

Minutes

Title: Executive Team Meeting
Date of Meeting: 14 November 2012
Location: Blue Room, 1st Floor, Kew

Oliver Morley (OM – Chair)	TNA	Julie Lennard (JL)	TNA
Clem Brohier (CB)	TNA	[Corporate Secretary] (minutes)	TNA
Jeff James (JJ)	TNA	[Manager, Records & Information Services] (item 2)	TNA
Mary Gledhill (MG)	TNA	[Head of Information Management & Practice] (item 2, 3)	TNA
Caroline Ottaway-Searle (COS)	TNA	[Head of Archive Sector Development] (item 3, 4)	TNA
Carol Tullo (CT)	TNA	[Places of Deposit Manager](item 4)	TNA
David Thomas (DT)	TNA	[Marketing Manager] (item 5)	TNA
		[Research & Academic Liaison Advisor] (item 6)	TNA
		[Records Specialist] (item 6)	TNA
		[Senior Manager, Collections Knowledge] (item 6)	TNA

Attendees:

		Action
1.0	<p><u>Minutes and Matters Arising</u></p> <p>The minutes of the previous meeting held on 31 October were reviewed and approved by the Executive Team.</p>	
2.0	<p><u>Records Decision Panel</u></p> <p>[Head of Information Management & Practice] explained for context that it was agreed last year to come to the Executive Team whenever there was an issue over large digital collections file formats in order to seek their steer / agreement.</p> <p>[Manager, Records & Information Services] stated the record we would be receiving from a current inquiry would be electronic as it was one of the first wholly digital inquiries. The record would take the form of flash video and this resulted in a problem for The National Archives as it was not a format that was easy to preserve.</p> <p>Due to it being the case that in the future more enquiries will produce a video record with transcripts as back-up, it would be prudent to provide advice and guidance on archival video formats.</p> <p>Members noted that the team from the inquiry had advised that the relationship with The National Archives was good.</p>	

	<p>DT explained that Flash was not the format used to capture the footage but was the delivery format.</p> <p>JJ sought confirmation of planned web delivery. DT explained that there would be a link on the website to take users to video content and transcripts would also be available via the website.</p> <p>OM commented that we may not take the video in all cases, and expressed the view that we should push for a viable preservation format.</p> <p>OM thanked [Head of Information Management & Practice] and [Manager, Records & Information Services] for their update.</p>	
<p>3.0</p>	<p><u>20 Year Rule Update</u></p> <p>[Head of Information Management & Practice] explained that it was planned for the Commencement Order to be laid before Parliament before Christmas 2012.</p> <p>A Record Transfer Report is due to go to the Advisory Council on the 20th November 2012 in order to drive behaviour and compliance, the report is due to be published after Christmas.</p> <p>DT informed the team that Objective Connect was being looked at as a way of sharing information with those outside our organisation.</p> <p>OM thanked [Head of Information Management & Practice] for the update.</p>	
<p>4.0</p>	<p><u>Annual assessment of strategic risks arising from public records in Place of Deposit 2012</u></p> <p>[Head of Archive Sector Development] introduced the assessment by stating in general terms the position was relatively stable and asked the team if they had any questions on the report.</p> <p>JJ asked if any of the places of deposit listed under causes for concern had been in the annual report on more than one occasion and if so was threat of action ramped up against them.</p> <p>[Head of Archive Sector Development] responded that on only one occasion recently have we ended up taking the records from an institution and this had ended up being achieved in a voluntary manner. NK went on to inform the team that a measured approach was used however two institutions were causing particular concern.</p> <p>Executive team was informed that mitigating strategies were being looked at that would reduce the investment required by organisations whilst reducing the impact on them of taking additional records.</p> <p>MG drew the team's attention to section 3.5 of the report and asked what plans were in place to address the digital issue.</p> <p>[Head of Archive Sector Development] explained that work was being done on a</p>	

	<p>shared digital record keeping resource.</p> <p>OM suggested an investment bid to create a digital records accreditation process, wholly done through contractors and then offered to the sector; DT expressed his interest and support.</p> <p>OM thanked [Head of Archive Sector Development] and [Places of Deposit Manager] for their assessment.</p>	
<p>5.0</p>	<p><u>Update on CRM Database Upgrade</u></p> <p>[Marketing Manager] presented a verbal update to the Executive Team and began by explaining that the original project had installed CRM largely across IMP with around 150 users and several thousand Government contacts in the system.</p> <p>The plan would be to run as pilot update to the 2011 version of the software in the Marketing and Communications team during this financial year. If successful, then a new investment bid would be made in order to roll-out across the organisation in the coming financial year.</p> <p>[Marketing Manager] explained that the 2011 version had increased functionality and plans were in place to replace the current FOI and ARK remote services system if and when the roll out took place. Questions were invited..</p> <p>JJ asked if there was merit in the effort to refine the Stakeholder grid and questioned both how much it was used and what value it added.</p> <p>OM advised [Marketing Manager] that any investment bid relating to this project would need to be extremely well focused and be clear about what is intended and what systems are being planned to be removed and when.</p>	
<p>6.0</p>	<p><u>Grants Panel</u></p> <p>The Research & Academic Liaison Advisor explained that GASP asked of the proposal, Technologies of Memory and Archival Regimes, that reassurance was given that digitization would be completed to a suitable standard and Chris Mumby was to be involved with Nancy Bell regarding document preparation.</p> <p>The Records Specialist gave a brief description of the proposal and invited questions.</p> <p>MG commented that members of the CBD team should be consulted on the plans for digitisation to ensure that the work was of a suitable standard for reuse.</p> <p>JJ suggested that all proposals be standardised in future to enable easier assessment.</p> <p>The Executive Team agreed the proposal and thanked the Records Specialist.</p>	
	<p>AOB</p> <ul style="list-style-type: none"> • JJ informed the team that that they were close to appointing a Security Operations Manger and hoped to fill the post in the New Year. • OM reported on the recent visit by Lord Cormack and Lord Wills. 	

	There being no further business, the meeting was closed.	
--	--	--



Minutes

Title: Executive Team Meeting
Date of Meeting: 21 November 2012
Location: Blue Room, 1st Floor, Kew
Attendees:

Oliver Morley (OM – Chair)	TNA	[Corporate Secretary] (minutes)	TNA
Clem Brohier (CB)	TNA	[Head of Estates & Facilities] (item 2)	TNA
Jeff James (JJ)	TNA	[Procurement Manager] (item 2, 4)	TNA
Mary Gledhill (MG)	TNA	[Head of Information Management & Practice]	TNA

		(item 3)	
Caroline Ottaway-Searle (COS)	TNA	[Transfer & Accessions Manager] (item 3)	TNA
Carol Tullo (CT)	TNA	[Senior Press Officer] (item 3)	TNA
David Thomas (DT)	TNA		

Apologies: none

		Action
1.0	<p><u>Minutes and Matters Arising</u></p> <p>The minutes of the previous meeting held on 14 November were reviewed and approved by the Executive Team.</p>	
2.0	<p><u>FM contract Strategy update</u></p> <p>JJ introduced [Head of Estates & Facilities] and [Head of Procurement] who went on to outline options to manage a number of FM contracts.</p> <p>Following the update the Executive Team agreed with the proposed way forward.</p>	
3.0	<p><u>Proposal for press event in 2013 for 20 Year Rule</u></p> <p>MG welcomed [Head of Information Management & Practice], [Transfer & Accessions Manager] and [Senior Press Officer] and explained plans for a second press event in 2013. The press would be attending The National Archives on 28 November and needed an update.</p> <p>[Senior Press Officer] explained that the press would prefer 2 events a year.</p> <p>The Executive Team agreed the proposal.</p>	
4.0	<p><u>Gifts and Hospitality Policy</u></p> <p>CB introduced [Procurement Manager] and informed the team that both the policy and the reporting arrangements had been updated. Reporting would now be done through the PA to the Director of Finance and Reporting.</p> <p>[Procurement Manager] gave an outline of the changes made to the policy and explained that a copy had been seen by the Trades Union side for their information. OM then invited questions.</p> <p>COS drew attention to our Fraud Policy, SF confirmed that this was made public and could be viewed on our website in the information to suppliers section.</p> <p>OM thanked [Procurement Manager] and the Executive Team agreed the policy.</p>	
	<p>AOB</p> <ul style="list-style-type: none"> • JJ informed the team that the new Security Operations Manager was due to start on 17 December. • JJ explained that at the St John Ambulance First Aid Award 2012, in the Public Sector and not for profit category, we reached the last seven. 	

	<ul style="list-style-type: none"> • JJ outlined plans for a Friends of The National Archives room situated adjacent to the public restaurant. OM agreed in principle, on the understanding costs would be shared between the Friends and The National Archives. • CB explained the actions necessary to avoid a release of budgetary expenditure in the last quarter. CB also informed the team that a supplementary estimate was in the process of being prepared for submission to Treasury in December • MG announced that Kobo e-readers were now stocked in the shop. • OM informed the team he had attended Advisory Council which the new Master of the Rolls, Lord Dyson, chaired. <p>There being no further business, the meeting was closed.</p>	
--	---	--



Minutes

Title: Executive Team Meeting
Date of Meeting: 28 November 2012
Location: Conference Room F, Ground Floor, Kew
Attendees:

Oliver Morley (OM – Chair)	TNA	[Corporate Secretary] (minutes)	TNA
Clem Brohier (CB)	TNA	[Programme Manager] (item 2)	TNA
Jeff James (JJ)	TNA	[Research & Policy Manager] (item 2,3)	TNA
Mary Gledhill (MG)	TNA	[Research & Academic Liasion Advisor] (item 3)	TNA
Caroline Ottaway-Searle (COS)	TNA	[Corporate Planning Manager] (item 4)	TNA

Carol Tullo (CT)	TNA	Internal Auditor (item 4)	RSM Tenon
David Thomas (DT)	TNA	[Programme Support Manager] (item 5)	TNA
		[Head of Financial Planning & Analysis] (item 6)	TNA

Apologies: none

		Action
1.0	<p><u>Minutes and Matters Arising</u></p> <p>The minutes of the previous meeting held on 21 November were reviewed and approved by the Executive Team.</p>	
2.0	<p><u>Funding in the archive sector</u></p> <p>CT introduced [Programme Manager] and explained that ASD wished to take the recommendations in the report forward with a number of bodies and it was thought prudent to make the Executive Team aware of the report and the planned next steps.</p> <p>[Programme Manager] informed the team that they had now produced a draft action plan with 28 recommendations. Many of these would be delivered as BAU, but two in particular required additional resources. The intention was to seek funding for these. Exec team approval is being sought for the approach set out in the report.</p> <p>MG asked how research links into the final chart. [Programme Manager] explained that full details were to be found in the report and the aim was to provide a benchmark in order to measure impact.</p> <p>[Programme Manager] explained that we were building on past successful work in this area yet trying to build an infrastructure that enables the use of new and different funding streams.</p> <p>DLT raised concerns around sustainability of projects, and was advised the thrust of the programme was around sustainable heritage organisations and diversifying the funding base was an attempt to spread any risk</p> <p>[Programme Manager] explained that the Development Lab concept was proposed so that new approaches could be tested out and this would provide good practice case studies, TNA would provide diagnostic tools, people skills, training and technical knowledge.</p> <p>OM asked CT to have her ASD team produce a firmer plan of action by the New Year.</p> <p>OM thanked [Programme Manager] and the Executive Team supported the proposed expression of interest subject to a firmer plan being developed.</p>	
3.0	<p><u>Grants Panel Update</u></p> <p>CT welcomed [Research & Policy Manager] to the meeting, who gave a brief outline of the Block Grant Partnership 2 bid and then advised that no issues or questions were raised when it was passed at the recent Grant's Panel meeting.</p>	

	<p>DLT went on to state it was a positive way to shape the future direction of research and would result in a pool of post doctorate students which should have a transforming effect.</p> <p>OM was of the view this was an essential development.</p> <p>OM thanked [Research & Policy Manager] and the Executive Team agreed the bid.</p>	
<p>4.0</p>	<p><u>Outstanding Internal Audit Recommendations / Update from RSM Tenon</u></p> <p>CB introduced [Corporate Planning Manager] and the Internal Auditor, explaining outstanding recommendations were being reviewed ahead of the planned Audit Committee on 04 December.</p> <p>Executive team were informed that the 4 reviews carried out had all resulted in positive outcomes. Planning was to begin on the Audit needs assessment 2013-2014</p> <p>OM asked the team to flag up any areas that may need refreshing.</p> <p>CB explained that the format had been well received and the responses given by TNA seemed timely. It was agreed that there was a good degree of engagement across the organisation.</p> <p>[Corporate Planning Manager] informed the team that all outstanding actions were now complete.</p> <p>OM thanked [Corporate Planning Manager] and the Internal Auditor for the update.</p>	
<p>5.0</p>	<p><u>Dashboard for October</u></p> <p>[Programme Support Manager] explained that there were very few changes to report.</p> <p>MG informed that response rates to the online survey were particularly low.</p> <p>OM requested JJ draft a news story for our website regarding improvements to our Display Energy Certificate showing the energy performance of our building.</p> <p>OM requested [Programme Support Manager] look at Staff Engagement Scores graph and redesign to reduce chance of misinterpretation.</p> <p>[Programme Support Manager] advised that the Education website Survey was taking place in November and would be reported in quarter 3.</p> <p>OM thanked [Programme Support Manager] for the report.</p>	<p>JJ</p> <p>PB</p>
<p>6.0</p>	<p><u>Financial Performance for October and Headcount</u></p> <p>CB welcomed [Head of Financial Planning & Analysis] and explained that she would take the team through the main messages from the report.</p>	

	<p>Executive Team was advised that once the final roof project payments had been made it was estimated that £80K of contingency might be released.</p> <p>[Head of Financial Planning & Analysis] reminded the Executive Team that an estimate needed to be submitted to Treasury by mid December, outlining the final resource requirements for the current financial year, split between revenue and capital. To help with this AW requested that she be informed of all material changes regarding capital by Friday 7th December 2012.</p> <p>[Head of Financial Planning & Analysis] advised that the next forecast was due in January (9+3) and requested all budget holders start thinking about the next forecast to ensure they have concrete plans for their areas of responsibility.</p> <p>COS explained that explicit targets were needed regarding headcount leading into the budget for next year. COS stated that the figures were being looked at in order to resolve any anomalies.</p> <p>OM thanked [Head of Financial Planning & Analysis] and COS for the update.</p>	<p>ALL</p> <p>ALL</p>
	<p>AOB</p> <ul style="list-style-type: none"> • JJ informed the Exec Team that The Keeper’s Gallery was opening on Tuesday. • COS explained that PCS planned to make a fifteen minute protest in the pocket park during break time on Friday 30th November. • COS reminded the team that while expense claims had moved online, HRMC rules meant that managers needed to see the original documentation before sign off. The Exec Team were asked to cascade this. • COS explained that teams were being reminded that working past 7pm was not to be the norm and if it had to occur Security must be informed. Teams to be reminded of guidelines on internet usage. • CB explained that as a result of feedback from the Exec Reports workshops on business planning and investment completed projects would be reported on. <p>There being no further business, the meeting was closed.</p>	