

Minutes

Title: Executive Team Meeting
Date of Meeting: 6 August 2014
Location: Blue Room, 1st Floor, Kew
Attendees:

Jeff James (JJ - Chair)	TNA	Patrick Mallett (PJM - minutes)	TNA
Clem Brohier (CB)	TNA	Alison Webster (AWe) item 2	TNA
Mary Gledhill (MG)	TNA	Amanda White (AW) item 2	TNA
Caroline Ottaway-Searle (COS)	TNA	Peter Brooker (PB) item 2	TNA
		Jane Craigie-Payne (JCP) item3	TNA
		Senior IT Project Manager item 3	TNA
		Paul Davies (PD) item 4	TNA

Apologies: Carol Tullo (CT)

		Action
1.0	<u>Minutes and Matters Arising</u>	
1.1	The minutes of the previous meeting held on the 30 July were reviewed and approved subject to minor changes.	
2.0	<u>In Year Investment Bids</u>	
2.1	AW advised that following on from the 3+9 Forecast there was a sum within existing budgets available to allocate to projects in this financial year.	
2.2	The Executive Team discussed a number of investment bids.	
2.3	PB to inform stakeholders of outcomes.	PB (13/08/14)
3.0	<u>Business Case: Key digital roles</u>	
3.1	COS introduced JCP and the Senior IT Project Manager.	
3.2	The Senior IT Project Manager gave a brief summary of the business case.	
3.3	After discussion the Executive Team agreed option 8.3.	
3.4	COS to discuss decision with the Head of Systems Development.	COS

		(13/08/14)
4.0	<u>Government Property and Estates Clustering (shared services)</u>	
4.1	PD advised that this presentation was for information only.	
4.2	PD explained that this program had been agreed by Ministers and would be implemented by December 2014.	
4.3	PD gave a briefing on progress to date, timescales and took The Executive Team through a number of potential options.	
4.4	The Executive Team noted the details of the presentation and invited PD to return for further scrutiny of the various options.	
5.0	<u>AOB</u>	
5.1	COS raised an issue regarding the Board of Trade series of records which was for information only.	
5.2	There being no further business, the meeting was closed.	



Minutes

Title: Executive Team Meeting
Date of Meeting: 13 August 2014
Location: Blue Room, 1st Floor, Kew
Attendees:

Jeff James (JJ - Chair)	TNA	Patrick Mallett (PJM - minutes)	TNA
Clem Brohier (CB)	TNA	Paul Davies (PD) item 2	TNA
Mary Gledhill (MG)	TNA	Lee Oliver (LMO) item 3	TNA
Caroline Ottaway-Searle (COS)	TNA		

Apologies: Carol Tullo (CT)

		Action
1.0	<u>Minutes and Matters Arising</u>	

1.1	The minutes of the previous meeting held on the 6 August were reviewed and approved subject to minor changes.	
2.0	<u>Government Property and Estates Clustering (shared services) – options</u>	
2.1	PD advised that discussions were still ongoing. Executive Team agreement was sought on suggested options.	
2.2	JJ stated that a solution should be found that was beneficial to both The National Archives and MOJ.	
2.3	JJ advised that The National Archives had to follow strict statutory requirements regarding the care of our holdings; we were required to preserve historical records of national importance.	
2.4	After discussion The Executive Team agreed the preferred option set out in the paper.	
3.0	<u>Quarterly Complaints Report</u>	
3.1	LMO presented this agenda item and asked the report to be noted.	
3.2	JJ requested LMO to add due dates to each of the recommendations in order to improve progress visibility.	LMO 15/10/14
3.3	The Executive Team noted the report.	
4.0	<u>AOB</u>	
4.1	MG noted that our partner, Easy Art, had launched a service whereby the public could order prints of The National Archives material. It was planned to link through to this service from our website.	
4.2	JJ advised that the consultation and impact assessment on the transposition of the PSI Directive have received Cabinet committee clearance.	
4.3	The next steps are for our Minister to write to ministers in the devolved administrations and to publish the consultation, which will run until early October. Once responses are received, we will finalise the policy approach and proceed to Cabinet committees again with the draft regulations, before laying them in Parliament early next year.	
4.4	JJ advised that all paperwork for Executive Team meetings needed to be sent through by noon on the Friday before the meeting, after that time papers would not form part of the Executive Team packs. The Executive Team terms of reference to be reviewed in September.	
4.5	There being no further business, the meeting was closed.	

Minutes

Title: Executive Team Meeting
Date of Meeting: 20 August 2014
Location: Blue Room, 1st Floor, Kew
Attendees:

Jeff James (JJ - Chair)	TNA	Patrick Mallett (PJM - minutes)	TNA
Carol Tullo (CT)	TNA	Valerie Johnson (VJ) item 2	TNA
Mary Gledhill (MG)	TNA	Amanda White (AW) item 3	TNA
Caroline Ottaway-Searle (COS)	TNA	Peter Brooker (PB) item 4, 5	TNA

Apologies: Clem Brohier (CB)

		Action
1.0	<u>Minutes and Matters Arising</u>	
1.1	The minutes of the previous meeting held on the 13 August were reviewed and approved subject to minor changes.	
2.0	<u>Grants Panel</u>	
2.1	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.	
2.2	VJ outlined a proposal relating to digital sensitivity review and advised that GASP had approved the proposal.	
2.3	The Executive Team agreed the proposal.	
3.0	<u>August Financial Report</u>	
3.1	The Executive Team noted the Report.	
4.0	<u>Dashboard</u>	
2.1	The Dashboard is a monthly reporting and monitoring mechanism for the	

	Executive Team.	
4.2	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.	
4.3	Executive Team discussed the latest onsite customer satisfaction report which was based on the national survey undertaken by the Public Services Quality Group using an updated approach. The Executive Team agreed to continue to use The National Archives internal approach and review whether The National Archives should move to the PSQG approach for 2015/16.	COS (01/04/15)
4.4	PB to improve presentation and uniformity of the report.	PB (17/09/14)
4.5	The Executive Team noted the Report.	
5.0	<u>Risk Register</u>	
5.1	The Strategic Risk Register (SRR) is maintained by the Corporate Planning team on behalf of The National Archive's Executive Team. Contents of the SRR are formally reviewed on a quarterly basis by the Executive Team, Audit Committee and Management Board. Each strategic risk is owned by a member of the Executive Team. These high-level risks are taken into account in judgements about our medium to long-term goals, objectives and vision.	
5.2	The Executive Team reviewed each of the risks in turn and agreed updates.	
6.0	<u>AOB</u>	
6.1	JJ updated the Executive Team on planning for a forthcoming Management Board planning day. PJM to circulate agenda to Board for comment.	PJM (27/08/14)
6.2	PJM to set up Executive Report workshops after 17/09/14 and invite Non Executive Directors.	PJM (27/08/14)
6.3	JJ advised that Directors would be invited to join the tour during the Public Admin Select Committee visit 04/09/14.	done
6.4	The Executive Team noted the decisions of the August reclosure panel.	
6.5	There being no further business, the meeting was closed.	

Minutes

Title: Executive Team Meeting
Date of Meeting: 27 August 2014
Location: Blue Room, 1st Floor, Kew
Attendees:

Jeff James (JJ - Chair)	TNA	Trish Humphries (PH) (minutes)	TNA
Carol Tullo (CT)	TNA	IT Service Delivery (Strategy) Manager item 2	TNA
Mary Gledhill (MG)	TNA	Deputy Corporate Planner and Transparency Manager item 3,4	TNA
Caroline Ottaway-Searle (COS)	TNA	Peter Brooker (PB) item 3,4	TNA
		Baker Tilly Representative item 3,4	Baker Tilly

Apologies: Clem Brohier (CB)

		Action
1.0	<u>Minutes and Matters Arising</u>	
1.1	The minutes of the previous meeting held on the 20 August were reviewed and approved.	
2.0	<u>Network Project / Data Centre - Update</u>	
2.1	IT Service Delivery (Strategy) Manager outlined the background and current position and explained that there are actually two projects – to update the servers and to replace the data network – which have been brought together and are being undertaken as one. He advised that work has now commenced and clarified the position regarding the budgeted figures, which have changed slightly.	
2.2	Following David Thomas' retirement, Clem Brohier had agreed to take over as Senior Responsible Owner for the project.	
2.3	IT Service Delivery (Strategy) Manager advised that the equipment and services have now been ordered, together with a number of additional items, committing most of the budget. However, the expenditure is being apportioned over a 5 year period.	
2.4	IT Service Delivery (Strategy) was asked to review and clarify the numbers in the presentation to ensure they were correct.	IT Service Delivery (Strategy) Manager

<p>2.5</p> <p>2.6</p> <p>2.7</p> <p>2.8</p> <p>2.9</p> <p>2.10</p>	<p>CT queried if the Public Services Network levy was for governance and approval, and IT Service Delivery (Strategy) Manager agreed that this was correct.</p> <p>IT Service Delivery (Strategy) Manager outlined the programme for the works and advised that work will not take place during December, in order to ensure that there are no technical problems with the end of year releases and events. The programme will then re-commence in early January, with an expected completion in February.</p> <p>Executive Team were advised that it was anticipated there would be very little disruption to services during this project but IT Service Delivery (Strategy) Manager advised that there were some issues around the differing technological standards still being used. It was agreed that there should be better joined up architecture and relationships. JJ asked if a plan was in place to ensure that the unused servers and kit are de-commissioned and advised that a strong focus should be given to this part of the project.</p> <p>JJ queried whether there was sufficient oversight on both projects. There is a Project Management Board for the networking project, but the data centre is using workstreams. IT Service Delivery (Strategy) Manager advised that in addition, there is one TNA Project Manager for both. Executive Team suggested that oversight of finances and the impact on services would be beneficial. In addition, it was felt that further communication with staff and users about the projects would also be beneficial. Better engagement and a positive message about improving the IT facilities to make the system work better would help staff to deal with user queries and promote the continued efforts undertaken by TNA to improve the services provided.</p> <p>ACTION: IT Service Delivery (Strategy) Manager to review and clarify figures for the project.</p> <p>ACTION: Regular update reports to be provided for Executive Team, following Project Board meetings.</p>	<p>IT Service Delivery (Strategy) Manager</p> <p>PJM</p>
<p>3.0</p> <p>3.1</p> <p>3.2</p> <p>3.3</p>	<p><u>Outstanding Internal Audit Recommendations</u></p> <p>Deputy Corporate Planner and Transparency Manager provided an update on outstanding Internal Audit recommendations and advised that extensions would be requested for some items.</p> <p>12.13/14 DRI: Executive Team questioned whether an extension to March 2015 was necessary for all the issues listed and requested that this be reviewed with the Head of Department. JJ requested more clarity around the issues and suggested that any requests for extensions should be prioritised.</p> <p>6.13/14 MyHR: COS advised that some issues remained with the system but until assurance was given from the provider that these could be fixed, piloting of additional services would not be undertaken. Consideration was given to whether the item should be removed from the list of recommendations as the main project had been completed.</p>	

3.4	<p>ACTION: COS and PB to take forward. <u>Post meeting update:</u> Audit Committee have agreed to change the status of this recommendation to 'deferred'.</p> <p>JJ suggested that progress reports could be provided for items which were due to be completed, to provide Audit Committee with an up to date view.</p>	
4.0	<p><u>Internal Audit Progress Report</u></p> <p>4.1 Baker Tilly Representative provided an update on progress against the Internal Audit Plan:</p> <ul style="list-style-type: none"> • Three reports have been delivered to date. • The PCI Management Report will be finalised within the next week. • Some changes had been requested to the Transfer and Accessions Report. • Management response to the Governance report was awaited. <p>4.2 The planned audit on the DRI project has been deferred whilst outstanding recommendations are progressed and is likely to take place in 2015/16 subject to Audit Committee agreement.</p> <p>4.3 PB advised that management are considering other audit options to use any days released from the postponement of the DRI audit.</p>	
5.0	<p><u>AOB</u></p> <p>5.1 MG advised that a new book about some of the records we hold was expected to be serialised in the Daily Mail over the coming weeks.</p> <p>5.2 Executive Team noted that an Interim Chief Technology Officer would be starting in early September.</p> <p>There being no further business, the meeting was closed.</p>	