The National Archives

Minutes

Title: Executive Team Meeting

Date of Meeting: 2 April 2014

Location: Blue Room, 1st Floor, Kew

Attendees:

Clem Brohier (CB)	TNA	Patrick Mallett (PJM)	TNA
Caroline Ottaway-Searle (COS)	TNA	Jane Craigie-Payne (JCP)	TNA
Mary Gledhill (MG)	TNA	Paul Davies (PD)	TNA
David Thomas (DLT)	TNA		
Carol Tullo (CT)	TNA		

Apologies:

		Action
1.0	**Minutes and Matters Arising**	
1.1	The minutes of the previous meetings held on the 19th March were reviewed and approved subject to a minor change.	
2.0	**Catering Contract**	
2.1	PD explained that he would present on the current contract situation and a decision was being sought from the Executive Team on the way forward.	
2.2	PD briefly outlined the current contract with The Genuine Dining Company.	
2.3	PD then took the Executive Team through the options.	
2.4	The Executive Team discussed the options.	
2.5	**The Executive Team agreed the way forward.**	
3.0	**Talent Review**	
3.1	The Executive Team discussed the identification and development of talent in the organisation.	
4.0	**Board of Trade**	
4.1	The Executive Team considered the feasibility of a fundraising project for preserving and making more accessible the Board of Trade Design Registers (BTDR), and to support a campaign for fund raising.	

4.2	The Executive Team discussed the proposal.	
4.3	MG said that it was important to note that the resources needed for development of a full project plan may already be committed to other projects.	
4.4	CT stated that the commitment from The National Archives was considerable and asked whether now was the right time to embark on this project.	
4.5	The Executive Team discussed the proposal.	
4.6	**The Executive agreed that business as usual activities associated with the project can continue including collaboration with Imperial College London focusing on visual search. Further investigation of the proposed project was necessary before any allocation of funding. The Executive Team would look at this proposal again in 2015.**	
5.0	**Any Other Business**	
5.1	MG tabled a newly drafted Catering and Hospitality internal policy document. After discussion a number of minor changes were agreed ahead of publication on Narnia.	
5.2	**There being no further business, the meeting was closed.**	

Minutes

Title: Executive Team Meeting

Date of Meeting: 16 April 2014

Location: Blue Room, 1st Floor, Kew

Attendees:

Clem Brohier (CB)	TNA	Patrick Mallett (PJM)	TNA
Caroline Ottaway-Searle (COS)	TNA	Jane Craigie-Payne (JCP)	TNA
Mary Gledhill (MG)	TNA	Paul Davies (PD)	TNA
David Thomas (DLT)	TNA	Amanda White (AW)	TNA
Carol Tullo (CT)	TNA	Valerie Johnson (VJ)	TNA
		Head of Knowledge and Information Management	TNA
		Alison Webster (AWe)	TNA
		The HR Manager	TNA

Apologies:

			Action
1.0	**Minutes and Matters Arising**		
1.1	The minutes of the previous meetings held on the 2 April were reviewed and approved.		
2.0	**Pay Proposals**		
2.1	COS introduced AW JCP and HR Manager and explained that a great deal of work had already gone into the pay proposals 2014-15. The Executive Team were being asked to note and agree the pay proposals.		
2.2	JCP explained the proposed approach:		
2.3	The Executive Team discussed the proposals.		
2.4	JCP outlined the next steps to the Executive Team.		
2.5	CB thanked all those involved for the work done so far.		
2.6	**The Executive Team noted and approved the proposals subject to the agreed change.**		
3.0	**Performance Management Process**		
3.1	JCP advised the Executive Team that agreement was being sought to alter the wording of the 'Some development needed' assessment score. The trades union side had suggested that it may be the case that all employees would in fact need some development. The Executive Team were also being asked if having a warning on ones disciplinary record should continue to inhibit the granting of an exceeds performance score.		
3.2	JCP explained that it was proposed to change 'Some development needed'.		
3.3	The Executive Team discussed.		
3.4	**The Executive Team agreed to leave the assessment score wording for this year and bring the topic back to the Executive Team for a wider discussion.**		COS
3.5	**The Executive Team agreed to continue the policy that a warning should prevent an individual scoring exceeds.**		
4.0	**AHRC – Big data bids**		
4.1	VJ and AW presented this item regarding two big data projects. VJ advised that The National Archives had won funding for two big data projects, 'Big Data for Law' and Traces through Time' from the Arts and Humanities Research Council (AHRC).		

	Both projects are to be completed by March 2015.	
4.2	VJ took the Executive Team through a presentation detailing the Big Data timeline which contained details of AHRC's funding schedules.	
4.3	The Executive Team discussed.	
4.4	**The Executive Team agreed for CB to contact the CEO of AHRC by telephone ahead of sending a note. Options to be revisited.**	CB
5.0	**SIRO Risk Register**	
5.1	Head of Knowledge and Information Management explained that the Executive Team were being asked to note the new SIRO information Risk Register including the high level Information Risk Overview.	
5.2	Head of Knowledge and Information Management advised that the Register contains risks pulled out of several risk registers and presents them in a thematic manner, presenting in a clearer way for the SIRO.	
5.3	DLT advised that cyber security attacks were increasing in frequency, as an organisation that deals with information management any breach would damage our reputation. Culturally we were an organisation that dealt in opening up the record and freeing information.	
5.4	CB highlighted the importance of and need for the right training to be given and improvements in cultural awareness around these risks and ways to mitigate them.	
5.5	DLT to look into the use of using the CPNI tool and use the results to suggest improvements to counter weaknesses. A list of proposals to be provided.	DLT
5.6	**The Executive Team noted the SIRO Risk Register.**	
6.0	**Home Working Policy**	
6.1	PD said that home working policy needed updating as there a number of staff for where home is the contracted place of work. Also, a number of staff have regular formal home working arrangements.	
6.2	The National Archives need to ensure that it was covering its health and safety obligations and there was need for refreshed and clear guidance for staff and management. There was also a larger number of staff who had informal agreements to work at home from time to time.	
6.3	The Executive Team were being asked to note and approve a new home working policy. PD then took the Executive Team through a presentation on the suggested policy.	
6.4	**The Executive Team agreed a formal policy to be drafted as set out in option two. PD to bring this back to the Executive Team for final approval shortly.**	PD

7.0	**Home Guards – Lessons learnt and benefits**		
7.1	AWe explained that the aims of this pilot were to digitise the paper records of those in the County of Durham Home Guard with the digital record being the official record and the paper copy being returned to the Ministry of Defence. The records were to be given meta data in order that those individuals under 100 years old were identified as they contained closed information.		
7.2	AWe stated that MOD had advised 10-15% of the record related to living individuals however, once the meta data was created, it was shown that closer to 50% of the records potentially related to living individuals. The commercial attractiveness of the records was thus diminished. Work then followed on identifying dead individuals in the record.		
7.3	AWe advised that a number of key lessons were learnt: CT commented that this report highlighted the ability to open up records previously closed using external data sources. AWe to add a section on that benefit and the benefits to the Digital Records Infrastructure project of having actual records to use whist in development.	AWe	
7.4	**The Executive Team noted the report.**		
8.0	**Any Other Business**		
8.1	CT advised that an agreement with The British Film Institute had been signed on 28 March 2014.		
8.2	DLT stated that The National Archives would receive continued funding from Cabinet Office to train Board members in cyber security throughout 2014-15. **There being no further business, the meeting was closed.**		

Minutes

Title:	Executive Team Meeting
Date of Meeting:	30 April 2014
Location:	Blue Room, 1st Floor, Kew

Attendees:

Clem Brohier (CB)	TNA	Patrick Mallett (PJM)	TNA
Caroline Ottaway-Searle (COS)	TNA	Initiative Development Manager	TNA

Mary Gledhill (MG)	TNA	Public Records and Information Policy Manager	TNA
David Thomas (DLT)	TNA	Amanda White (AW)	TNA
Carol Tullo (CT)	TNA	Mark Davis (MD)	TNA
		Peter Brooker (PB)	TNA
		Alison Webster (AWe)	TNA
		Senior Project Manager	TNA
		Andrew Payne (AP)	TNA
		Head of MEMLEX	TNA
		Julia Jones (JJ)	TNA
		Head of Selection Transfer and Accessions	TNA

Apologies:

			Action
1.0	**Minutes and Matters Arising**		
1.1	The minutes of the previous meetings held on the 16 April were reviewed and approved subject to a number of minor changes.		
2.0	**20 Year Rule, Records of Local Interest**		
2.1	CT explained that in 2011 the Government confirmed that it would implement a 20-year rule for the release of historic records as part of the transparency agenda. The change to a 20-year rule had begun for central government departments and now, after assessment of the impact on local government, places of deposit and creating bodies of the transition, the process for implementation had now been prepared.		
2.2	CT introduced Public Records and Information Policy Manager and Initiative Development Manager and explained that a steer was being sought from the Executive Team on who should lead and the approach to take ahead of seeking MoJ clearance. Approval was also being sought for the Impact Assessment and Implementation Plan documents.		
2.3	MG raised concern around the figures relating to potential savings. MG to pick this up offline with Initiative Development Manager.		Initiative Development Manager
2.4	JL stated that as the IA was to be published the organisations mentioned needed to give consent that they were happy information on them would be made available to the public. Initiative Development Manager to look into this issue.		Initiative Development Manager
2.5	CB sought reassurance that there was adequate support for the IA work in IPS. CT said that workload was managed and prioritised.		
2.6	CT stated that there was adequate capacity.		
2.7	CB requested this topic return to the Executive Team for an update.		Initiative Development

2.8	**The Executive Team noted and agreed the documentation.**	Manager
3.0	**Procurement Savings Summary – March 2014**	
3.1	MD presented this agenda item to the Executive Team.	
3.2	MD explained that the target had been exceeded and for 2015/16 it was forecast that we would make significant savings, an average saving of 25%. With the savings made in 2013/14 the total savings were substantial over the two years.	
3.3	MD said that once the new EU directive relating to procurement is implemented it should increase freedom of choice when inviting to tender. Cabinet Office guidance on companies using so called zero hours contracts may also impact.	
3.4	CB stated that the projected savings were impressive and requested MD return once the definitive figures are produced.	MD
3.5	MD praised budget holders for their enthusiasm in engaging with the savings programme.	
3.6	**The Executive Team noted the report.**	
4.0	**Year end financials**	
4.1	AW presented the March financial report.	
4.2	AW explained that full year net expenditure is in line with forecast and the pre audited results show we have met our financial targets including an underspend against Her Majesty's Treasury (HMT) funding.	
4.3	90% of the work had been completed on the cooling towers despite the fire delay.	
4.4	AW said that we have conducted an in-depth fixed asset review. Cash had been carefully managed.	
4.5	AW took the Executive Team through each of the directorates' net BAU expenditure and net investment expenditure.	
4.6	CB stated that results were good and much progress had been made on income projection. Forecasting accuracy was much improved and costs were being controlled well. CB thanked all those involved in the reporting and thanked the budget holders.	
4.7	**The Executive Team noted and agreed the March 2014 Finance and Procurement Report.**	
5.0	**March dashboard**	
5.1	PB presented this item to the Executive Team.	

5.2	The Dashboard is a monthly reporting and monitoring mechanism for the Executive Team.	
5.3	The Dashboard is tabled for the Executive Team to review performance against published and internal Performance Indicators and acts as a prompt for action where performance is of concern. Performance indicators can be found in the 2011 – 2015 Corporate Business Plan.	
5.4	PB took the Executive Team through the 21 metrics covering the various areas of the organisation.	
5.5	DLT to provide PB with figures on page views for future reports.	DLT
5.6	**The Executive Team noted the March dashboard.**	
6.0	**Year End 2013/14 project report**	
6.1	CB introduced the Senior Project Manager to the Executive Team.	
6.2	The Senior Project Manager went through the report project by project, one project was red, six were amber and the remainder were green or closed.	
6.3	Naval CR Cards Digitisation It was noted that the supplier has now committed to delivering all outstanding work. As a result, it was agreed that the RAG status of the project was now green.	
6.4	Digital Records Infrastructure (DRI) It was noted that the DRI project board had met and agreed that the project was now completed and handed over to BAU. Executive Team noted that a Lessons Learned report was being planned for the summer of 2014.	
6.5	Nationality and Reader registration It was noted that the Online Reader Registration Service had gone live. As a result, it was agreed that the RAG status was now green the project would only be marked as completed once it had proven to be operationally stable.	
6.6	**The Executive Team noted the report and thanked the Senior Project Manager and all those involved in the projects themselves.**	
7.0	**D C Thomson Family History (DCTFH) / 1939 register service provision**	
7.1	AWe outlined the proposals contained in the paper.	
7.2	The Executive Team discussed the paper.	
7.3	JL informed the Executive Team that The National Archives was currently able to charge for FOI requests and consultation was underway that would let the wider archive sector the ability to charge.	

7.4	**The Executive Team agreed that DCTFH could investigate further.**	
8.0	**Grants Panel**	
8.1	The Research Team act as Chair and Secretariat for the Grants and Academic Support Panel (GASP) which meets twice a month to evaluate projects for which The National Archives (or its partners) wish to apply for grant funding or where we will be potentially endorsing the project. Once proposals are passed by GASP the Executive Team are asked to approve.	
8.2	DfE History Curriculum Video Scoping Proposal	
8.3	AP outlined the proposal. The proposed scoping project would investigate the possibility of developing an online repository of video material that could be accessed by students, teachers and parents.	
8.4	AP advised that Gasp had supported this scoping proposal and that it looked an interesting and useful project if we had the necessary expertise.	
8.5	AP noted that he had a number of contacts to hand who could assist with this project.	
8.6	MG suggested we contact the BBC.	
8.7	MG asked what was the commitment faced by The National Archives if it was found that a commercial solution was desirable.	
8.8	AP stated that there was no obligation on The National Archives to take forward any proposals that came out of the project.	
8.9	COS stated that this seemed a great opportunity if aligned with the work we are already doing and could provide useful information on the resources available.	
8.10	**The Executive Team agreed that AP take the proposal forward ahead of COS reviewing before submission.**	AP
9.0	**Shakespeare summary paper**	
9.1	DLT introduced Head of MEMLEX to the Executive Team and explained that 2016 would see the 400th anniversary of Shakespeare's death and, with The National Archives holding the largest collection of documents relating to him, we were planning commemorations. Executive Team support for the proposals was being sought.	
9.2	Head of MEMLEX noted that this was a major opportunity for The National Archives to commemorate Shakespeare's life and the documents we hold would be of key importance with the star attraction his will.	
9.3	Head of MEMLEX took the Executive Team through the proposals for both the onsite and online offering and the potential gains to The National Archives.	

9.4	NB believed that the redevelopment of the Keepers Gallery was an important part of the proposal. It would provide a way of engaging with new audiences and drive visitors to onsite and online activities.	
9.5	CB asked how this was planned to be funded.	
9.6	Head of MEMLEX advised that a number of sources would be considered including sponsorship and grants.	
9.7	COS said that the proposal was exciting and contained great ideas.	
9.8	CT highlighted the importance of leading on this due to our great collection of documents.	
9.9	**The Executive Team were supportive of commemorating Shakespeare's death.**	
10.0	**Shared services: options**	
10.1	JJ and Head of Selection Transfer and Accessions presented this paper.	
10.2	The Executive Team is being asked to consider the options and advise whether there is support for work to be taken forward to explore and develop specific services.	
10.3	JJ and Head of Selection Transfer and Accessions took the Executive Team through the options. JJ explained that if supported a team would be put together from a number of areas of the business including procurement.	
10.4	The Executive Team discussed the proposals.	
10.5	MG advised that it was important for The National Archives to be part of the discussion and to be involved.	
10.6	**The Executive Team agreed that there was an opportunity which required further work to scope out.**	
11.0	**Any Other Business**	
11.1	**There being no further business, the meeting was closed.**	