

Minutes

Title: Executive Team Meeting
Date of Meeting: 7 August 2013
Location: Blue Room, First Floor, Kew
Attendees:

Oliver Morley (OM - Chair)	TNA	Patrick Mallett (PJM – minutes)	TNA
Mary Gledhill (MG)	TNA	[Resourcing & Organisational Development Manager]	TNA
Clem Brohier (CB)	TNA	Mark Davis (MD)	TNA
David Thomas (DT)	TNA	[Senior Project Manager]	TNA
Carol Tullo (CT)	TNA	[Statutory Publishing Manager]	TNA
Caroline Ottaway-Searle (COS)	TNA	Julia Stocken (JS)	TNA
		[Information Management Consultant]	TNA
		Julie Lennard (JL)	TNA

Apologies: None

1.0	<u>Minutes and Matters Arising</u>	Action
	<p><i>The minutes of the previous meetings held on 31 July 2013 were reviewed and approved by the Executive Team, subject to a number of minor amendments.</i></p>	
2.0	<p><u>Procurement Saving: Update</u></p> <p>The overarching purpose of The National Archives procurement function over the next three years will be to work in partnership with the business to deliver significant, sustainable reductions in this expenditure and to consistently achieve best value for money by securing the optimum combination of quality and effectiveness from our suppliers for the least outlay.</p> <p>CB introduced MD and [Senior Project Manager] who took the Executive team through projected savings in 2014/2015 compared to 2012/2013 expenditure baseline.</p> <p>MD informed the Executive team that we were now moving from a process and procedure to real cost savings.</p> <p>A Directorate Report that had been trialled in Technology was demonstrated. It was planned to give 6 months foresight of renewal timings in order to extract maximum benefit from procurement input.</p> <p>The Executive Team noted the update. OM commended the team on a very</p>	

	<p>successful programme.</p>	
<p>3.0</p>	<p><u>Branding: The Gazettes</u></p> <p>CT introduced [Statutory Publishing Manager] to the Executive Team.</p> <p>TSO (The Stationery Office) has been awarded a five year contract to publish the London, Edinburgh and Belfast Gazettes online and in print.</p> <p>The Gazettes are the official journals of record of government. They contain statutory information, notices and advertisements setting out the business of government and putting it permanently on the public record. The contract started on 1st January 2013.</p> <p>In the contract was a requirement for business development and a drive for new business.</p> <p>The brand had been refreshed and among the outcomes were:</p> <ul style="list-style-type: none"> • Clearer structure • More editorial content • Better brand engagement • Modern typography / colour palette • New Strapline: ‘official public record.’ <p>MG commented on the web design as being an area where particular progress had been made.</p> <p>The Executive Team approved the process and thanked JR.</p>	
<p>4.0</p>	<p>Records Decision Panel</p> <p>CT introduced JS and [Information Management Consultant].</p> <p>As agreed with Executive Team, papers to the Records Decision Panel (RDP) which raise issues not covered by existing policies are escalated to Executive Team for information or decision.</p> <p>The Executive Team were asked to decide on a principle approach to the disposition of records selected for permanent preservation which fall under legislation prohibiting disclosure of information (“statute bars”) even after transfer to The National Archives, so that release of information would be a criminal offence.</p> <p>It was agreed by the Executive Team that records of historical value which are affected by statutory restrictions on access should be selected, but retained by the responsible department until the legislation is amended to allow transfer with a defined closure period attached.</p> <p>It was agreed that this should also apply to PODs.</p> <p>We will explore advice about removal or creation, in future, of such statute bars.</p>	<p>CT</p>

	<p>MOJ to be kept informed.</p> <p>OM requested that we are explicit in letters to Inquiries that there are already protections available and if it is proposed that time bars are used that should be discussed beforehand.</p> <p>OM thanked JS and [Information Management Consultant].</p>	JS / [Information Management Consultant]
5.0	<p><u>AOB</u></p> <p>The Executive team agreed for an update to be made to the Health and Safety policy stating that the use of electronic cigarettes was not permitted in the building. News item to appear on Narnia.</p> <p>MG informed that we were trending on Flickr and had 3 million views within a week as a result of a news story on a website regarding images of Hong Kong.</p> <p>There being no other business the meeting was drawn to a close.</p>	CB



Minutes

Title: Executive Team Meeting
Date of Meeting: 14 August 2013
Location: Blue Room, First Floor, Kew
Attendees:

Oliver Morley (OM - Chair)	TNA	Patrick Mallett (PJM – minutes)	TNA
Mary Gledhill (MG)	TNA	Valerie Johnson (VJ)	TNA
Carol Tullo (CT)	TNA	John Sheridan (JS)	TNA
Caroline Ottaway-Searle (COS)	TNA	Emma Bayne (EB)	TNA
		Julie Lennard (JL)	TNA

Apologies: Clem Brohier (CB), David Thomas (DLT)

1.0	<p><u>Minutes and Matters Arising</u></p> <p><i>The minutes of the previous meetings held on 7 August 2013 were reviewed and approved by the Executive Team, subject to a number of minor amendments.</i></p>	Action
2.0	<p><u>Grants Panel</u></p>	

	<p>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 is asked to approve them.</p> <p><u>Project Name: Identifying Individuals across datasets</u></p> <p>VJ explained that through its Digital Transformations theme, the Arts and Humanities Research Council has launched a call to invite projects to explore ‘big data’ from an arts and humanities perspective.</p> <p>Work has already been done within The National Archives, as part of the Durham Home Guard service records pilot, to identify deceased individuals by linking the dataset with death certificates in a rigorous way. This project would build on that work, developing new methodologies to identify individuals as the same person across disparate datasets, addressing challenges of different data structures, and searching poor or incomplete data.</p> <p>VJ stated that as a consequence of The National Archives proposed leadership of this bid, approval by the Executive Team was being sought before detailed financial plans had been drawn up. The National Archives’ finance team is aware and is comfortable with this approach.</p> <p>VJ advised that DLT / CT will assess staff time commitment and possible recruitment needs as part of the process.</p> <p>The Executive Team approved the approach.</p> <p><u>Legislation Data Research Infrastructure</u></p> <p>JS explained that the Legislation Data Research Infrastructure project will create an entirely new set of big data assets to research the content and evolution of UK legislation– “a large hadron collider” for the statute book, using big data technologies. This will facilitate research into the possibility of a legislation pattern language which could create the first ever “map” of the statute book.</p> <p>The Executive Team approved the proposal.</p>	DLT / CT
	<p>There being no other business the meeting was drawn to a close.</p>	
	<p><u>The Cascade</u></p> <ul style="list-style-type: none"> • Big Data: Two very exiting grant application proposals were agreed and the hope is both will receive funding. 	

Minutes

Title: Executive Team Meeting
Date of Meeting: 28 August 2013
Location: Blue Room, First Floor, Kew
Attendees:

Caroline Ottaway-Searle (COS - Chair)	TNA	Patrick Mallett (PJM – minutes)	TNA
Mary Gledhill (MG)	TNA	Research Manager	TNA
David Thomas (DLT)	TNA	RSM Tenon representative	RSM Tenon
Clem Brohier (CB)	TNA	Amanda White (AW)	TNA
		Juergen Vervoorst (JV)	TNA
		Valerie Johnson (VJ)	TNA
		Medieval Records Specialist	TNA
		Julie Lennard (JL)	TNA

Apologies: Carol Tullo (CT), Oliver Morley (OM)

1.0	<u>Minutes and Matters Arising</u>	Action
	<p><i>The minutes of the previous meetings held on 14 August 2013 were reviewed and approved by the Executive Team, subject to a number of minor amendments.</i></p>	
2.0	<p><u>Outstanding Internal Audit Recommendations</u></p> <p>CB welcomed [Research Manager] and [RSM Tenon representative]. Each year we commission a programme of audit work from the Internal Audit Team which will typically cover specific business areas, processes and current risks and may include follow-ups on previous audits. The audit programme for each year is agreed by The National Archives' Audit Committee, but may be changed in response to our changing assurance needs.</p> <p>Internal Audit reports typically contain an overall rating to the area that was audited and recommendations for strengthening controls. Audit recommendations will be assigned a high, medium or low priority.</p> <p>[Research Manager] informed the Executive Team that all due recommendations had been completed or superseded.</p> <p>The Executive Team noted the content of the report.</p>	
3.0	<p><u>Internal Audit Progress Report</u></p> <p>The internal audit plan had been approved by the Audit Committee in February 2013 and this report provided an update on progress made against that plan.</p>	

	<p>[RSM Tenon representative] informed the Executive Team that three reports had been signed off and were ready for Audit Committee. These were:</p> <ul style="list-style-type: none"> • Security Part one: Post / Delivery • Cataloguing Grants Scheme • Leavers system access <p>A fourth report, Data Protection – CRM system been signed off since the publication of the progress report document and would be taken to Audit Committee.</p> <p>[RSM Tenon representative] assured the Executive Team that RSM Tenon had all the necessary information to begin work on outstanding audit.</p> <p>COS informed that the Leavers system access report included both The National Archives staff as well as contractors.</p> <p>DLT advised that this was an important area to control at it was an important part of countering internal threat. LT to provide an update in 6 months.</p> <p>[RSM Tenon representative] informed The Executive Team that Baker Tilly had acquired trading functions of RSM Tenon. The name RSM Tenon would no longer be used.</p> <p>The Executive Team noted the content of the report.</p>	[RSM Tenon representative]
4.0	<p><u>Dashboard</u></p> <p><u>June Dashboard</u></p> <p>The Dashboard is a monthly reporting and monitoring mechanism for the Executive Team.</p> <p>The Dashboard provides an easy reference of how the Performance Indicators for The National Archives have performed in the month and alerts the Executive Team to those where achievement is under threat and where some remedial action may be necessary.</p> <p>Performance Indicators for 2013-14 can be found in the 2011-15 Corporate Business Plan.</p> <p>[Research Manager] took the Executive Team through the various metrics on the Dashboard.</p> <p>[Research Manager] advised that the increase in onsite documents delivered was a result of seasonal trend.</p> <p>COS informed that in relation to the increased staff turnover we were keenly monitoring the situation.</p> <p>The Executive Team noted the July Dashboard.</p>	
5.0	<p><u>Financial and Procurement Report</u></p>	

	<p>CB introduced AW and then took the Executive Team through the content of the report.</p> <p>The content of the report was noted by the Executive Team.</p>	
<p>6.0</p>	<p><u>User Participation Programme: Programme Closure Report</u></p> <p>JV explained that the User Participation Programme developed and published a new strategic approach to volunteering. Critical friends had been engaged to help professionalise the way in which we interact with our volunteers.</p> <p>A framework was developed and a governance structure put in place that reviews and prioritises current and future volunteering initiatives. Best practice has been developed and a case study is to be shared with the wider archive sector.</p> <p>JV informed that the changes made had impacts on many across the organisation and real changes had now been implemented and were being established.</p> <p>MG requested that JV bring this topic back to the Executive Team in around 12 months in order that progress and the effectiveness of changes can be assessed.</p> <p>COS to investigate use of a metric to measure volunteering activities and to look at producing a KPI.</p> <p>The Executive Team noted the content of the report and thanked JV and all those who took part in the work.</p>	<p>JV</p> <p>JV</p>
<p>7.0</p>	<p><u>Grants Panel</u></p> <p>DLT introduced VJ and Medieval Records Specialist.</p> <p>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.</p> <p><u>Research Skills Enrichment – Collaborative Skills</u></p> <p>The Executive Team agreed the proposal.</p> <p><u>An Online Hub for pre-Modern Document and Research Skills</u></p> <p>The Executive Team agreed the proposal.</p>	

<p>8.0</p>	<p><u>AOB</u></p> <p>MG advised that Rachael Corver, Head of Marketing and Communications, was now in post and would be meeting Directors for a series of one to ones.</p> <p>DLT apologised to the Executive Team for recent network issues.</p> <p>There being no other business the meeting was drawn to a close.</p>	
	<p><u>The Cascade</u></p> <ul style="list-style-type: none"> • Outstanding Internal Audit Recommendations: Good progress made. No outstanding recommendations. • Internal audit progress report: On track. Baker Tilly had acquired trading functions of RSM Tenon. The name RSM Tenon would no longer be used. • Dashboard: On track, highest level of document productions on record. • User Participation Programme: Programme Closure Report: Report reviewed by the Executive Team, supported across the organisation. • Two grants proposals were supported. • MG advised that Rachael Corver, Head of Marketing and Communications, was now in post. 	