

# Minutes

**Title:** Executive Team Meeting (Extraordinary)

**Date of Meeting:** 5 September 2012

**Location:** Blue Room, 1<sup>st</sup> Floor, Kew

**Attendees:**

Oliver Morley (OM - Chair)	TNA	[Corporate Secretary] (Minute taker)	TNA
Jeff James (JJ)	TNA	Valerie Johnson, [Principal Records Specialist Manager] (VJ/ – Item 1)	TNA
Mary Gledhill (MG)	TNA	[Internal Communication Officer], [Internal Communication Manager] (//– Item 2)	TNA
Carol Tullo (CT)	TNA	Emma Bayne (EB – Item 3)	TNA
Julie Lennard (JL)	TNA		

**Apologies:** Clem Brohier (CB) David Thomas (DT), Caroline Ottaway-Searle (COS)

		Action
<b>1.0</b>	<p><b>Grants Panel</b></p> <p><b>Archival Research Skills for Historians</b></p> <p>VJ advised that the Grants Panel met yesterday and approved an application for a proposal to set up a series of workshops aimed at post graduate student and early career researchers on archival research skills for historians. She outlined the benefits, costs and timetable for the project.</p> <p>The workshops are to be delivered by specialists from across The National Archives with input from experts from partner organisations to deliver some of the content. Junior staff at TNA will also be involved to help with their career development.</p> <p><b>The Executive Team reviewed the proposal and gave their support.</b></p>	
<b>2.0</b>	<p><b>Update on Celebration Week</b></p> <p>[Internal Communication Officer] and [Internal Communication Manager] gave a verbal update to the Executive Team on Celebration week, which came about from part of the Culture Project. They showed a timetable of planned activities.</p> <p>[Internal Communication Manager] advised that the Celebration week is an internal event celebrating everyone's achievements and talents. It takes place over four days: Monday 24, Tuesday 25, Thursday 27 and Friday 28 September.</p> <p>A short 30 second video called 'A Day in the Life' about working at TNA will be created and staff will be asked to volunteer.</p> <p>The event will kick off in the Link area on Monday 24 September with a tannoy announcement encouraging staff to participate.</p> <p>[Internal Communication Manager] to arrange an extra tour of the roof as it has proven to be very popular and is over subscribed.</p>	[Internal Communication Manager]

<p><b>3.0 Discovery Update</b></p>	<p>EB presented a proposal on Discovery for the Executive Team to consider. She asked the Executive Team to agree the criteria that need to be met in order to move forward with Discovery and replace the Catalogue as well as DocumentsOnline.</p> <p>The Executive Team reviewed the proposal and made their comments.</p> <p>a) EB to reword starting paragraph of proposal to ‘we would seek approval from the Executive Team’.</p> <p>b) EB to take out ‘Communications Plan’ from the proposal.</p> <p>c) EB to check the statistics for the number of orders fulfilled for each day of the week and advise the Executive Team.</p> <p>d) OM advised that he would like to join the Discovery 2012 Board for the next meeting scheduled on 24 September.</p> <p>OM advised that he was not yet satisfied that all of the criteria have been fulfilled in Discovery and was looking for assurance on the quality of product and delivery.</p> <p>The Executive Team agreed that they would only support replacement of the Catalogue and DocumentsOnline when a satisfactory level of order fulfilment is achieved in Discovery.</p>	<p>EB</p> <p>EB EB</p> <p>EB to send meeting invite</p>
	<p><b>Cascade:</b></p> <ul style="list-style-type: none"> <li>• <b>Grants Panel:</b> Application approved.</li> <li>• <b>Update on Celebration week:</b> The Executive Team noted that Celebration week will take place from 24 to 28 September and all staff are encouraged to participate.</li> <li>• <b>Discovery Update:</b> No decision made as yet, OM to attend Discovery Board meeting on 24 September.</li> </ul>	
	<p>There being no further business, the meeting was closed.</p>	

# Minutes

**Title:** Executive Team Meeting  
**Date of Meeting:** 19 September 2012  
**Location:** Blue Room, 1<sup>st</sup> Floor, Kew

**Attendees:**

Oliver Morley (OM - Chair)	TNA	Julie Lennard (JL)	TNA
Clem Brohier (CB)	TNA	[Corporate Secretary] (Minute taker)	TNA
Mary Gledhill (MG)	TNA	Julia Stocken (JS – Item 2)	TNA
Jeff James (JJ)	TNA	Juergen Vervoorst (JV – Item 3)	TNA
Carol Tullo (CT)	TNA		
David Thomas (DT)	TNA		
Caroline Ottaway-Searle (COS)	TNA		

		Action
<b>1.0</b>	<b>Minutes and Matters Arising</b>	
<b>1.1</b>	The minutes of the previous meeting held on 29 August were reviewed and minor amendments proposed.	
<b>1.2</b>	The minutes of the extraordinary meeting held on 5 September were also reviewed and minor amendments proposed.	
<b>2.0</b>	<p><b>20 Year Rule Programme Bi-monthly Update</b></p> <p>CT welcomed JS to the meeting in order to give a bi-monthly update on the progress made by the 20 Year Rule Programme.</p> <p>JS presented a highlight report and gave a brief verbal summary:</p> <ul style="list-style-type: none"> <li>• Work on the commencement and transition order is progressing.</li> <li>• 115 organisations have confirmed that they will be transferring data and work is now underway to quality assure the data.</li> <li>• A newsletter was sent out to other government departments in August to keep them informed on developments.</li> <li>• Agreement has been reached with Cabinet Office and the Government Procurement Service to prepare and present a landscape review of Records Management Shared Services.</li> <li>• An Information Management Liaison Group meeting on 28 September</li> <li>• A Stakeholder Working Group meeting and review of Shared Services meeting to be held on 3 October.</li> <li>• Departments will be issued with a single review form as part of the appraisal and selection process.</li> <li>• The records transfer management project (RTMP) is to be trialled.</li> </ul> <p>The Executive Team had a conversation about holding a press event to showcase the files from 1983 to 1984.</p> <p>JS to consider the potential of a midyear press event for July/August 2013 and subsequent years. There would be resource implications as it would require participation by key staff.</p>	JS

	<b>The Executive Team noted the content of the report and thanked JS for the update.</b>	
<b>3.0</b>	<p><b>New name for the Museum</b> JV advised that the museum will be closed for refurbishment work from late autumn and will reopen by January 2013.</p> <p>The Museum Project Board considered it would be a good opportunity to rename the museum. Staff were asked via our intranet to suggest a new name for the museum. The Board reviewed a list of 40 names proposed and short listed three.</p> <p>JV asked the Executive Team for their views on the top three names: 1. The Keeper's Gallery, 2) The Gallery, 3) Showcase</p> <p><b>The Executive Team agreed for the museum to be renamed as 'The Keeper's Gallery'.</b></p>	
<b>4.0</b>	<b>Any Other Business</b>	
<b>4.1</b>	<p><b>RAF Records:</b> [Corporate Secretary] to add a post meeting note to the minutes of 22 August, noting that the Executive Team has approved via write round the recommendation detailed below for the RAF Records. Recommendation: i) To accession the paper records on this occasion. ii) The records will be returned to the MoD for preparation. iii) Proceed with the licensing process on the basis of i) and ii)</p>	
<b>4.2</b>	<b>National Audit Office (NAO):</b> Our contact at the National Audit Office is moving within NAO and will no longer be looking after The National Archives. Our new NAO representative will be attending the Audit Committee meeting scheduled for December.	
<b>4.3</b>	<b>Meeting with Treasury:</b> CB met with our representative at Treasury. The Executive Team were given a brief summary of the items discussed at the meeting.	
<b>4.4</b>	<p><b>London Family History Centre:</b> JJ advised that he has received a request from London Family History Centre to extend their current arrangements at The National Archives to 2014. He asked the Executive Team for their views.</p> <p>The Executive Team gave their approval for JJ to discuss further with London Family History Centre and to subsequently prepare a formal paper for an extension if appropriate.</p>	JJ
<b>4.5</b>	<b>Home Guard Records:</b> DT advised that the [Digital Preservation Advice Service Manager] has used death registers to open an additional 20,000 records. DT to arrange for [Digital Preservation Advice Service Manager] to come to a future Executive Team meeting to give a snapshot of the work being undertaken.	DT
<b>4.6</b>	<b>Discovery:</b> The Executive Team noted that a meeting will be held on 24 September to consider the replacement of the current Catalogue and DocumentsOnline with Discovery.	
<b>4.7</b>	<b>DocumentsOnline:</b> The digital document delivery service on our external website will be unavailable this weekend whilst essential work on the servers is carried out. DT to forward DocumentsOnline statistics to MG.	DT
<b>4.8</b>	<b>A new Minister for The National Archives:</b> The day to day responsibility for The National Archives will now rest with Helen Grant MP.	
	<p><b>Cascade:</b></p> <ul style="list-style-type: none"> <li><b>20 Year Rule Programme:</b> Update received and everything is on track without</li> </ul>	

	adding to core staff. • <b>New Name for the museum:</b> A decision was taken.	
	There being no further business, the meeting was closed.	

# Minutes

**Title:** Executive Team Meeting  
**Date of Meeting:** 26 September 2012  
**Location:** Blue Room, 1<sup>st</sup> Floor, Kew

**Attendees:**

Oliver Morley (OM - Chair)	TNA	[Corporate Secretary] (Minute taker)	TNA
Clem Brohier (CB)	TNA	Peter Brooker (PB – Item 2)	TNA
Mary Gledhill (MG)	TNA	Amanda White (AW – Item 3)	TNA
Jeff James (JJ)	TNA		
David Thomas (DT)	TNA		
Caroline Ottaway-Searle (COS)	TNA		

**Apologies:** Carol Tullo (CT), Julie Lennard (JL)

		Action
<b>1.0</b>	<p><b>Minutes and Matters Arising</b>            The minutes of the previous meeting held on 19 September were reviewed and approved.</p> <p><u>Item 2.0 (19/9/12) 20 Year Rule Programme Bi-monthly Update</u>            Julia Stocken to consider the potential of a midyear press event for July/August 2013 and subsequent years. There would be a resource implication as it would involve participation by key staff.</p> <p><u>Item 4.4 (19/9/2) London Family History Centre:</u>  <u>Update 26/9/12:</u> JJ advised that a meeting with London Family History Centre was held on 10 September and a new Memorandum of Understanding is to be prepared for extension of the use of their current space.</p>	Carry forward - JS
<b>2.0</b>	<p><b>Dashboard for August</b></p> <p>PB presented the Dashboard for August to the Executive Team.</p> <p>JJ advised that the result for the September Customer Satisfaction On Site Survey has been received and out of 508 responses, 94% indicated that our customers were either very satisfied or satisfied.</p> <p>The Executive Team reviewed the Dashboard and gave their comments.</p> <ul style="list-style-type: none"> <li>• PB to add commentary regarding concern expressed on the number of responses received in August for the Customer Satisfaction Online Survey.</li> <li>• The Executive Team noted that Advice and Records Knowledge will carry out a one off exercise to physically count the number of visitors to the Reading Rooms.</li> <li>• OM to have a discussion with CT about the Information Management Assessment to pilot the new report structure, as the two nominated departments are not currently going ahead.</li> <li>• It was noted that the <a href="http://www.direct.gov.uk">www.direct.gov.uk</a> website will close on 17 October 2012 and that we will be archiving it and the website will be replaced by <a href="http://www.gov.uk">www.gov.uk</a>.</li> <li>• PB to check that the blue line tracker reporting sickness absence is to scale.</li> </ul>	PB  OM  DT PB
<b>3.0</b>	<p><b>Financial Performance for August</b>            AW presented a report on the Financial Performance for August.</p> <p>AW advised that the under spend by investment projects is timing related and that</p>	

	<p>expenditure will take place in September.</p> <p>The Executive Team had a discussion about headcount and agreed that the headcount summary in the report should reflect the revised vacancy rate for the core headcount forecast.</p> <p>The Executive Team reviewed the report and gave their comments.</p> <p>a) AW and COS to clarify the wording on payments.</p> <p>b) AW to verify the headcount number for Operations and Services investment bid posts. <u>Post Meeting note 27/9/12</u>: AW advised JJ it is two conservation posts for Modernising Public Services.</p> <p>c) AW and COS to agree core vacancy headcount forecast.</p>	<p>AW/COS AW  AW/COS</p>
<b>4.0</b>	<p><b>Writer of the Month Project</b></p> <p>MG presented a proposal on a new scheme called 'Writer of the Month' for the Executive Team to consider. The scheme each month would allow a nominated author who has published a book using documents from The National Archives to give a talk, hold a book signing session and post a blog entry on The National Archives website. She outlined the benefits for The National Archives and the authors.</p> <p>The project is to be sponsored by BBC History Magazine and there will be involvement from staff in the Research, Publishing, Press, Bookshop and Marketing teams.</p> <p>To launch the scheme an event will be held on 15 January 2013 which will include a talk by the first of the twelve authors.</p> <p>The Executive Team gave their support for the proposal and made their comments.</p> <p>a) MG took suggestions on additional names of guest speakers.</p> <p>b) To develop a local audience for the talks MG to speak with Paul Davies as he has links to the local community.</p>	<p>MG MG</p>
<b>5.0</b>	<p><b>Any Other Business</b></p>	
<b>5.1</b>	<p><b>The National Archives Alumni Community:</b> The Executive Team noted that an event to launch The National Archives Alumni Community will be held on 12 December. The online community uses LinkedIn, and the event will be held at The National Archives.</p>	
<b>5.2</b>	<p><b>Executive Reports Workshops:</b> The workshops will take place during the week commencing 12 November and a date is to be finalised. There will be six topics and a Director is to attend each session</p>	
<b>5.3</b>	<p><b>BT Archive Project</b></p> <p>MG gave a verbal update on the progress of the British Telecomm (BT) Archive Project and presented a paper for the Executive Team to consider.</p> <p>MG to arrange a review of lessons learned on the BT Archive Project after completion.</p>	<p>MG</p>
	<p><b>Cascade:</b></p> <ul style="list-style-type: none"> <li>• <u>Dashboard for August:</u> On track – document production slightly down due to the impact of the Olympics.</li> <li>• <u>Financial Performance for August:</u> Performance generally on track and the Digital Records Project expenditure has been completed.</li> <li>• <u>Writer in Residence:</u> Executive Team approved the scheme 'Writer of the Month'.</li> <li>• <u>BT Archive Project:</u> The Executive Team have been looking at this project.</li> </ul>	
	<p>There being no further business, the meeting was closed.</p>	