

Protect

Minutes

Title: Executive Team Meeting
Date of Meeting: 3 April 2013
Location: Blue Room, First Floor, Kew
Attendees:

Mary Gledhill (MG – Chair)	TNA	Patrick Mallett (PJM – minutes)	TNA
Clem Brohier (CB)	TNA	Alison Webster (AWe)	TNA
Jeff James (JJ)	TNA	[Strategic Business Change Manager]	TNA
Caroline Ottaway-Searle (COS)	TNA	Valerie Johnson (VJ)	TNA
Carol Tullo (CT)	TNA	[Public Services Officer]	TNA
		[Transfer & Accessions Manager]	TNA
		[20 Yr Programme Manager]	TNA
		Nick Kingsley (NK)	TNA
		[Strategy & Research Manager]	TNA

Apologies: Oliver Morley (OM), David Thomas (DT)

		Action
1.0	<p><u>Minutes and Matters Arising</u></p> <p>The minutes of the previous meetings held on 20 March 2013 were reviewed and approved by the Executive Team.</p> <p><u>13/02/13: (item 5) Catering Presentation:</u> OM stated that the breakdown of costs for the project should be clearly shown.</p> <p><u>06/03/13: (item 7) Who Do You Think You Are Live:</u> [Marketing Manager] to bring a paper on the proposed 2014 event nearer the time.</p> <p><u>20/03/13: (item 2) Narnia Refresh: An Update:</u> OM requested that the team look into ways to increase the visibility of Senior Management on Narnia.</p> <p><u>20/03/13: (item 3) February Dashboard / Review of measures used for 2013 - 2014 / Headcount:</u> It was agreed by the Executive Team that the document downloads metric should be reviewed. Particularly with regard to downloads from our website as opposed to those of licensing partners. MG to discuss with DLT.</p>	<p>PD</p> <p>MG/DLT</p>
2.0	<p><u>BFI</u></p> <p>CT introduced AWe and [Strategic Business Change Manager] to the Executive Team and explained that The National Archives has had a contract with BFI since 1998 and had long been regarded as a storage solution. There had historically been</p>	

	<p>a dearth of facility reporting however a financially based report was provided to TNA in 2004. CT stated that the work done for this report which began in late 2012 had shown that the BFI provide much more than a storage solution for print film.</p> <p>[Strategic Business Change Manager] explained that BFI had changed status to part Non Departmental Government Body and part charitable status.</p> <p>AWe informed the team of the need to attempt to separate our relationship with the BFI from our Service Level Agreement that we have with them.</p> <p>The Executive Team discussed the proposal.</p> <p>The Executive Team thanked AWe and [Strategic Business Change Manager].</p>	
<p>3.0</p>	<p><u>Grants Panel</u></p> <p>The Executive Team welcomed VJ and [Public Services Officer]. VJ explained that there was one proposal, ‘Opening Up Access to First World War Medical Records (MH 106)’, that aimed to open up access to an underused record series that recorded the medical diagnosis and treatment of over 1 million service personnel during the First World War.</p> <p>VJ informed the team that the Grants Panel had passed this first phase proposal unanimously and plans for further stages would go back to Grants Panel for approval.</p> <p>VJ explained that Amanda Spencer (AS) had raised issues around interim digital storage plans and DRI. MG to speak to AS regarding this issue.</p> <p>The Executive Team agreed the proposal and thanked VJ and [Public Services Officer].</p>	<p>MG</p>
<p>4.0</p>	<p><u>20 Year Rule: Series Level Time Plan (SLTP)</u></p> <p>CT introduced [Transfer & Accessions Manager] and [20 Yr Programme Manager] to the Executive Team.</p> <p>[Transfer & Accessions Manager] informed Executive Team that the SLTP was used in order to proactively manage the efficient transfer of records from OGD’s to The National Archives. The SLTP was developed as a result of work done on The Migrated Archives and the transfer process takes around 9 months if no press event or Advisory Council approval is necessary and up to 13 months if both are required.</p> <p>[Transfer & Accessions Manager] explained how the process flowed and highlighted the fact that if necessary we can compress the time required for certain stages in a controlled manner. Increased quality has reduced re-work and made it possible to manage and avoid overruns.</p> <p>MG noted that having a well planned out process benefits the Press Team when they are organising press events. [Transfer & Accessions Manager] highlighted improved information for DSD and Collection Care too.</p> <p>Feedback from OGD’s had been good and while they understood work had to be</p>	

	<p>done they noted the potential benefits to be had from embracing the methodology. The SLTP was not being imposed by The National Archives, we were working with OGD's to socialise them to new ways of working. Plans were currently being worked on to move to a web based resource, improving transfer intelligence through the capacity to produce user defined reports.</p> <p>The Executive Team thanked [Transfer & Accessions Manager] and [20 Yr Programme Manager] for the presentation, the work invested in the SLTP and noted the positive change the approach was having.</p>	
<p>5.0</p>	<p><u>Proposed Amended Provision for Public Sector Archive Services in Freedom of Information Act Fees Regulations</u></p> <p>CT introduced NK and [Strategy & Research Manager] and explained that this paper had been brought to The Executive Team as a consequence of a decision by the Information Commissioner's Office and the potential effect on Public Sector Archive Services.</p> <p>Executive Team was advised that Public Sector Archive Services may be required to comply with regular FOI Act provisions which would in effect require them to provide a free research service in response to requests for information. Up to 2.5 days would be spent on each query. Archive Services were in no position to provide this level of service as resource was tight.</p> <p>The proposal recommended in the paper was to:</p> <p style="padding-left: 40px;"><i>3) Seek an agreed alternative, probably through amendments to the FOI Fees Regulation, which was the approach originally agreed by ministers in 2004, but abandoned for technical reasons.</i></p> <p>The Executive Team agreed that option 3 should be adopted, thanked NK and [Strategy & Research Manager] and commented on an extremely clear and understandable paper.</p>	
<p>6.0</p>	<p><u>Other Business</u></p> <p>CT informed the team that tomorrow (04/04/13) a party would be visiting from the France's Office of Legal and Administration Information.</p> <p>CB advised that he would be meeting with Treasury next week.</p> <p>COS reminded the Executive Team that they should start to prepare Performance Reviews for their direct reports and that a half day strike was planned for Friday afternoon.</p> <p>There being no other business the meeting was drawn to a close.</p>	
	<p>Cascade:</p> <ul style="list-style-type: none"> • The Executive Team agreed a strong grant application for 'Opening Access to First World War Medical Records' • A presentation was given on the Series Level Time Plan and the benefits it had on managing the record transfer process 	

Protect

Minutes

Title: Executive Team Meeting
Date of Meeting: 10 April 2013
Location: Blue Room, First Floor, Kew
Attendees:

Oliver Morley (OM)	TNA	Patrick Mallett (PJM – minutes)	TNA
Clem Brohier (CB)	TNA	Julie Lennard (JL)	TNA
Jeff James (JJ)	TNA	Chris Mumby (CM)	TNA
Caroline Ottaway-Searle (COS)	TNA	Amanda White (AW)	TNA
Carol Tullo (CT)	TNA	Michael Ofori-Koree (MOK)	TNA
Mary Gledhill (MG)	TNA		
David Thomas (DT)	TNA		

Apologies: none

		Action
1.0	<p><u>Minutes and Matters Arising</u></p> <p>The minutes of the previous meetings held on 3 April 2013 were reviewed and approved by the Executive Team.</p> <p>20/03/13: (item 3) <u>February Dashboard / Review of measures used for 2013 - 2014 / Headcount</u>: It was agreed by the Executive Team that the document downloads metric should be reviewed. Particularly with regard to downloads from our website as opposed to those of licensing partners. MG to discuss with DLT. Update 17/04/13: MG informed that a plan now in place for work to be done this year, implementation 2014-2015. Will include dual running of measures.</p> <p>03/04/13: (item 3) <u>Grants Panel</u>: VJ explained that Amanda Spencer (AS) had raised issues around interim digital storage plans and DRI. MG to speak to AS regarding this issue. Update 17/04/13: AS now re-assured.</p>	<p>MG/DLT</p> <p>MG</p>
2.0	<p><u>BT Lessons learnt</u></p> <p>MG introduced CM and explained that in November 2011 British Telecom asked Commercial Delivery to provide digitisation work for a project that they were beginning.</p> <p>The Executive Team approved the BT Lessons Learned exercise. While acknowledging that it has been a difficult project, the Executive Team were pleased</p>	

	<p>that</p> <ul style="list-style-type: none"> i) We have maintained our good reputation with the project partners despite the challenges and ii) The lessons learned exercise carried out by Chris Mumby and the team was rigorous and well documented and had already been carried through into an action plan. <p>A summary of the key lessons will appear on Narnia for future reference.</p> <p>DLT highlighted the need for potential ICT needs to be flagged while projects are in the planning stage.</p> <p>OM thanked CM for a good report and the Executive Team noted the findings.</p>	
<p>3.0</p>	<p><u>CSR 2 discussion</u></p> <p>The Executive Team welcomed AW and MOK.</p> <p>The Executive Team discussed a number of options ahead of CSR 2.</p> <p>The Executive Team thanked AW and MOK.</p>	
<p>4.0</p>	<p><u>Other Business</u></p> <p>OM informed the team that Christine Gifford will be giving a talk on Hillsborough: The Tangled Web on Tuesday 16 April.</p> <p>OM requested that he be supplied with any subject areas the Executive Team wish to be considered for inclusion in our briefing to be submitted on May 17 ahead of Select Committee on 7 June.</p> <p>There being no other business the meeting was drawn to a close.</p>	<p>All</p>
	<p>Cascade:</p> <ul style="list-style-type: none"> • Lessons learned report: The Executive Team noted the content of a good and clear lessons learnt report on the British Telecom Digitisation project that gave clear direction for future projects. 	

Protect

Minutes

Title: Executive Team Meeting
Date of Meeting: 17 April 2013
Location: Blue Room, First Floor, Kew
Attendees:

Oliver Morley (OM)	TNA	Patrick Mallett (PJM – minutes)	TNA
Clem Brohier (CB)	TNA	Julie Lennard (JL)	TNA
Jeff James (JJ)	TNA	[Accessions & FOI Centre Manager]	TNA
Caroline Ottaway-Searle (COS)	TNA	[Digital Preservation Advice Service Manager]	TNA
Mary Gledhill (MG)	TNA	Emma Bayne (EB)	TNA
David Thomas (DT)	TNA	[Programme Support Office Manager]	TNA

Apologies: Carol Tullo (CT)

		Action
1.0	<p><u>Minutes and Matters Arising</u></p> <p>The minutes of the previous meeting held on 10 April 2013 were reviewed and approved by the Executive Team.</p> <p>OM requested that he be supplied with any subject areas the Executive Team wish to be considered for inclusion in our briefing to be submitted on May 17 ahead of Select Committee on 7 June.</p>	ALL
2.0	<p>CRIM records reclosure</p> <p>DT introduced [Accessions & FOI Centre Manager] and [Digital Preservation Advice Service Manager] to the Executive Team.</p> <p>[Digital Preservation Advice Service Manager] explained that The Executive Team is being asked to agree the reclosure of specified files and note the additional efforts to avoid reclosure detailed in the paper. Such a model of sampling, comparison with original transfer access status and death data checking should be considered at an early stage for any similar future exercises with high risk compliance issues and where the information is spread across a wide range of file types.</p> <p>Although on this occasion the use of death register data has not allowed The National Archives to avoid reclosure the method remains valid and could be employed in future instances.</p> <p>OM stated this should be dealt with on a case by case basis.</p>	

	<p>The Executive Team discussed and accepted the report.</p> <p>OM thanked [Accessions & FOI Centre Manager] and [Digital Preservation Advice Service Manager]</p>	
3.0	<p><u>Strategic Risk Register</u></p> <p>The Executive Team welcomed [Programme Support Office Manager] who took the Executive Team through the 9 risks on the register.</p> <p>The Executive Team thanked [Programme Support Office Manager].</p>	
4.0	<p><u>Closing The Catalogue</u></p> <p>DLT introduced EB who explained that after 18 months of running the Catalogue alongside Discovery we are now at the point where it can be switched off.</p> <p>EB informed the Executive Team that feedback would still be collected on ways for improvement and added functionality. EB thanked all the teams from across the organisation that had helped on the project.</p> <p>OM stated that all the hard work that EB and her team had put into the project had been noted and congratulated her on bringing the project to where it now was.</p> <p>The Executive Team thanked EB.</p>	
5.0	<p><u>Other Business</u></p> <p>JJ confirmed his plans to move on from The National Archives after almost 6 years. OM thanked JJ for all his hard work, wished him every success in the future and stated plans were now being put in place to plan for JJ's departure.</p> <p>MG informed the team that plans for an app had been rejected by The Government Digital Service and now efforts were being focused on licensing opportunities.</p> <p>There being no other business OM brought the meeting to a close.</p>	
	<p>Cascade:</p> <ul style="list-style-type: none"> • The Executive Team reviewed the Strategic Risk Register • Discovery: The Executive Team approved the closing of the Catalogue on Tuesday 30 April and thanked EB and all involved for their hard work. • The Executive Team reviewed a paper on records reclosure and agreed the proposals. 	

Protect

Minutes

Title: Executive Team Meeting
Date of Meeting: 24 April 2013
Location: Blue Room, First Floor, Kew
Attendees:

Oliver Morley (OM)	TNA	Patrick Mallett (PJM – minutes)	TNA
Clem Brohier (CB)	TNA	Julie Lennard (JL)	TNA
Jeff James (JJ)	TNA	Valerie Johnson (VJ)	TNA
Caroline Ottaway-Searle (COS)	TNA	[Collections Knowledge Manager]	TNA
Mary Gledhill (MG)	TNA	Alison Webster (AW)	TNA
David Thomas (DT)	TNA	[Senior Project Manager]	TNA
Carol Tullo (CT)	TNA	Caroline Kimbell (CK)	TNA
		[Digital Preservation Advice Service Manager]	TNA
		[Management Accountant]	TNA
		[Programme Support Office Manager]	

Apologies:

		Action
1.0	<p><u>Minutes and Matters Arising</u></p> <p>The minutes of the previous meetings held on 17 April 2013 were reviewed and approved by the Executive Team.</p>	
2.0	<p>Grants Panel</p> <p>DT introduced VJ and [Collections Knowledge Manager] to the Executive Team. VJ explained that there was one proposal, ‘Art and the Practices of Archivalism.’</p> <p>VJ explained the proposal had received unanimous support at the Grants Panel and that what was being offered was one member of staff’s time and a letter of support. The aim was to support collections from the cultural sector that were not being captured in archives as well as supporting collections that already existed.</p> <p>The Executive Team discussed and agreed the proposal then thanked VJ and [Collections Knowledge Manager].</p>	
3.0	<p><u>Year End Financials</u></p> <p>CB presented the management accounts for the year end which confirmed that The National Archives met the 9+3 forecast and had “landed” under Her Majesties Treasury funding limit, allowing a buffer at the year end to deal with any late</p>	

	<p>adjustments should they arise.</p> <p>It was noted that this was a good result for the organisation as it had allocated resources very efficiently and effectively during the course of the year enabling it to achieve business objectives and deal with emerging issues as they arose. We had operated within the limits of each of the five Treasury control totals.</p> <p>The financial performance of The National Archives reflected a higher level of engagement of budget managers across the organisation. There had been timely, useful and constructive discussions during the year which enabled effective decision making. CB thanked the Executive Team for its contribution throughout the year and the budget managers.</p> <p>The Executive Team noted the content of the report and thanked CB and his team.</p>	
<p>4.0</p>	<p><u>4th Quarter Project Report</u></p> <p>CB introduced [Senior Project Manager] and AW to the Executive Team.</p> <p>[Senior Project Manager] went on to go through the report project by project.</p> <p>DRI year 2: OM requested a paper be brought to Management Board at a future date.</p> <p>Olympic 2012 Records Transfer: Chris Owens to bring a paper, Digitisation of Olympic and Paralympic Ceremonies 2012 video to the Executive Team.</p> <p>Resource Discovery: Catalogue to be turned off week commencing 29/04/13, delay in closing the Catalogue noted.</p> <p>CBD Income Generation: OM requested milestone dates to be made clear.</p> <p>Scanning & Transcription Framework: Lessons learnt report to come to Executive Team.</p> <p>OM requested that we retain a degree of flexibility in which projects come to Executive Team with Lessons learnt reports and or Project Closure Reports.</p> <p>[Senior Project Manager] drew Executive Team's attention to a new section of the report that showed 2012/2013 projects closure status and closure schedule. The Executive Team noted the usefulness of the new section.</p> <p>The Executive Team noted the content of the report and thanked [Senior Project Manager] and AW for their hard work.</p>	<p>DLT</p> <p>DLT</p> <p>MG</p> <p>DA</p>
<p>5.0</p>	<p><u>March Dashboard</u></p> <p>CB introduced [Programme Support Office Manager] to the Executive Team.</p> <p>[Programme Support Office Manager] took the Executive Team through the key metrics and changes were noted.</p>	

	<p>Document production had dropped, TG was investigating the causes of lower reader numbers. OM called for work to be done on how we could increase onsite visitor numbers.</p> <p>The increase in online document deliveries was welcomed by OM.</p> <p>The content of the Dashboard was noted by the Executive team. OM thanked [Programme Support Office Manager].</p>	JJ
6.0	<p><u>1939 Registers: Next Steps</u></p> <p>MG introduced AW, CK and [Digital Preservation Advice Service Manager] explaining the view of the Executive Team was being sought on the planned paper to the Advisory Council.</p> <p>The Executive team discussed the paper.</p> <p>OM requested a number of small changes to the structure of the paper in order to aid the Advisory Council to have all the details to debate.</p> <p>Subject to those changes being made the Executive Team agreed the paper. OM Thanked AW, CK and [Digital Preservation Advice Service Manager].</p>	MG JL
7.0	<p><u>Other Business</u></p> <p>OM informed Executive Team that following JJ's decision to leave, plans for the restructuring of the directorates would be explained to staff by the end of the week.</p> <p>COS informed that comments for the people plan would be accepted.</p> <p>JL explained that a state visit was planned for Wednesday 1 May.</p> <p>MG stated that a press event was being held today for the release of the next tranche of the Migrated Archives.</p> <p>There being no other business OM brought the meeting to a close.</p>	All
	<p>Cascade:</p> <ul style="list-style-type: none"> • Reporting on Project work, Year end Financials and Dashboard all good. • The Executive Team agreed a well put together paper on 1939 Registers to go to the Advisory Council. 	