

Minutes

Title: Executive Team Meeting
Date of Meeting: 10 December 2014
Location: Blue Room, 1st Floor, Kew
Attendees:

Jeff James (JJ - Chair)	TNA	Patrick Mallett (PJM - minutes)	TNA
Carol Tullo (CT)	TNA	Sam Whaley (SW)	TNA
Clem Brohier (CB)	TNA	Sarah Leggett (SL – item 2)	TNA
Mary Gledhill (MG)	TNA	Principle Records Manager (item 2)	TNA
Caroline Ottaway-Searle (COS)	TNA	Suzy Espley (SE – item 3)	TNA
Rachel Murphy (RM)	TNA	Senior Project Manager (item 3)	TNA
		Julia Jones (JJo – item 4 and 5)	TNA
		IMP Programme Manager (item 4 and 5)	TNA
		FOI Centre Manager (SA – item 4 and 5)	TNA
		Digital Transfer Manager (item 4 and 5)	TNA

Apologies: None

		Action
1.0	<u>Minutes and Matters Arising</u>	
1.1	The minutes of the previous meeting held on the 26 November were reviewed and approved. There were no conflicts of interest declared.	
2.0	<u>What's On: a new approach for public events, displays and exhibitions</u>	
2.1	The Principle Records Manager and SL presented this paper to ET explaining that support for the approach being taken was being sought.	
2.2	SL advised that while our organization was adept at hosting events a joined up consistent approach was needed. Improvements were needed in order to better coordinate our onsite and online offerings.	
2.3	The Principle Records Manager stated that as well as pulling together various events an audit of what we provide was being carried out in order to improve our ability to step back and see a strategic view of what we provide.	

2.4	RM said that it was hoped that a Service Level Agreement would be in place by the end of March 2015 allowing those planning events the support they need when they need it.	The Principle Records Manager / SL
2.5	JJ noted that we were not currently planning to move towards a fully contracted out conference center in the style of other organisations.	
2.6	The Executive Team to receive an update in March 2015.	
2.7	The Executive Team supported the project.	
3.0	<u>Government Web Archive</u>	Senior Project Manager
3.1	The Senior Project Manager outlined the paper to the Executive Team.	
3.2	JJ stated that a risk assessment was of key importance.	
3.3	JJ noted the need to feed this into the new Business Plan.	
3.4	Executive Team agreed the proposed approach set out in the paper.	
3.5	The Senior Project Manager to return to Executive Team once the market engagement exercise was completed.	
4.0	<u>Sensitivity analysis and implications for digital transfer</u>	
4.1	CT advised that the presentation was full and detailed and was used for engagement purposes.	
4.2	The IMP Programme Manager stated there had been much progress since September when she had last updated the Executive Team.	
4.3	The IMP Programme Manager noted that the forthcoming pilot with FCO in January would be a very useful test as to how much progress had been made as it would be at a larger scale than previous transfers.	
4.4	The FOI Centre Manager updated on the current methods being used by OGDs' to sensitivity check files.	
4.5	The Executive Team noted the progress made and thanked the team for a very thorough piece of work.	
5.0	<u>Options for shared records management services from The National Archives</u>	
5.1	JJo stated that the Executive Team were being asked to consider the options set out in the paper and to advise on whether there was support for work to be taken forward.	
5.2	CT advised that the legislation sets out that that the Keeper's role is to safeguard the records and that responsibility is widely understood across Government.	

5.3	Options to be explored and brought back to the Executive Team for further discussion.	JJo
6.0	<u>AOB</u>	
6.1	RM advised that the Network Replacement Project would not now complete by year end and should now complete by the end of May 2015. Project status to be updated on the next 'Traffic Light' Business Planning report.	RM
6.2	MG noted Peter Brooker and Alison Webster would be working offline with Directors to populate our Business Plan ahead of the session at next week's Executive Team meeting.	
6.3	The Executive Team agreed the Wax Seal grants panel proposal.	
6.4	There being no further business the meeting was brought to a close.	

Minutes

Title: Executive Team Meeting
Date of Meeting: 17 December 2014
Location: Blue Room, 1st Floor, Kew
Attendees:

Jeff James (JJ - Chair)	TNA	Patrick Mallett (PJM - minutes)	TNA
Carol Tullo (CT)	TNA	Sam Whaley (SW)	TNA
Clem Brohier (CB)	TNA	Peter Brooker (PB – item 2)	TNA
Mary Gledhill (MG)	TNA	Alison Webster (AW – item 2)	TNA
Caroline Ottaway-Searle (COS)	TNA	Jane Craigie-Payne (JCP – item 2)	TNA
Rachel Murphy (RM)	TNA	David Sawyer (DS – item 2)	TNA
		Senior Project Manager (item 3)	TNA
		Alec Mulinder (AM – item 3)	TNA
		Rachael Corver (RC – item 4)	TNA
		Project Manager (item 4)	TNA
		Lee Oliver (LMO – item 4)	TNA

Apologies: None

		Action
1.0	<u>Minutes and Matters Arising</u>	
1.1	The minutes of the previous meeting held on the 10 December were reviewed and approved. There were no conflicts of interest declared.	
2.0	<u>Business Plan – next steps</u>	
2.1	The Executive Team discussed possible business plan activities for next year and future years in support of the new strategic priorities and goals.	
2.2	PB to update the master spreadsheet and distribute to Directors and Exec Reports.	PB
3.0	<u>Network support Proposal</u>	
3.1	AM advised that support was being sought for options regarding potential support solutions for the refreshed network infrastructure, which is due to become operational in early 2015.	
3.2	JJ noted that the varying degrees of risk needed to be fully explored.	
3.3	JJ to raise the issue with the trades unions. <i>Post meeting update. Done.</i>	JJ
3.4	The Executive Team approved the approach being taken.	
4.0	<u>Future plans including Operation War Diary</u>	
4.1	LMO updated on what had already been achieved and on future plans.	
4.2	RC outlined the planned approach to attract future funding and plans to complete Operation War Diary.	
4.3	CB advised that this could be used as a good example of attracting funding.	
4.4	The Executive Team supported the approach.	
5.0	<u>AOB</u>	
5.1	SW outlined an approach for digitisation, training and potentially scanning third party documents. MG and CM to consider whether there is a potential business case around the training approach and to find out more information regarding the scanning of third party documents.	MG / CM
5.2	CB advised that we were moving into the MoJ estates cluster.	
5.3	There being no further business the meeting was brought to a close.	