

Executive Team Summaries

Executive Team Publication scheme

3 June 2009

Strategic Risk Register

Directors confirmed that they are currently reviewing risk register sub risks for inclusion in the Audit Committee discussion at the end of June 2009

'Take down' policy approval

The Executive Team reviewed the background and issues relating to requests, particularly from government departments, to take down web content from the UK Government Web Archive. While the web archive is not intended as a record of current information, the distinction between current and historic content is becoming more blurred particularly as government departments are beginning to redirect traffic to the web archive as a live record.

The Executive Team went on to consider and approve the suggested criteria for determining the principles for drafting a 'take-down' policy and to agree that the Executive Team only needed to be involved in the decision making process in exceptional circumstances.

International Tracing Service (ITS) archive

Set up towards the end of WW2 the International Tracing Service aims to discover and document the fate of victims of Nazi persecution and their families, and to help individuals trace family members.

The FCO has been asked to take a digital copy of the archive (around 26,000 shelf metres, 100 million digital images) for use in the UK.

Having reviewed the background and context on the ITS archive, the Executive Team went on to discuss and agree the recommendation that, as it is not within the organisation's current statutory remit, The National Archives was not in a position to take responsibility for a UK copy of the ITS archive.

Management Board Agenda – June 2009

The Executive Team considered and agreed the agenda for the next Management Board meeting on 23 June 2009.

10 June 2009

Performance and Business reporting

Before beginning a review of the 2009/10 business targets, the Executive Team noted that 47 of the agreed 50 targets must be achieved to meet the 90% Key Performance Indicators.

It was agreed that all business plan reporting will be set against existing or slightly revised targets. Target amendments will only be considered if there are good financial reasons to support a change.

The Executive Team went on to consider first quarter business achievements and discussed any remedial actions in the context of the agreed 2009/10 Performance indicators.

Government Operational Efficiency Review (OER)

The Director of Corporate Services and Finance updated the Executive Team on progress to determine benchmarks to support the government's Operational Efficiency Review of back office functions.

TNA 2010 savings project – Project Risk Register review

The Executive Team reviewed the TNA 2010 Risk Register, noting whether there were any missing risks, whether the mitigation actions were appropriate and whether the risk rating for each risk was an accurate one.

Annual Report 2008 – 2009

The Executive Team approved the front cover design for the 2008/09 Annual Report.

17 June 2009

TNA 2020

The Director of Customer and Business Development outlined the project's Terms of Reference for Executive Team review. The team will comprise pro bono consultants from Deloitte and colleagues from The National Archives. The Terms of Reference were agreed by the Executive Team.

TNA 2010 savings project

The Executive Team reviewed progress and agreed next steps.

Financial Report - Month 2

The Executive Team reviewed and agreed the monthly finance report with the Interim Head of Financial Services.

22 June 2009

TNA 2010 savings project – quality assurance review

The Programme Office Support Manager reported on his review of the TNA 2010 project. An assessment of scenario planning, communications strategy and risk management has been satisfactorily completed.

The Programme Office Support Manager assured the Executive Team that his assessment has not identified any areas of weakness in the project's planning and implementation plans. The project is fit for purpose and can proceed.

TNA 2010 savings project – project update

The Executive Team reviewed and agreed the latest version of the TNA 2010 savings presentation to staff.