

Minutes

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

Attendees:

Oliver Morley (Chair - OM)	TNA	[Corporate Secretary] (Minute taker)	TNA
Clem Brohier (CB)	TNA	Julie Lennard (JL)	TNA
Mary Gledhill (MG)	TNA	Amanda White (AW – Item 2)	TNA
Caroline Ottaway-Searle (COS)	TNA	Jim Wretham, [Publishing Services Performance Manager](JW/– Item 3)	TNA
Carol Tullo (CT)	TNA	[Conservation Science Manager] (Item 4)	TNA

Apologies: Jeff James (JJ), David Thomas (DT)

		Action
1.0	<p>Minutes and Matters Arising The minutes of 25 July were read and agreed.</p> <p><u>Item 2.0 (18/7/12) - 20 Year Rule Programme bi-monthly Update</u> CT raised the option of reviving the plan for a senior engagement event in the autumn. JS to prepare a paper detailing changes to the existing guidance for record preparation for the Executive Team to review accordingly. Post Meeting Note 25/7/12: JS to forward paper to Executive Team via write round.</p>	JS/CT
2.0	<p>Financial Performance for June and 3+9 Forecast</p> <p>CB presented papers entitled The National Archives Financial Performance for June and 3+9 Forecast for the Executive Team to note. He advised that TNA performance report shows the results for the three months to the end of June.</p> <p>CB and AW presented the Management Accounts for the first quarter and the 3+9 forecast. In summary, there were some variances against the original budget on income and the phasing of expenditure but these were adjusted in the 3+9 forecast. All variances were highlighted and explained.</p> <p>CB and AW advised that the Financial Planning and Analysis (FP&A) team had developed the approach to this forecast exercise in the light of experience of the previous two years with a view to encouraging expenditure commitment earlier in the financial year. AW stressed that the approach called on a continuing high level of intelligence through the budget management system and processes, prompt goods received processing and brokering of all savings through the FP&A team.</p> <p>The Executive team supported this approach and also had a discussion around headcount. It was noted that both papers would be presented at the next Management Board.</p>	
3.0	<p>Command Paper Contract Renewal</p> <p>CT welcomed JW and the [Publishing Services Performance Manager] to the meeting and advised that they are seeking a steer from the Executive Team on the options outlined in the discussion paper.</p>	

	<p>JW and the [Publishing Services Performance Manager] advised that they are seeking endorsement from the Executive Team to tender for the official publishing services for the Command and House of Commons papers, whilst moving to an integrated contract with Government Procurement Service aligned to our wider official publishing responsibilities over the coming years.</p> <p>The National Archives has responsibility for official publishing through CT's role as Controller of Her Majesty's Stationery Office. The role also provides advice and guidance to organisations producing papers and the Command Papers provide an audit trail of decision making for Government. 700 papers are published through the contract each year and the reports are also accessible online. These papers must be laid before Parliament due to statutory requirement and they include government organisations' annual report and accounts, budget and public inquiry reports.</p> <p>The Executive Team reviewed the proposal and agreed with the recommendation proposed with inclusion of the variation discussed.</p>	
<p>4.0</p>	<p>Knowledge Transfer Partnerships Scheme</p> <p>The [Conservation Science Manager] updated the Executive Team on the Knowledge Transfer Partnerships (KTP) scheme. He advised that it is a UK wide programme run and managed on behalf of 12 government funding organisations by the Technology Strategy Board.</p> <p>The Knowledge Transfer Partnerships helps businesses to improve their competitiveness and productivity through the better use of knowledge, technology, and skills that reside within the UK knowledge base.</p> <p>The Technology Strategy Board has approved The National Archives' (TNA) application to be considered as a Knowledge Base. This means that TNA can now apply as a Knowledge Partner together with an industry partner for funding to the Knowledge Transfer Partnerships scheme.</p> <p>The key benefits to The National Archives as a Knowledge Base are:</p> <ul style="list-style-type: none"> • Develop business relevant teaching materials • Identify new research themes, undergraduate and post graduate projects • Publish high quality research papers • Contribute to the Research Excellence Framework Exercise (REF) <p>It was noted that [Conservation Science Manager] is working with Valerie Johnson a member of the Grants Panel and that the Knowledge Base is open to everyone within TNA to participate in the scheme. A communications message about the scheme is to be posted on the Intranet to ask staff to express their interest in participating in the scheme via Valerie Johnson.</p>	
<p>5.0</p>	<p>Any Other Business</p> <p><u>Gladstone's Budget Box:</u> It was noted that the Gladstone's budget box currently on temporary display at the House of Commons will be returned to its place of deposit at the Imperial War Museum.</p>	
	<p>Cascade:</p> <ul style="list-style-type: none"> • Financial Performance for June and 3+9 Forecast: Contingency is being reduced and there will need to be a more accurate plan for new investment bids. • Command Paper Contract Renewal: The Executive Team content with update and looked at options. • Knowledge Transfer Partnership Scheme: Update received on scheme. 	
	<p>There being no further business, the meeting was closed.</p>	

Minutes

Title: Executive Team Meeting
Date of Meeting: 15 August 2012
Location: Blue Room, 1st Floor, Kew

Attendees:

Mary Gledhill (MG - Chair)	TNA	Julie Lennard (JL)	TNA
Clem Brohier (CB)	TNA	[Project Assistant] (Minute taker)	TNA
Caroline Ottaway-Searle (COS)	TNA	Alison Webster, Peter Brooker, [Research Manager],[Senior Project Manager], (AW/PB// - Item 2)	TNA
Jeff James (JJ)	TNA	John Sheridan, [Senior Project Manager] (JS/ – Item 3)	TNA
Carol Tullo (CT)	TNA		
David Thomas (DT)	TNA		

Apologies: Oliver Morley (OM)

		Action
1.	Minutes and Matters Arising	
1.1	The minutes of the previous meeting, held on 1 August 2012 were reviewed and approved.	
1.2	<u>3.0 Command Paper Contract Renewal</u> – CT confirmed that advice has been sought from TSol on the recommended approach.	
2.	First Quarter Business Report with Dashboard and In Year Investment Bids	
2.1	<p>The First Quarter Business Report was reviewed by Executive Team.</p> <ul style="list-style-type: none"> 20 Year Rule: Confirmed budget change will be shown in 6+6 forecast WO 95: Amber – Scanning rate improving and supplier now has project manager on site Olympic 2012 Records Transfer: amber – agreed that this should now be amended to green as timescales confirmed Resource Discovery: amber – to be discussed in more detail at forthcoming Project Board. Expert Participation: amber – AW to request information about new career progression plan and change to green <p>All other projects confirmed on track.</p>	<p>[Senior Project Manager] [Senior Project Manager]</p> <p>AW</p>
2.2	A report will be presented to September Management Board and it was agreed that a one-page summary of updates be prepared in order to keep Board members up to date and provide a full audit trail.	[Senior Project Manager]
2.3	The Executive Team reviewed the Dashboard for June and agreed that the new format for diversity and disability statistics required some amendments to provide greater clarity.	PB

3.	Gazettes Contract Award	
3.1	The Executive Team was advised that no recommendation would be made at this time, and the [Senior Project Manager] provided a brief update on the contract negotiations.	
3.2	Following the last update, submissions from the three remaining potential contractors had been received and individually evaluated, with assistance from Finance and Commercial and Business Delivery. The Project Board felt that there were some elements around technology and finance in the two strongest bids that would benefit from further clarification and detailed information has been requested. The Project Team will reconvene once this information is received and hope to be in a position to make a recommendation to the next Executive Team meeting.	
3.3	The Executive Team expressed thanks to the team for their efforts and progress so far.	
4.	Equality Highlight Report	
4.1	The Highlight Report for July 2012 was noted by the Executive Team.	
5.	Any Other Business	
5.1	<i>HR Saturday Working:</i> COS advised that, in consultation with Department Heads, it had been agreed that there was no longer a requirement for HR staff to provide a regular Saturday service unless there is a specific business need.	
5.2	<i>HR Staffing:</i> Executive Team noted that a career progression scheme is being undertaken for Administration staff in HR.	
5.3	<i>Contractors:</i> JL outlined for information a new Treasury requirement to guarantee that contractors earning over a specified amount are paying the correct tax. The National Archives is now tracking what Ministry of Justice are doing and will fall in line with them. It was noted that failure to provide the required information could lead to fines.	
5.4	<i>Home Guard Pilot:</i> DT outlined the work that has been done to match closed Home Guard records from Durham (for men under 100 years old) with Death Registration records, in order to investigate whether it would be possible to open more records as part of the forthcoming pilot. Analysis shows that we can establish what appear to be robust matches for approximately 20,000 of the 40,000 closed records using matching of name and date of birth fields. It is likely that within these matches there are a small number of 'false matches', for example where two people with the same name have been born on the same day. Statistical analysis shows that approximately 8 men from the 20,000 could still be alive despite us having 'matched' their records with death registration records on the basis of the information that we have available. The Executive Team discussed the issues associated with releasing the 20,000 records and agreed that the recommended approach was to open the records as part of the pilot. DT to circulate the analysis to other Directors for information and for discussion with other teams where required.	DT
	Cascade <ul style="list-style-type: none"> • First Quarter Business Report – overall on track • Dashboard – on track • Gazettes Contract – further negotiations being undertaken, but contract should be awarded by end of August • Equality Highlight Report – Two education diversity bursaries awarded • HR Saturday Working – HR staff will no longer be on site on Saturdays unless there is a specific business need. 	
	There being no further business, the meeting was closed.	

Minutes

Title: Executive Team Meeting
Date of Meeting: 22 August 2012
Location: Blue Room, 1st Floor, Kew

Attendees:

David Thomas (DT - Chair)	TNA	[Corporate Secretary] (/ – Minute taker)	TNA
Jeff James (JJ)	TNA	Julie Lennard (JL)	TNA
Mary Gledhill (MG)	TNA	Valerie Johnson (VJ – Item 2)	TNA
Caroline Ottaway-Searle (COS)	TNA	[Statutory Publishing Manager], [Senior Project Manager] (// - Item 3)	TNA
Carol Tullo (CT)	TNA		

Apologies: Oliver Morley (OM) Clem Brohier (CB)

		Action
1.0	<p>Minutes and Matters Arising</p> <p>The minutes of 15 August were read and agreed.</p>	
2.0	<p>Grants Panel</p> <p>Redefining the nature of the digital archival record</p> <p>VJ advised the Grants Panel met yesterday and approved her application. She put forward a proposal to address one of our strategic research priorities to explore 'what is the nature of the digital archival record' and outlined the main objectives and the timeline for the project. With the major outcomes of the research to be:</p> <ul style="list-style-type: none"> • An evidence base for the understanding of the archival digital record; • A practical framework for the selection of digital records and the creation of a digital archive; • Ensuring we have a trusted digital evidence base for future scholars, the public and policy makers. <p>The Executive Team reviewed the proposal and gave their support.</p>	
3.0	<p>Gazettes Contract Award</p> <p>[Senior Project Manager] reported that with regards to the Gazettes Contract award discussed at last week's Executive Team meeting additional questions were raised to clarify a few points with the three short listed contractors.</p> <p>[Senior Project Manager] and [Statutory Publishing Manager] advised that the contractors have responded back to the clarification questions raised by the Executive Team and the responses were assessed by the project team both individually and in a moderated group evaluation session.</p> <p>The outcome of the moderated group evaluation session was a two point gap between the potential contractors. On this basis the project team recommends that that the contract be awarded to the highest performing potential contractor and asked</p>	

	<p>the Executive Team to endorse this decision and for their authority to award the Contract.</p> <p>The Executive Team reviewed the proposal and agreed with the recommendation. They congratulated the project team on the positive outcome of the project.</p>	
4.0	<p>Any Other Business</p> <p>Executive Reports Workshop – The Directors had an in depth discussion on the plan and proposed agenda items for the workshop and agreed to continue the discussion outside of this meeting.</p> <p>COS to set up a meeting with the Directors to continue discussion about ideas for the workshop.</p> <p>COS to change the date of the workshop planned for October due to the Directors' diary commitments.</p>	<p>COS</p> <p>COS</p>
4.1	<p>RAF Project</p> <p>MG, JJ and DT to talk outside of this meeting about digitising RAF documents and storage.</p>	<p>MG</p>
	<p>Cascade:</p> <ul style="list-style-type: none"> • Grants Panel – Application approved. • Gazettes Contract Award – Executive Team received a further update. 	
	<p>There being no further business, the meeting was closed.</p>	

Minutes

Title: Executive Team Meeting
Date of Meeting: 29 August 2012
Location: Blue Room, 1st Floor, Kew

Attendees:

Oliver Morley (OM - Chair)	TNA	[Research Manager] (Item 2 and 3)	TNA
David Thomas (DT)	TNA	[Contractor], [Contractor], RSM Tenon (Item 2)	TNA
Jeff James (JJ)	TNA	Amanda White (AW – Item 4)	TNA
Carol Tullo (CT)	TNA	[Security Information Risk Advisor] (Item 5)	TNA
Julie Lennard (JL)	TNA	Paul Davies (PD –Item 7)	TNA
[Corporate Secretary] (Minute taker)	TNA	[Corporate Information Services Librarian] (Item 8)	TNA

Apologies: Clem Brohier (CB), Mary Gledhill (MG), Caroline Ottaway-Searle (COS), Peter Brooker (PB)

		Action
1.0	Minutes and Matters Arising	
	The minutes of 22 August were read and agreed.	
2.0	Overdue Audit Recommendations	
	<p>[Research Manager] reported on the outcome of the outstanding audit recommendations and advised that the majority of actions have been completed with two exceptions. One of them is to be discussed at today's meeting and the other is to be completed in three months time as the deadline was extended by the Audit Committee in May 2012.</p> <p>The Executive Team noted that the items in the audit plan are evaluated by RSM Tenon at the end of the year.</p> <p>DT to forward a copy of the Strategy for Systems Development to OM. [Research Manager] to simplify the narrative on the second item under Systems Development.</p> <p>The Executive Team reviewed the report and thanked [Research Manager]/RSM Tenon for their work in following up on the action items.</p> <p>Internal Audit Progress Report</p> <p>[Contractor], RSM Tenon presented an internal audit progress report to the Executive Team and advised that the report will be tabled at next week's Audit Committee meeting. He advised that five pieces of work in the Internal Audit Plan for 2012-13 have been completed with very positive assurances. The majority of the remaining audits within the plan have now had dates confirmed.</p> <p>The timing of the Gazettes audit is to be agreed with the Director of Information Policy and Services. Preparation for the 20 Year Rule review exercise has been completed and a draft report is to be sent out shortly to Management for comment.</p>	DT [Research Manager]

	<p>CT responded that the Gazettes contract is to be awarded and that she will confirm with her team a date to do an audit on Gazettes.</p> <p>Post Meeting Note: CT advised that she has discussed with the Gazettes Team and sent an email to Peter Brooker to arrange an audit of Gazettes in November 2012.</p> <p>OM advised that the Cabinet Office is looking for assurance on mitigating against fraud. OM to forward details to [Contractor], RSM Tenon via CB.</p> <p>[Contractor], RSM Tenon to factor additional work into the audit plan 2012-13.</p> <p>The Executive Team reviewed the report and advised that they are content for it to be presented at next week's Audit Committee meeting.</p>	<p>CT</p> <p>OM/CB</p> <p>CB</p>
<p>3.0 Dashboard for July</p>	<p>The Executive Team reviewed the July Dashboard. [Research Manager] advised that the onsite public production was down due to the Olympics. Staff sickness level increased slightly during the month of July compared to this time last year.</p> <p>[Research Manager] to add all the quarterly metrics to the monthly Dashboard and to reduce 'Staff engagement' metric to one row.</p> <p>The Executive Team thanked [Research Manager] for the update.</p>	<p>[Research Manager]</p>
<p>4.0 Financial Performance for July</p>	<p>Executive Team reviewed the Financial Performance Report for July. They noted that the substantial savings made in utility costs were due to favourable weather conditions.</p> <p>AW advised that the report will be presented at the September Management Board.</p>	
<p>5.0 New Protective Marking Scheme</p>	<p>DT and [Security Information Risk Advisor] briefed the Executive Team on the security classification review that is currently being undertaken across government.</p> <p>DT advised that a new protective marking classification will replace the existing marking scheme. The move will require process and behavioural change across departments, and there will be implications for the procurement of new ICT products and services.</p> <p>The National Archives has been nominated as the subject matter expert for the e-learning component of the training and awareness package. [Security Information Risk Advisor] is building an e-learning package that will be completed by the end of the year.</p> <p>The Executive Team asked [Security Information Risk Advisor] to ascertain what the technical caveat constraint would be and to find out where Advisory Council and closed records would sit and be managed.</p>	<p>[Security Information Risk Advisor]</p>
<p>6.0 IT Disaster Recovery</p>	<p>In line with the overdue Audit Recommendation on IT Disaster Recovery the Executive Team agreed and accepted the recommendation that Management should formally accept the risk of potentially losing up to one week of business data should a</p>	

	disaster event occur.	
7.0	<p>Cooling Towers and Emergency Lighting</p> <p>PD put forward a proposal on the cooling towers and emergency lighting for the Executive Team to consider. He advised that the cooling towers replacement and the refurbishment/upgrade of the emergency lighting has been on the Forward Maintenance Register (FMR) since 2009. The maintenance of both systems has been carried out by ETDE Facilities Management.</p> <p>PD outlined the options that are being considered for both systems, following advice from specialist third parties.</p> <p>PD advised the next steps are:</p> <ul style="list-style-type: none"> • Independently commissioned inspection of the cooling towers • ETDE Facilities Management to complete remedial repair and refurbishment works • Thoroughly appraise cooling tower replacement options • Options for the emergency lighting <p>The Executive Team gave their support for the proposal.</p>	
8.0	<p>CD Rom Publications in the Library</p> <p>The Executive Team was asked to consider a proposal on the collection of approximately 480 published resources on CD-ROM of trade directories and a wide range of other subject areas.</p> <p>[Corporate Information Services Librarian] advised the electronic publications are provided in the Reading Rooms historically through the CD-ROM network called OPERA. This system does not fit in with the rest of the resources we provide. The CD-ROM technology is going out of date and is proving costly to maintain and is resource intensive. A review on the usage of the CD-ROMS collection found that a substantial number were not used and the rest had poor usage.</p> <p>The recommendation is to stop providing access to the resources through Opera. The trade directories have been digitised and can be made accessible as a PDF file on a server. The majority of the other resources in the OPERA system are all linked to free websites and have an online equivalent.</p> <p>JJ advised that he will take this proposal to the User's Advisory Group in September to get their input.</p> <p>Executive Team agreed for the proposal to be taken to User Advisory Group.</p>	
9.0	<p>Any Other Business</p> <p>Impact of unprecedented torrential rainfall on Saturday 25 August</p> <p>Heavy rain on Saturday 25 August resulted in several staff areas being affected by minor water ingress. The rainfall was both sudden and torrential with the Kew area reportedly experiencing 18mm of rain in one hour. Consequently, there was an impact on the air conditioning system, which caused the server room to heat up rapidly. The system had to be over-ridden in order to reset the air conditioning manually. The new roof had been thoroughly water tested, and mostly withstood the extreme conditions – where water did come in it was largely in areas where the temporary scaffold structure and roof cover is in place. One area of concern was in the Link, where the roof had been water tested and scaffolding removed.</p>	

	<p>Investigations continue into the cause of the water ingress in this area.</p> <p>Post Meeting Note: This was subsequently addressed by tightening a pressure plate.</p> <p>Green Day</p> <p>The Green Day event will be held at Kew on Wednesday 12 September. This year, the event will be open to both colleagues and the public, and will include activities such as:</p> <ul style="list-style-type: none"> • Driving simulator - test your driving skills in a simulated environment • The nature trail – a scenic walk around our grounds, and a viewing of our new bug hotel • the return of Dr Bike <p>Copyright Survey: The survey will take place from 12 September to 9th October.</p> <p>The British and Irish Association of Law Librarians (BIALL) has been given permission to hold an event at Kew.</p> <p>The National Archives Alumni online community: A meeting was held with The National Archives Alumni to discuss setting up an online community. A launch day is planned on December 12 which will be funded by The National Archives Sports and Social Club.</p> <p>International Council on Archives Congress 2012: OM presented our Digital Strategy and received positive feedback.</p>	
	<p>Cascade:</p> <ul style="list-style-type: none"> • Overdue audit recommendations: Grateful for the progress made on completing overdue audit recommendation • Dashboard: On track • Financial performance for July: Reviewed report and noted financials on track. Keep up the good work of prompt goods receipting in IPOS. • Green Day: Reminder that the event is to be held on 12th September. 	
	<p>There being no further business, the meeting was closed.</p>	