CM/AW	
8.0	<p>Any Other Business</p> <p>GPC Card Data</p> <p>CB advised the Executive Team that Cabinet Office had requested all</p>		

	<p>GPC Card transactions over £500 to be published on the transparency site and this would be back dated to 1 April 2011. The GPC card holder's name will be redacted.</p> <p>After discussion it was agreed that TNA would go further and additionally publish transactions below £500 with effect from 1 January 2012.</p> <p>CB to insert a column in the published GPC transaction report to allow comments against selected transactions.</p> <p><u>Staff Vouchers:</u> With regards to Individual Awards Directors were asked to consider speeding up processes in their directorates.</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 to note</p> <p>COS</p>	
	<p>Cascade:</p> <p>Dashboard Month 5: Input and output performance indicators Reviewed.</p> <p>Financial Update: On track.</p> <p>Culture Group: Will now be developing and implementing the 4 key value strands.</p> <p>WW1 Memorial Plaque: Executive Team gave approval to mount WW1 Memorial Plaque at centenary in November 2014.</p> <p>Home Guards Records Digitisation: Project on target and Statement of Requirements for Transcription is to be issued.</p> <p>GPC Card Transaction: Data will be published on Transparency Site of transaction above £500 back dated 1 April 2011 and thereafter from 1 January 2012 transactions below £500.</p>		
	<p>There being no other business the meeting was closed.</p>		