

Minutes

Title: Executive Team Meeting
Date of Meeting: 12 December 2012
Location: Blue Room, First Floor, Kew
Attendees:

Oliver Morley (OM – Chair)	TNA	[Corporate Secretary] (minutes)	TNA
Clem Brohier (CB)	TNA	[Programme Support Manager] (item 2)	TNA
Jeff James (JJ)	TNA	[Head of Financial Planning & Analysis] (item 4)	TNA
Mary Gledhill (MG)	TNA	[Head of Public Services Development] (item 5)	TNA
Caroline Ottaway-Searle (COS)	TNA	[HR Manager] (item 6)	TNA
Carol Tullo (CT)	TNA	[HR Officer] (item 6)	TNA

Apologies: David Thomas (DT)

		Action
1.0	<u>Minutes and Matters Arising</u> The minutes of the previous meeting held on 28 November 2012 and 5 December 2012 were reviewed and approved by the Executive Team.	
2.0	<u>Annual review of risk appetites; confirming descriptions, controls and scores for new strategic risks</u> CB introduced [Programme Support Manager] and explained that it was necessary to re-evaluate appetite for risks in response to experiences to date and to any changed in circumstances. There was discussion around how risks should be captured. OM requested [Programme Support Manager] and MG redraft the Risk Appetite document for him to review in the light of the discussion. In the document risks are to be redefined and mitigation clearly shown. CB stated that the appetite to financial risk should be increased as we are now more open to change due to the current economic climate and the government's response to this. The Executive Team then reviewed the two recent additions to the risk register. JJ to finalise the wording of risk 8 then send to DT for final review. OM sought risk 9 to be widened to capture any potential unfunded responsibilities that may present themselves. CT to provide revised wording.	MG / OM JJ CT

3.0	<p><u>Update on Archive Awareness Campaign</u></p> <p>MG gave a brief update on progress being made with the Archives Awareness Campaign. The Archives and Records Association will partner with external agencies to take forward.</p> <p>MG explained that planning was underway for a concentrated week of events in the Autumn of 2013.</p> <p>CT explained that the finished presentation would be distributed to the team.</p> <p>The Executive Team noted the progress made.</p>	
4.0	<p><u>Comprehensive Spending Review savings discussion</u></p> <p>CB informed the team that following The Chancellor of the Exchequer's Autumn Statement to Parliament on 5 December further saving discussions were on the agenda.</p> <p>[Head of Financial Planning & Analysis] explained that savings out to 2017/2018 were required at the same trajectory. The next spending review discussions would take place in the first half of next year.</p> <p>OM reiterated the importance of producing an investment bid for Discovery that focused on content and marketing strategy to drive growth. MG explained that a session was planned for January 2013.</p> <p>The Executive Team thanked [Head of Financial Planning & Analysis].</p>	CB
5.0	<p><u>London Family History Centre proposed contract</u></p> <p>JJ introduced [Head of Public Services Development] who gave a brief outline of the extension of the temporary relocation of the London Family History Centre</p> <p>[Head of Public Services Development] stated that confirmation had been received from HM Revenue and Customs that revenue generated from the arrangement would be VAT exempt.</p> <p>The Executive Team thanked [Head of Public Services Development] for the update and approved the proposed approach.</p>	
6.0	<p><u>Staff Survey Results</u></p> <p>COS introduced [HR Manager] and [HR Officer] who went on to outline the key points from the recent Staff Survey results.</p> <p>[HR Officer] went on to inform the Executive Team that while results were slightly down from last year compared to similarly sized organisations our position remained strong.</p> <p>Key issues identified:</p>	

Minutes

Title: Executive Team Meeting
Date of Meeting: 19 December 2012
Location: Blue Room, First Floor, Kew
Attendees:

Oliver Morley (OM – Chair)	TNA	[Corporate Secretary] (minutes)	TNA
Clem Brohier (CB)	TNA	[Programme Support Manager] (item 2,4)	TNA
Jeff James (JJ)	TNA	[Head of Financial Planning & Analysis] (item 3,4)	TNA
Mary Gledhill (MG)	TNA	[Head of Strategic Projects] (item 4)	TNA
Caroline Ottaway-Searle (COS)	TNA	[Corporate Planning Manager] (item 4)	TNA
Carol Tullo (CT)	TNA		
David Thomas (DT)			

Apologies: None

		Action
1.0	<p><u>Minutes and Matters Arising</u></p> <p>The minutes of the previous meeting held on 12 December 2012 were reviewed and approved by the Executive Team.</p> <p><u>12/12/12 (item 6.) Staff Survey results:</u> OM requested that COS distribute all comments received to the Executive Team for a sense check with regard to non-identification of individual comments. Further distribution to be discussed at a future meeting.</p>	COS / All
2.0	<p><u>November Dashboard</u></p> <p>[Programme Support Manager] presented the November dashboard to the team.</p> <p>JJ commented that the onsite customer satisfaction survey's low participation may be a result of surveys occurring with insignificant time between them and that this issue would be addressed.</p> <p>OM requested that DLT instigate a review of the methods in which users rapidly access record search on the front page of our website to ensure search satisfaction improves.</p> <p>OM highlighted the importance of informing our users that, while much content is available to access electronically, over 90% of the records held by The National Archives are in paper form only. DLT to look into making this message clear to users.</p>	JJ DLT DLT

	<p>MG to look into the subject of standardising the language used across all forms of customer survey undertaken by The National Archives.</p> <p>OM requested that the previous quarter's Total number of outstanding effects on legislation figure be left in the monthly dashboard.</p> <p>JJ to check the Document Delivery Time figures with the Head of Document Services.</p> <p>The Executive Team thanked [Programme Support Manager] for the report.</p>	<p>MG</p> <p>PB</p> <p>JJ</p>
3.0	<p><u>Financial Performance for November and Headcount</u></p> <p>[Head of Financial Planning & Analysis] gave an outline of the Financial performance for November explaining that we have clear end of year targets in place.</p> <p>[Head of Financial Planning & Analysis] requested that all goods receipting for December should be completed by 3 January 2013.</p> <p>COS informed the team that the Headcount figures looked promising and were being managed well. Any anomalies / inaccuracies were diminishing and were being removed.</p> <p>COS to check the figures for LIA projects.</p> <p>The Executive Team noted the update and thanked [Head of Financial Planning & Analysis].</p>	<p>All</p> <p>COS</p>
5.0	<p><u>Other Business</u></p> <p>JJ informed the Team that the bid to AHRC for £99,000 funding to deliver a research cluster over a twelve month period had been successful</p> <p>JJ explained that, as a result of recent internet abuse, he, COS and DLT would jointly post a firm message on Narnia reminding staff of our internet usage policy.</p>	<p>JJ / COS / DLT</p>