

Protect

Minutes

Title: Executive Team Meeting
Date of Meeting: 6 February 2013
Location: Blue Room, First Floor, Kew
Attendees:

Caroline Ottaway-Searle (COS - Chair)	TNA	[Corporate Secretary] (minutes)	TNA
Clem Brohier (CB)	TNA	Julie Lennard (JL)	TNA
David Thomas (DT)	TNA	[Research & Policy Manager]	TNA
Mary Gledhill (MG)	TNA	[Programme Support Manager]	TNA
Jeff James (JJ)	TNA	[Corporate Planning Manager]	TNA
Carol Tullo (CT)	TNA	[Head of Estates & Facilities]	TNA
		[Senior Project Manager]	TNA
		[Head of Strategic Projects]	TNA
		[HR Officer]	TNA
		[HR Manager]	TNA
		[Head of Financial Planning & Analysis]	TNA
		[Internal Communications Manager]	TNA
		[Environment & Sustainability Manager]	TNA
		[Management Accountant]	TNA
		[Head of Financial Accounting]	TNA
		[Head of Archive Sector Development]	TNA

Apologies: Oliver Morley (OM)

		Action
1.0	<u>Minutes and Matters Arising</u> The minutes of the previous meeting held on 23 January 2013 were reviewed and approved by the Executive Team. <u>30/01/13: (item 3) AOB:</u> OM updated that he had presented at the Government Digital Strategy Sprint 13 conference and would distribute his presentation to the team.	OM
2.0	<u>SD update / new waste and water target proposals</u> JJ introduced [Head of Estates & Facilities] and [Environment & Sustainability Manager] to the Executive Team and explained that the paper being presented to the team set out The National Archives Greening Government Commitments targets. Audit Committee had recommended the Executive Team consider and approve water and waste targets.	

	<p>The Government target was to reduce greenhouse gas emissions by 25% from 2009-10 baseline by 2014-15, The National Archives had reduced emissions by 39.5% as of quarter 3 2012-13.</p> <p>[Environment & Sustainability Manager] informed the team that Defra and MoJ had recently re-confirmed The National Archives status as an operational building thus excluding us from the water reduction target for offices. A number of initiatives were planned in order to reduce water use such as the pond project and the Cooling tower replacement, a 19-29% reduction was forecast.</p> <p>A number of options regarding water targets were outlined.</p> <p>DLT questioned the continued feasibility of maintain the pond.</p> <p>[Head of Estates & Facilities] explained that the pond was part of the original planning application for the site and was an element of the flood defence plan therefore needed to be maintained.</p> <p>The Executive Team supported the recommended option D – a target of 20% with an additional stretch target of 5%</p> <p>Executive Team noted that there had been issues with the baseline data from which The National Archives waste reduction was measured. The original 2009/10 baseline was for combined operational and project waste and could not be separated out. The Greening Government Committee had agreed in January 2013 we re-baseline from 2010/11, the first year operational data is available.</p> <p>The Executive Team agreed a target of 25% and with an additional stretch target of 5% reduction in waste by 2014-15</p> <p>The Executive Team noted the great achievements already made by [Environment & Sustainability Manager] and thanked him for all the hard work.</p>	
<p>3.0</p>	<p><u>Staff Survey: Action Plan</u></p> <p>COS introduced [HR Manager], [HR Officer] and [Internal Communications Manager] and explained that this year’s survey saw a drop in Staff engagement of 2%. The action plan would look to focus on areas of the survey that have been highlighted as having a significant drop and look at suggestions for improvement.</p> <p>[HR Officer] explained that the document was very much a work in progress and suggestions would be incorporated. She explained that the action plan would then be published and it was planned there would be regular follow ups and workshops.</p> <p>[HR Officer] outlined the areas to be looked at:</p> <ul style="list-style-type: none"> • Leadership and managing change • My line manager • Learning and development • Pay and benefits 	

	<p>[HR Officer] stated that she would distribute a list of discussion areas to the Executive Team ahead of the Executive Team question time on Wednesday 13 February.</p> <p>The Executive Team noted the planned approach and thanked [HR Manager] [HR Officer] and [Internal Communications Manager].</p>	
4.0	<p><u>Resource over-commitment / Stage 2 Projects</u></p> <p>The Executive Team discussed the 2013/2014 Project Bids.</p>	
5.0	<p><u>Q3 Business Report / December Dashboard</u></p> <p>CB introduced [Senior Project Manager], [Programme Support Manager], [Head of Financial Planning & Analysis] and [Head of Strategic Projects].</p> <p>[Senior Project Manager] explained that he would be looking at projects 2012 / 2013 that were red or amber:</p> <ul style="list-style-type: none"> • Infrastructure Upgrade: Executive team noted that an Investment bid had been submitted for the next financial year. • WO 95: Executive Team was advised that the supplier finish date would be at the end of February. • Resource Discovery: There were a number of issues to be addressed and a governance board had now been formed in order to monitor progress. <p>Project closure reports would now be brought to the Executive Team on completion, the first of which was on the agenda for Wednesday 13 February.</p> <p>The Executive Team notes the updates and thanked [Senior Project Manager].</p> <p>CB introduced [Senior Project Manager] who gave an update of the December Dashboard.</p> <p>Online changes were being implemented to surveys being run in order that the language is standardised across them all.</p> <p>It was suggested by JJ that MG look at the possibility of using the term visit when referring customers accessing our websites</p> <p>The Executive Team noted the update and thanked [Programme Support Manager].</p>	MG
6.0	<p><u>December Financials and 9+3 Forecast</u></p> <p>Exec Team welcomed [Head of Financial Accounting] and [Management Accountant] who joined the meeting for this item. CB summarised the financial position at the end of December and explained that this formed the basis of the work on the 9+3 forecast.</p> <p>CB then gave a summary of the year end position as forecast in the 9+3 exercise. The forecast had been based on key assumptions communicated by budget holders during the course of the exercise. CB advised that it would be sensible to build a small buffer and requested that any savings or underspends should be released to the centre.</p>	

	<p>CB advised that the January figures would be released shortly. The remaining weeks of the year required careful monitoring to ensure we came in under the five Treasury control totals.</p> <p>The Executive Team thanked [Head of Financial Accounting] and [Management Accountant]</p>	
7.0	<p><u>Grants Panel</u></p> <p>DLT introduced [Research & Policy Manager] and [Head of Archive Sector Development] to the Executive Team.</p> <p>[Research & Policy Manager] gave an outline of the Survey of local authority building controls grant application. The application had been passed unanimously by the Grants Panel on Tuesday 5 February.</p> <p>The Executive Team supported the proposal and thanked [Research & Policy Manger] and [Head of Archive Sector Development]</p>	
6.0	<p><u>Other Business</u></p> <p>DLT explained we would review Websense categories and send details to the Executive Team and welcome any comments they had.</p>	DLT

Minutes

Title: Executive Team Meeting
Date of Meeting: 13 February 2013
Location: Blue Room, First Floor, Kew
Attendees:

Oliver Morley (OM – Chair)	TNA	[Corporate Secretary] (minutes)	TNA
Clem Brohier (CB)	TNA	Julie Lennard (JL)	TNA
David Thomas (DT)	TNA	[Head of Strategic Projects]	TNA
Mary Gledhill (MG)	TNA	[Corporate Planning Manager]	TNA
Jeff James (JJ)	TNA	[Senior Project Manager]	TNA
Carol Tullo (CT)	TNA	[H & S Advisor]	TNA
Caroline Ottaway-Searle (COS)	TNA	[Head of Estates & Facilities]	TNA
		[Head of Financial Planning & Analysis]	TNA
		[Programme Support Manager]	TNA

Apologies: None

		Action
1.0	<p><u>Minutes and Matters Arising</u></p> <p>The minutes of the previous meetings held on 6 February 2013 were reviewed and approved by the Executive Team.</p> <p><u>06/02/13: (item 8) AOB:</u> DLT explained we would review Websense categories and send details to the Executive Team and welcome any comments they had.</p>	
2.0	<p><u>The Record: Lessons Learned Review</u></p> <p>OM commented on the importance of lessons learned reviews and of the reviewer to share their findings across the organisation via Narnia. Individual members of staff should not be identifiable.</p> <p>OM requested projects that feature in our Business Plan all have a formal lessons learned project closure review.</p> <p>CT introduced [Head of Corporate Planning] and [Head of Strategic Projects] and explained that as well as looking at lessons learned it was important to note successes in this project and more generally when reviewing projects.</p> <p>Executive Team considered the 7 key recommendations of the review.</p> <p>[Corporate Planning Manager] highlighted the omission of a thorough project scope at</p>	All

	<p>the kick off stage.</p> <p>The Executive team noted the key recommendations and thanked [Corporate Planning Manager] and [Head of Strategic Projects] for the review.</p>	
3.0	<p><u>Gazettes: Project Closure Review</u></p> <p>CT introduced [Senior Project Manager] who went on to present the Gazettes Project Closure Review.</p> <p>[Senior Project Manager] outlined the background to the project using the original project initiation document as his source and went on to explain the review to the Executive Team.</p> <p>He also highlighted the success of using weighted criteria in assessing the various bids and the benefit identified from the negotiation training that key members of the project team underwent. This training is to be provided to others across The National Archives.</p> <p>OM commented that the project had been a major success, thanked all those involved and thanked [Senior Project Manager] for the Review.</p>	
4.0	<p><u>Annual Health and Safety Report</u></p> <p>JJ introduced [H&S Advisor] and [Head of Estates & Facilities] and explained that the report was commissioned as a result of a commitment to the Audit Committee.</p> <p>[H&S Advisor] then went on to take the Executive Team through the report asking the Executive Team for comments.</p> <p>OM requested that the restricted red section on page 4 be de-restricted and the sentence beginning ‘On previous experience...’ be removed.</p> <p>OM requested the table be removed from page 7 with a sentence inserted making it clear they were to both hospital and home addresses.</p> <p>DLT commented on the outstanding health and safety record of the Roof Project. [Head of Estates & Facilities]to look at adding this topic to the report.</p> <p>[Head of Estates & Facilities] explained that we now had much improved reporting of accidents and near misses.</p> <p>OM requested that the report mentions the large increases in the numbers of contractors on site for project work and CT asked for reference to be made to our other sites in Petty France and Norwich.</p> <p>[Head of Estates & Facilities] and [H&S Advisor] were then thanked by the Executive Team and the report was approved subject to the requested changes.</p>	<p>GT</p> <p>GT</p> <p>PD</p> <p>GT</p>
5.0	<p><u>Catering Presentation</u></p> <p>[Head of Estates & Facilities] gave a presentation around future plans for catering</p>	

	<p>provision on site.</p> <p>JJ explained that The Genuine Dining company's manager was prepared to actively engage with staff and service levels were already improving.</p> <p>OM stated that the breakdown of costs for the project should be clearly shown.</p> <p>JJ explained that if approved communications and consultation with the Union side would occur rapidly in order to utilise the opportunity for work to begin over the Easter break.</p> <p>The Executive Team supported the proposal and thanked [Head of Estates & Facilities]</p>	PD
6.0	<p><u>December Financials and 9+3 Forecast</u></p> <p>The Executive Team welcomed [Head of Financial Planning & Analysis]. CB then gave a summary of the financial position at the end of January ahead of a more detailed look at financial and business performance at next week's Executive Team meeting</p> <p>CB advised that we were in a good position to come in on forecast. The remaining weeks of the year required careful monitoring to ensure we came in under the five Treasury control totals.</p> <p>The Executive Team thanked [Head of Financial Planning & Analysis].</p>	
7.0	<p><u>Draft Business Priorities / Management Board questionnaire</u></p> <p>CB introduced [Programme Support Manager], who drew the team's attention to the draft Business Priorities 2013-14. OM stated that directionally they were right but wished to review them outside of the meeting, following which they would be then distributed to the team for comments.</p> <p>[Programme Support Manager] went on to explain the questionnaire was an attempt to measure the effectiveness of the Management Board and would be distributed to the board and was planned to be completed by the end of March.</p> <p>The Executive Team noted the usefulness of the questionnaire and thanked [Programme Support Manager].</p>	OM
8.0	<p><u>Any Other Business</u></p> <p>COS informed the team that at the request of Audit Committee she had undertaken a review of whistle blowing policy. OM stated he was content with the policy.</p> <p>JJ stated that we were in the process of completing a questionnaire from the HFC on our cooling towers.</p> <p><u>Post meeting update (19/02/13):</u> Completed survey returned on the afternoon of 13/02/13.</p> <p>DLT informed the team that 170 tapes of broadcast quality material were in our</p>	

<p>possession and after receiving advice from the BBC it was likely that £15,000 would be needed in the next financial year to convert the material to a suitable format for archiving.</p> <p>CT explained that as part of the initial pilot for Archives Accreditation, The National Archives met the standards with a Distinction. The staff involved in coordinating the in house work had done a tremendous job.</p> <p>CB informed that the visit by Treasury was successful.</p> <p>OM updated the team that Tim Ellis has been appointed as the new Registrar General and Keeper of the Records of Scotland. MG to put a story on the intranet.</p>	<p>MG</p>
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Minutes

Title: Executive Team Meeting
Date of Meeting: 20 February 2013
Location: Blue Room, First Floor, Kew
Attendees:

Oliver Morley (OM – Chair)	TNA	[Corporate Secretary (minutes)]	TNA
Clem Brohier (CB)	TNA	Julie Lennard (JL)	TNA
David Thomas (DT)	TNA	[Senior Project Manager]	TNA
Caroline Ottaway-Searle (COS)	TNA	[Corporate Planning Manager]	TNA
Jeff James (JJ)	TNA	Beth Davey (BD)	RSM Tenon
Carol Tullo (CT)	TNA	Richard Plumb (RP)	RSM Tenon
		[Head of Financial Planning & Analysis]	TNA
		[Programme Support Manager]	TNA
		[Head of Education & Outreach]	TNA

Apologies: Mary Gledhill (MG)

		Action
1.0	<p><u>Minutes and Matters Arising</u></p> <p>The minutes of the previous meetings held on 6 February 2013 were reviewed and approved by the Executive Team.</p> <p><u>13/02/13: (item 5) Catering Presentation:</u> OM stated that the breakdown of costs for the project should be clearly shown.</p> <p>Plans for changes in the provision of catering facilities were looked at, communications to staff to follow shortly.</p>	JJ
2.0	<p><u>Equality and Diversity Update</u></p> <p>JJ drew the team's attention to the Equality and Diversity Highlight Report which outlined key events, the progress being made on projects / initiatives and reported on the monitoring of the diversity of our users.</p> <p>JJ explained that much was now embedded in our organisation, COS highlighted the fact that the process of reporting maintained the profile and helped retain visibility of the programme.</p> <p>OM stated he was impressed by the diverse audience our education team had reached.</p>	

	<p>The Executive Team noted the content of the report.</p>	
<p>3.0</p>	<p><u>Audit Committee outstanding Actions / RSM Tenon update</u></p> <p>CB introduced [Corporate Planning Manager], [Programme Support Manager], RP and BD.</p> <p>[Corporate Programme Manager] explained that good progress had been made and the report also included those actions that had already been completed.</p> <p>Executive Team noted that this was the third consecutive quarter where all the recommendations had been met by the due date, and was asked to ratify the report ahead of it going to Management Board.</p> <p>OM thanked [Corporate Planning Manager] and the Executive Team ratified the report.</p> <p>CB introduced RP and BD from our internal auditors RSM Tenon.</p> <p>RP explained that progress had been good and attention was now turning to areas of the business to audit 2013 / 2014. Meetings had been held with Director's in order to prioritise areas of internal audit coverage.</p> <p>The Executive Team thanked RP and BD for the update and commented on the good working relationship that had been forged with RSM Tenon.</p>	
<p>4.0</p>	<p><u>January Dashboard</u></p> <p>CB introduced [Programme Support Manager] who drew the Executive Team's attention to the Dashboard for January and explained that he would focus on areas where changes had occurred.</p> <p>Executive Team noted that document delivery had improved somewhat but was below last year's figures. JJ added that it was estimated that over the year we would be down slightly on the previous year.</p> <p>[Programme Support Manager] informed the Executive Team that online document deliveries had increased sharply from the previous month.</p> <p>The Executive Team thanked [Programme Support Manager] for the review of the Dashboard.</p>	
<p>5.0</p>	<p><u>January Financials and Headcount</u></p> <p>The Executive Team welcomed [Head of Financial Planning & Analysis] who together with CB outlined the January financial report ahead of the planned Management Board meeting taking place on 26 February 2013.</p> <p>CB touched on the planned review of the 2013 – 2014 budget that is scheduled to go to the Executive Team on 15 March 2013 and highlighted three areas that would be focused on, amongst other things.</p>	

	<p>COS, CB and [Head of Financial Planning & Analysis] agreed to develop this idea and take it forward cognisant of the cultural impact across the organisation.</p> <p>The Executive Team noted the Financial update and thanked [Head of Financial Planning & Analysis].</p>	
<p>6.0</p>	<p><u>Projects 2012 / 2013 report</u></p> <p>CB introduced [Senior Project Manager] who stated that the approach being taken was to report by exception those projects whose status was amber.</p> <p>He highlighted the fact that both WO 95 and Resource Discovery were trending toward green status. In regard to CBD Income generation, issues around the bookshop were being addressed.</p> <p>Executive Team was advised that the full report, including green status projects would be reviewed at Management Board on 26 February 2013.</p> <p>OM thanked [Senior Project Manager] and the team noted the findings of the report.</p>	
<p>7.0</p>	<p><u>Other Business</u></p> <p>The Executive Team noted a number of staffing changes to several teams.</p>	