

Minutes

Title: Executive Team Meeting
Date of Meeting: 6 June 2012
Location: Blue Room, 1st Floor, Kew

Attendees:

Oliver Morley (Chair - OM)	TNA	Julie Lennard (JL)	TNA
Clem Brohier (CB)	TNA	Corporate Secretary (Minute taker)	TNA
Mary Gledhill (MG)	TNA	[manager] (/ Item 2)	TNA
Jeff James (JJ)	TNA	Nancy Bell (NB – Item 3)	TNA
Caroline Ottaway-Searle (COS)	TNA	[staff member],[staff member],(//,/ /– Item 4)	TNA
David Thomas (DT)	TNA	[manager] (// – Item 5)	TNA
Carol Tullo (CT)			

		Action
1.0 Minutes and Matters Arising The minutes of 30 May were read and agreed. <u>Item 3.0 (30 May 2012) Grants Panel – Royal Marine Recruits and Occupational Change, Britain 1755-1884</u> - MG to check the estimate for transcription work for this project with her team. Update 6 June 2012: MG advised that she is happy with this specific estimate.		MG
2.0 Update on progress of Gazettes Project [Manager] updated the Executive Team on the progress of the Gazettes Project to date. He outlined the next steps for the project and asked the Executive Team to endorse the process to be followed. The evaluation of the nine pre-qualification questionnaire (PQQ) submissions was completed at the end of March 2012 and five potential contractors were shortlisted for Stage One Negotiation. An evaluation of Stage One submissions was completed in May with three contractors shortlisted and signed off by the Project Board. [Manager] asked the Executive Team what level of involvement they would like to have at the contractor presentations and final negotiation meetings being held in July. The Executive Team agreed that they do not need to attend the presentations and that they would like to receive the final representation. The Executive Team approved the process proposed.		
3.0 Update on Board of Trade Design Registers MG and NB put forward a proposal on a commercial opportunity concerning The Board of Trade Design Registers for the Executive Team to consider. The Board of Trade series contains registered designs from Britain, mainland Europe and the British Empire from the period 1839 to 1991. There are 11,122 bound volumes and folders in a variety of series (BT42, BT43-44, BT45-46, BT47-48, BT50-51, BT52-53). MG outlined a commercial opportunity that is being developed and asked the Executive Team if they were comfortable with the approach detailed in the report. The Executive Team gave their support for the proposal.		

4.0	<p>Archives for 21st Century in Action: Refreshed [Manager] and [staff member] updated the Executive Team on <i>Archives for the 21st Century in Action: Refreshed</i>.</p> <p><i>Archives for the 21st Century</i> is the government policy on archives. It was published in 2009, and a subsequent action plan – <i>Archives for the 21st Century In Action</i> – was published in 2010.</p> <p>In October 2011, with the transfer of key archives responsibilities from the Museums, Libraries and Archives Council, The National Archives took on sole responsibility for the leadership of the archives sector in England. <i>Archives for the 21st Century in Action: Refreshed</i> is the action plan updated for 2012-15.</p> <p>The Executive Team was asked for their comments on the draft action plan and advised that it will be presented at Management Board next week. The action plan is to be published at the end of June 2012.</p> <p>The Executive Team reviewed the draft action plan and made their comments.</p>	
5.0	<p>Roof Project – insurance backed warranty [Staff member] gave a presentation to the Executive Team on insurance backed warranty in relation to the Q2 glazed roof. ETDE Facility Management (formerly Ecovert) has obtained a quotation on behalf of The National Archives for an insurance backed warranty.</p> <p>[Staff member] advised that the Q2 roof is covered by insurance for potential defects for the first two years by ETDE Facility Management. He asked the Executive Team if they would like to further insure the glazing work.</p> <p>The Executive Team discussed the matter and agreed that the existing guarantees should suffice.</p>	
6.0	<p>Records Collection Policy DT advised that, as part of the 20-Year Rule Programme, the Acquisition and Disposition Strategy has been updated with a draft ‘Records Collection Policy’. He asked the Executive Team to comment on the draft policy and agree the next steps. The policy is due to be presented at Management Board next week. Thereafter it will be sent out for stakeholder consultation.</p> <p>The Executive Team commented on the draft policy and approved it.</p>	
7.0	<p>Any Other Business <u>Large estates investment review</u> – a report is to be presented to Executive Team in July on the outcomes of investment made on large projects. <u>25th European Board of National Archivists Conference</u> – The visit was successful and the proposed new European Directive on Data Protection was discussed. <u>BBC Archive</u> – A team from the BBC Archive met with the Customer and Business Development Team.</p>	
	<p>Cascade:</p> <ul style="list-style-type: none"> • <u>Gazettes Project</u> – On track with strong candidates. • <u>Board of Trade Design Registers</u> – Interesting proposal now needs to be developed. • <u>Archives for 21st Century in Action: Refreshed</u> – The document was reviewed and is to be presented at Management Board. • <u>Records Collection Policy</u> – Document reviewed and is to be presented at Management Board. 	
	<p>There being no further business, the meeting was closed.</p>	

Minutes

Title: Executive Team Meeting
Date of Meeting: 20 June 2012
Location: Blue Room, 1st Floor, Kew

Attendees:

Oliver Morley (Chair - OM)	TNA	Julie Lennard (JL)	TNA
Clem Brohier (CB)	TNA	[staff member] (// – Minutes)	TNA
Mary Gledhill (MG)	TNA	[manager] (//- Item 2)	TNA
Jeff James (JJ)	TNA	Amanda White (AW-Item 3)	TNA
	TNA	[staff member] (// - Item 4)	TNA
		Nancy Bell (NB-Item 4)	TNA
		[manager] (//-Item 5)	TNA
		[staff member] (//- Item 6)	

		Action
	Apologies were received from Carol Tullo, Caroline Ottaway-Searle and David Thomas.	
1.	Minutes and Matters Arising	
	The minutes of the previous meeting, held on 6 June 2012, were reviewed and approved.	
1.1	<u>Item 1.0 (6 June 2012) Grants Panel</u> Transcription estimate confirmed and forwarded, but no response to date.	
1.2	<u>Item 4 (6 June 2012) Archives for the 21st Century in Action: Refreshed</u> Comments on the revision awaited from Non-Executive Director. Final version will be forwarded to the Advisory Council for information.	
1.3	<u>Item 6 (6 June 2012) Records Collection Policy</u> Comments on the draft policy awaited from Non-Executive Director.	
1.4	<u>Item 6 (6 June 2012) Records Collection Policy</u> DT will attend the September meeting of the User Advisory Group.	DT
2.	Dashboard for May	
2.1	Executive Team reviewed the May Dashboard. [Manager] advised that work with the Legislation team on a new metric was now almost complete. Agreement had also been reached on a new Diversity indicator, and both metrics should be ready to be included in the next Dashboard report.	
2.2	OM asked for sight of the new metrics before they are brought into use.	[manager]
2.3	Executive Team thanked [manager] for the update.	

3.	Financial Performance Report for May	
3.1	Executive Team reviewed the Financial Performance Report.	
3.2	The current British Telecom project to digitise the BT physical archive was discussed.	
3.3	CB advised that the report will be presented to the July Management Board.	
4.	Grants Panel	
4.1	Executive Team was asked to consider a proposal discussed at the recent Grants Panel regarding a project to index, identify and interpret names in historical records. The National Archives would have an advisory role in the project.	
4.2	Following discussion, Executive Team approved the proposal, subject to final sign off by DT, and the proviso that any outline tool developed must meet The National Archives' business needs. ACTION: DT to sign off [Post Meeting Note: Proposal has received approval by DT 26 June 2012]	DT
5.	Online Customer Satisfaction Survey results	
5.1	[Manager] presented the results of the quarter 4 online customer satisfaction survey.	
5.2	The survey highlighted that the main issue for users was ease of search/finding records, although it was acknowledged that our search tools are being improved and the introduction of Discovery, our new catalogue, is critical.	
5.3	It was noted that, although satisfaction levels for first time users are very good, users appear to become more dissatisfied over time because of this issue. Entry level guidance also needs to be reviewed as, although the information is available, it is not well packaged or easy to find.	
5.4	Executive Team agreed that overall results were encouraging and thanked [manager] for the update.	
6.	Management Board guidelines and papers	
6.1	[Staff member] updated Executive Team on work to standardise and improve the format of papers for Management Board.	
6.2	Proposed new templates were considered by Executive Team, who agreed that they were more concise and easy to understand. Guidelines on submission papers have been published on Narnia.	
6.3	[Staff member] advised that consideration is also being given to improving the layout of the dashboard and strategic risk register, to make the information contained in these papers more accessible.	
6.4	Executive Team discussed the submission of papers to Management Board and OM advised that some issues could be forwarded directly to Management Board without the need for consideration by Executive Team first, if this seems appropriate to the relevant Director.	
6.5	Executive Team noted that Executive Team and Management Board minutes are now	

	up-to-date on the website, with links from Narnia where relevant. They agreed that, in future, minutes should not name staff below heads of department level but refer to job titles instead.	
7.	Any Other Business	
7.1	<i>Annual Accounts:</i> CB advised that the annual accounts have now been signed off and will be laid before the Summer Recess.	
7.2	<i>Fees Order:</i> MG advised that the Statutory Instrument has been given Secretary of State approval and is now awaiting sign-off by Treasury.	
	<p>Cascade</p> <p>Financial Performance for May discussed – all on track.</p> <p>Online Survey – results noted.</p> <p>Guidelines for submission of papers to Management Board – new format clear and informative</p>	
	There being no further business, the meeting was closed.	

Minutes

Title: Executive Team Meeting
Date of Meeting: 27 June 2012
Location: Blue Room, 1st Floor, Kew

Attendees:

Oliver Morley (Chair - OM)	TNA	Julie Lennard (JL)	TNA
Clem Brohier (CB)	TNA	[Project Assistant] (/ – Minutes)	TNA
Carol Tullo (CT)	TNA	[Programme Manager] (/ – Item 2)	TNA
David Thomas (DT)	TNA	[Public Records and Information Policy Manager] (/ – Item 2) TNA	TNA
Caroline Ottaway-Searle (COS)	TNA	Amanda Spencer (AS – Item 3)	TNA

		Action
	Apologies were received from Mary Gledhill and Jeff James.	
1.	Minutes and Matters Arising	
1.1	The minutes of the previous meeting, held on 20 June 2012 were reviewed. Amendment: <u>Item 5.0 (20/6/12) Online Customer Satisfaction Survey Results</u> OM asked for the next online survey results to include Legislation.gov.uk as a comparison. With this amendment, the minutes were approved.	
1.2	<u>Item 2.2 (20/6/12) May Dashboard</u> OM approved the metric for supplementary statistics that will provide a more contextual/holistic view of diversity across the organisation. The Legislation metric to be forwarded to OM for comment.	CB
2.	Archives Accreditation	
2.1	[Programme Manager] and [Public Records and Information Policy Manager] joined the meeting to give Executive Team an update on the accreditation of archives services programme, which has now reached the end of Stage Three. This was a critical stage which involved the sector as a whole, and over 1,000 contributions were received.	
2.2	The Archives accreditation will mirror museum accreditation approach and talks with Arts Council England have commenced, to consider how the two will work together.	
2.3	A draft standard was circulated to Executive Team for information and comment. A headline standard will be very top level and be underpinned by scalable guidance which will recognise the difference between large and small archives. It will also be necessary to ensure that it will work for places of deposit.	
2.4	[Programme Manager] confirmed that it was hoped to begin the pilot on schedule at the beginning of August.	

2.5	The National Archives will be involved in the pilot and agreement has been reached with the relevant departments regarding staffing for the team to work on it. The team will report back to Executive Team.	
2.6	Executive Team noted the progress and confirmed support for the programme.	
3. Future Direction of IT		
3.1	A discussion paper was circulated to the Executive Team on a proposed Information and Communication Technology strategy, prepared by AS following consideration of the department structure and service provision during her first six months in post.	
3.2	The report identified a number of key areas to be considered.	
3.3	Executive Team agreed to revisit the issue following more in depth work on critical service provision.	AS/DT
4. Any Other Business		
4.1	<i>Annual Report:</i> Executive Team noted that the Annual Report will be laid before Parliament this week.	
4.2	<i>Legislation.gov.uk:</i> CT advised that the formal launch of the expert participation programme for Legislation.gov.uk will take place on 30 June.	
4.3	<i>Crown Copyright:</i> Executive Team noted that 1 July 2012 will mark the Centenary of Crown Copyright. The Press team will be arranging some coverage.	
Cascade		
	<i>Archives Accreditation:</i> Entering final stage, with The National Archives to be involved in the pilot. Executive Team very supportive of the programme. <i>IT Strategy:</i> Acknowledged the need to take a pragmatic approach and therefore have to look at how best to support the organisation.	
	There being no further business, the meeting was closed.	