

Minutes

Title: Executive Team Meeting
Date of Meeting: 9 January 2013
Location: Blue Room, First Floor, Kew
Attendees:

Oliver Morley (OM – Chair)	TNA	[Corporate Secretary] (minutes)	TNA
Clem Brohier (CB)	TNA	[Research & Policy Manager] (item 2)	TNA
Jeff James (JJ)	TNA	[Head of Education & Outreach] (item 2)	TNA
Mary Gledhill (MG)	TNA	[Initiative Development Manager] (item 2)	TNA
Caroline Ottaway-Searle (COS)	TNA	[Conservation Manager] (item 2)	TNA
Carol Tullo (CT)	TNA	[Accessions & FOI Manager] (item 3)	TNA
David Thomas (DT)		Julie Lennard (JL)	

Apologies: None

		Action
1.0	<p><u>Minutes and Matters Arising</u></p> <p>The minutes of the previous meetings held on 19 December 2012 are to be reviewed at the forthcoming Executive Team meeting planned to be held on 16 January 2013.</p>	
2.0	<p><u>Grants Panel</u></p> <p>[Research & Policy Manager] explained that this extraordinary Executive Team meeting was requested as a result of the need to meet a grant application deadline and thanked the Executive Team for agreeing to the meeting. A brief outline of a number of applications that had been before the Grants Panel was given.</p> <p><u>Skills for the future</u></p> <p>[Research & Policy Manager] informed the team that this had been passed unanimously by the Grants Panel.</p> <p>JJ highlighted the fact that if match funding should be required for both this application and the Giving Value application plans needed to be drawn up with finance for managing this.</p> <p>[Initiative Development Manager] stated that while match funding could not be ruled out, the plan was to fund in kind.</p> <p>[Initiative Development Manager] to discuss the management of potential match funding with Finance.</p>	

	<p>The Executive Team supported the application</p> <p><u>Giving Value</u></p> <p>[Research & Policy Manager] explained that this was an expression of interest and had been mentioned previously at Executive Team by Louise Ray.</p> <p>It was noted that that the Grants Panel had received reassurances that the team had the necessary skills and capacity in place to manage the project and the possibility of using externally hosted IT resource was being investigated.</p> <p>[Research & Policy Manager] informed that the Grants Panel had passed this unanimously.</p> <p>The Executive Team gave their support.</p> <p><u>Multi-Modal Document Imaging</u></p> <p>[Research & Policy Manager] stated that it was planned to encourage the team to look at modern materials as part of the project and if the project were to expand, the Head of Licensing was to be involved in relation to licensing.</p> <p>It was noted that the Grants Panel voted unanimously in support of the proposal.</p> <p>The Executive Team supported the application.</p> <p><u>World War One Commemoration Battlefields Programme</u></p> <p>[Research & Policy Manager] explained that the Grants Panel had been advised that there would be minimum impact on Education capacity as much of the required material was already in existence. On site education provision would not be affected.</p> <p>The Executive Team gave their support.</p>	
3.0	<p><u>Reclosure Paper</u></p> <p>CT introduced [Accessions & FOI Manager], who explained that he was asking if the Executive Team agreed with a proposal to reclose open archival records which relate to files containing certain offences, due to data protection issues. An outline of the work already undertaken and the proposed next steps was given.</p> <p>The Executive Team discussed.</p> <p>DLT to explore the use of death data in deciding on the reclosure of files.</p> <p>DLT to work together with [Accessions & FOI Manager] to look at issues around the principles of reclosure and catalogue entries.</p> <p>The Executive Team thanked [Accessions & FOI Manager] and requested the paper to come back to the Executive Team once more work had been completed.</p>	<p>DLT</p> <p>DLT</p>

4.0 Other Business

CT informed the team that as a result of meetings taking place with the British Film Institute she was to begin a Mapping Exercise looking at our relationship.

Minutes

Title: Executive Team Meeting
Date of Meeting: 16 January 2012
Location: Blue Room, First Floor, Kew
Attendees:

Oliver Morley (OM – Chair)	TNA	[Corporate Secretary] (minutes)	TNA
Clem Brohier (CB)	TNA	[Research & Policy Manager] (item 2)	TNA
Jeff James (JJ)	TNA	[Head of Information Management & Practice] (item 3)	TNA
Mary Gledhill (MG)	TNA	Julie Lennard (JL)	TNA
Caroline Ottaway-Searle (COS)	TNA		
Carol Tullo (CT)	TNA		
David Thomas (DT)	TNA		

Apologies: None

		Action
1.0	<u>Minutes and Matters Arising</u>	
	The minutes of the previous meetings held on 19 December 2012 and those from 19 January 2013 were reviewed and approved by the Executive Team.	
	<u>12/12/12 (item 6.) Staff Survey results:</u> OM requested that COS distribute all comments received to the Executive Team for a sense check with regard to identification of individual comments. Further distribution to be discussed at a future meeting.	COS / All
	<u>19/12/12 (item 2) November Dashboard:</u> OM requested that DLT instigate a review of the methods in which users rapidly access record search on the front page of our website to ensure search satisfaction improves. <u>Update 23/01/13:</u> DLT to bring back in one month.	DLT
	<u>19/12/12 (item 2) November Dashboard:</u> MG to look into the subject of standardising the language used across all forms of customer survey undertaken by The National Archives. <u>Update 16/01/13:</u> OM asked for confirmation that standardised language is used across all three surveys. <u>Update 23/01/13:</u> MG to bring example questions from three surveys back in two weeks.	MG
	<u>09/01/13 (item 3) Reclosure Paper:</u> DLT to look into the use of death data in deciding on the reclosure of files.	DLT
2.0	<u>Skills Audit</u>	

	<p>COS introduced [Research & Policy Manager] and explained that she would outline a distilled version of the full report that came out of a series of interviews with staff from all areas of the organisation. Outcomes from the recent Executive Reports workshops and other initiatives have been incorporated.</p> <p>OM requested the way in which secondments are utilised to be looked at in order to consider the impact on the originating department.</p> <p>The Executive Team thanked [Research & Policy Manager] for her work and the update.</p>	
<p>3.0</p>	<p><u>20 Year Rule: Update</u></p> <p>CT introduced [Head of Information Management & Practice] who went on to give a verbal update of progress made.</p> <p>[Head of Information Management & Practice] explained that the team had made good progress and were working with OGD's in order to facilitate the smooth and expedient transfer of records, the newly implemented Series Level Time Plan assisted with this.</p> <p>It was noted that the Records Transfer Report would be published on our website on the 17 January 2013.</p> <p>OM informed the team that the Secretary of State was supportive of the programme.</p> <p>OM thanked [Head of Information Management & Practice] for the update.</p>	
<p>4.0</p>	<p><u>Other Business</u></p> <p>DLT informed the team that he may need to submit a further investment bid in order to convert twenty terabytes of digital records into a suitable format for archiving.</p> <p>DLT stated that external funding had been received for further expansion of Information Assurance training aimed at board level.</p> <p>MG reported that the first 'Writer of the Month' event had been a success, all tickets were sold and much positive feedback was received.</p> <p>OM to arrange a meeting with The British Library and a number of directors of both institutions. The meeting is to take place in the next few months.</p> <p>JJ explained that we had been approached by MoJ estates with a view to moving from the 6th floor. PD to discuss with CT and OM and arrange a visit of the alternative accommodation.</p>	<p>OM</p> <p>JJ</p>

Minutes

Title: Executive Team Meeting
Date of Meeting: 23 January 2012
Location: Blue Room, First Floor, Kew
Attendees:

Oliver Morley (OM – Chair)	TNA	[Corporate Secretary] (minutes)	TNA
Clem Brohier (CB)	TNA	[Marketing Manager]	TNA
David Thomas (DT)	TNA	Julie Lennard (JL)	TNA
Mary Gledhill (MG)	TNA		
Caroline Ottaway-Searle (COS)	TNA		

Apologies: Jeff James (JJ) and Carol Tullo (CT)

		Action
1.0	<p><u>Minutes and Matters Arising</u></p> <p>The minutes of the previous meetings held on 16 January 2013 were reviewed and approved by the Executive Team.</p> <p><u>12/12/12 (item 6) Staff Survey results:</u> OM requested that COS distribute all comments received to the Executive Team for a sense check with regard to non-identification of individual comments. Further distribution to be discussed at a future meeting. Update 23/01/13: COS to distribute to Executive Reports.</p> <p><u>19/12/12 (item 2) November Dashboard:</u> OM requested that DLT instigate a review of the methods in which users rapidly access record search on the front page of our website to ensure search satisfaction improves. <u>Update 23/01/13:</u> DLT to bring back in one month.</p> <p><u>19/12/12 (item 2) November Dashboard:</u> MG to look into the subject of standardising the language used across all forms of customer survey undertaken by The National Archives. <u>Update 16/01/13:</u> OM asked for confirmation that standardised language is used across all three surveys. <u>Update 23/01/13:</u> MG to bring example questions from three surveys back in two weeks.</p> <p><u>09/01/13 (item 3) Reclosure Paper:</u> DLT to look into the use of death data in deciding on the reclosure of files</p>	COS
2.0	<p><u>First World War Centenary Update</u></p> <p>MG introduced [Marketing Manager] who joined the meeting to outline our current plans for marking the centenary of the First World War.</p>	

	<p>[Marketing Manager] reminded the Executive Team of the Prime Minister’s speech in October 2012 where he outlined there would be funding of £50 million available and a special representative, Dr Andrew Murrison was to be appointed.</p> <p>Objectives had been set for the campaign and these were drawn from two strategic objectives:</p> <ul style="list-style-type: none"> • We will widen our funding base to guarantee support in tough times • We will provide a record that is more open, inclusive and used than ever before <p>It was intended not only to look at the centenary from a remembrance perspective but to identify and focus on broader topics the war had an impact on such as the home front, the role of women and medical technology.</p> <p>Plans were being drawn up to work in partnership with the Imperial War Museum. Other potential partnerships were being explored.</p> <p>OM suggested we look into the approach taken with regard to activities on-site, so far only online presence has been looked at.</p> <p>MG to outline plans to the User Advisory Group.</p> <p>The Executive Team noted the plans and thanked [Marketing Manager] for the presentation.</p>	<p>OM</p> <p>MG</p>
<p>3.0</p>	<p><u>Other Business</u></p> <p>CB informed the Executive Team that the December accounts had been produced and would be brought to the Executive Team Meeting next week.</p> <p>OM updated that he had presented at the Government Digital Strategy Sprint 13 conference and would distribute his presentation to the team.</p>	<p>OM</p>

Minutes

Title: Executive Team Meeting
Date of Meeting: 30 January 2013
Location: Blue Room, First Floor, Kew
Attendees:

Oliver Morley (OM – Chair)	TNA	[Corporate Secretary] (minutes)	TNA
Clem Brohier (CB)	TNA	[Research & Policy Manager]	TNA
David Thomas (DT)	TNA	[Principal Record Specialist Manager]	TNA
Mary Gledhill (MG)	TNA	[Head of Digital Preservation]	TNA
Caroline Ottaway-Searle (COS)	TNA	[Conservation Science Manager]	TNA
Jeff James (JJ)	TNA	[Principal Record Specialist Manager]	TNA
		[Head of Strategic Projects]	TNA
		[Head of Licensing]	TNA
		[Digital Preservation Manager]	TNA
		[Head of Financial Planning & Analysis]	TNA
		[HR Manager]	TNA

Apologies: Carol Tullo (CT)

		Action
1.0	<p><u>Minutes and Matters Arising</u></p> <p>The minutes of the previous meetings held on 23 January 2013 were reviewed and approved by the Executive Team.</p> <p><u>19/12/12 (item 2) November Dashboard:</u> MG to look into the subject of standardising the language used across all forms of customer survey undertaken by The National Archives. <u>Update 16/01/13:</u> OM asked for confirmation that standardised language is used across all three surveys. <u>Update 23/01/13:</u> MG to bring example questions from three surveys back in two weeks.</p> <p><u>23/01/13: (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.</p>	<p>MG</p> <p>OM</p>
2.0	<p><u>Grants Panel</u></p> <p><u>Sheffield University – REF impact letter of support</u></p> <p>[Research & Policy Manager] introduced [Head of Digital Preservation] who explained the letter of support was to acknowledge the benefit of past collaborations.</p> <p>The Executive Team supported the proposal.</p>	

	<p><u>Crime and Punishment? King's Bench Indictments (KB 9), 1386-1509</u></p> <p>[Principal Record Specialist Managers] were introduced to the Executive Team and explained that at the grants panel [Head of Licensing] requested to be kept informed of any developments as there could be potential commercial opportunities. [Research & Policy Manager] explained that whilst funding could not be secured for cataloguing projects, research programmes that required cataloguing to be done could secure funding.</p> <p>The Executive Team were supportive, it was noted that leading on a bid to AHRC was a positive move.</p> <p>[Research & Policy Manager] explained to the Executive team that a new, improved version of the grant application form had been produced.</p> <p>OM noted the improvement and thanked [Research & Policy Manager].</p>	
3.0	<p><u>1939 Registers: Issues and Recommendations</u></p> <p>MG introduced [Head of Strategic Projects], [Head of Licensing] and [Digital Preservation Manager] and explained that the team had been addressing a number of issues and now sought guidance on the way forward.</p> <p>[Head of Strategic Projects] gave an outline of the project to the Executive Team and a number of options were discussed.</p> <p>OM thanked [Head of Strategic Projects] and her team.</p>	
4.0	<p><u>Pay Proposals</u></p> <p>COS introduced [Head of Financial Planning & Analysis] and [HR Manager] and it was explained that we were presently awaiting the pay remit for 2013-2015.</p> <p>OM thanked [Head of Financial Planning & Analysis and [HR Manager]</p>	
5.0	<p><u>Other Business</u></p> <p>CB explained that the Financial accounts for December would be looked at next week in order to review performance and finance together. Next year's budget to be set to meet objectives but in the context of the next CSR.</p>	