The National Archives

Minutes

Title: Executive Team Meeting

Date of Meeting: 17 January 2014

Location: Blue Room

Attendees:

Clem Brohier (CB - Chair)	TNA	Patrick Mallett (PJM)	TNA
Carol Tullo (CT)	TNA	Amanda Spencer (AS)	TNA
Mary Gledhill (MG)	TNA	IT Service Delivery (Strategy)	TNA
David Thomas (DLT)	TNA	Principle Records Specialist - Manager	TNA
Caroline Ottaway-Searle (COS)	TNA	Project Manager	TNA
		Marketing Manager	TNA
		Chris Mumby (CM)	TNA
		Jackie Marfleet (JM)	TNA

Apologies: None

		Action
1.0	**Minutes and Matters Arising** The minutes of the previous meetings held on the 18th December 2013 were reviewed and approved.	
2.0	**Network Infrastructure update**	
2.1	DLT introduced AS and IT Service Delivery (Strategy) who picked out the main points in the paper and explained that the data network was last expanded in 2004. Some equipment was now obsolete and in order to increase capacity and reduce maintenance costs we needed to act. Approval was being sought from the Executive Team.	
2.2	IT Service Delivery (Strategy) gave the Executive Team an update on project timing, costs and the intended service and equipment requirements.	
2.3	IT Service Delivery (Strategy) advised the Executive Team of the next steps in the programme and outlined a number of benefits including increased security.	
2.4	AS informed the Executive Team that The National Archives had received Public Services Network accreditation which is the successor to Government Secure Intranet.	
2.5	CB stated this was a great success and acknowledged the work of our IT security architect and all involved.	

2.6	**The Executive Team noted the update and approved the approach. Approval for the next stage to be sought from the Executive Team 5 March 2014.**	
3.0	**Collaborate**	
3.1	CO described how the Collaborate service operated. Originally funded by Cabinet Office, then by contributions from the Knowledge Council, it is currently self funding.	
3.2	It is in use across the Civil Service, and around the world. Users are satisfied with the technology and the supporting service, which aims to close all support calls within one working day.	
3.3	The Executive Team were being asked to approve a suggested approach on how to deal with the following issues: • Service managed by one staff member, absence would reduce service levels • A need to upgrade software however lack of resource to do so	
3.4	CO advised that the solution suggested was to consult with users, attempt to seek their support to resolve both these issues.	
3.5	**The Executive Team agreed with the suggested approach.**	
4.0	**Grants Panel**	
4.1	DLT introduced JM and Principle Records Specialist - Manager.	
4.2	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. Public History Research Network	
4.3	JM advised that the project had been agreed unanimously by GASP. Nancy Bell, Head of Conservation, had stated that the project seemed ambitious for the amount of funding available.	
4.4	Principle Records Specialist – Manager explained that Public History was a real growth area and it was important for The National Archives to have experience and knowledge of it.	
4.5	**The Executive Team supported the proposal.**	
5.0	**Lessons Learned WO 95**	
5.1	MG introduced Marketing Manager, CM, JM and Project Manager.	

5.2	On Tuesday 14 January, The National Archives will make the first batch of digitised First World War unit war diaries from France and Flanders available online through our website. When eventually complete, the digitised war diaries will comprise more than 1.5 million pages, opening them up to a global audience for the first time. The project involved many departments from across The National Archives and included a team of volunteers.	
5.3	CM advised that this was, by far, the largest digitisation project undertaken without an outside partner. Many new techniques and processes were tested and used during the lifetime of the project.	
5.4	Project Manager took the Executive Team through the main points of the lessons learned report which also highlighted what worked well.	
5.5	JM stated that good communication combined with engaging those involved with regular mandatory board meetings helped greatly.	
5.6	CM emphasised the importance of working closely with suppliers and this had been shown to be of great importance.	
5.7	CB acknowledged the great team working that so obviously been key to the successful delivery of the project and requested Project Manager publish highlights of the report on Narnia.	**Project Manager**
5.8	JM to organise a staff briefing around the project and lessons learned.	**JM**
5.9	**The Executive Team noted the report and thanked all those involved in this hugely successful project.**	
5.0	**Any Other Business**	
5.1	MG updated on the launch of WO 95, the Operation unit War Diaries. Document downloads have significantly increased and a great deal of media coverage had been generated and 4,286 users had submitted 64,072 tags.	
5.2	CT advised that a contract had been agreed with BFI.	
5.3	**There being no other business the meeting was drawn to a close.**	

Minutes

Title: Executive Team Meeting

Date of Meeting: 22 January 2014

Location: Blue Room

Attendees:

Mary Gledhill (MG - Chair)	TNA	Patrick Mallett (PJM)	TNA
Carol Tullo (CT)	TNA	Nick Kingsley (NK)	TNA
Caroline Ottaway-Searle (COS)	TNA	Collection Knowledge Manager (Systems)	TNA
		Representative of Cultural Consulting Network	

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

		Action
1.0	**Minutes and Matters Arising** The minutes of the previous meetings held on the 17th January 2014 were reviewed and approved.	
2.0	**Discovery – Finding Archives**	
2.1	CT introduced NK and Collection Knowledge Manager (Systems) to the Executive Team.	
2.2	As well as The National Archives own collections, we maintain a number of resources which provide information about records held outside of The National Archives.	
2.3	NK explained that the aim of this project was to bring into Discovery data from other archives. Discovery then provides the gateway for information on archives' holdings helping users access the resources.	
2.4	NK explained that the original vision to produce this tool dated from 1998 and now Discovery unlocked the full potential of a one stop archival resource.	
2.5	Collection Knowledge Manager (Systems) then demonstrated, online, how the system worked. The various methods of searching were shown and these incorporated received feedback. The clear split between files The National Archives hold and those of other archives was shown.	
2.6	Collection Knowledge Manager (Systems) stated that we will streamline the way in which data is absorbed into Discovery while importantly retaining quality control as we shift away from manual.	
2.7	CT said that the benefits and value that this project provided to users was evident and praised the teams involved for all their hard work.	
2.8	**The Executive Team noted the great achievements that were being made, looked forward to the launch and thanked NK and Collection Knowledge Manager (Systems).**	
3.0	**Archive Sector Leadership: External Review**	
3.1	CT introduced NK and Representative of Cultural Consulting Network and explained	

3.2	that this external review had been commissioned in order to provide an independent assessment and a benchmark for The National Archives' sector leadership role since taking on the responsibility from the Museums, Libraries and Archives Council (MLA) in October 2011. The Report will be published with a response to the recommendations.	
3.3	Representative of Cultural Consulting Network explained that the evidence base from the sector was good and rich and this in itself reflected well on The National Archives as it suggested stakeholders perceived The National Archives as an organisation that would listen and take action. Publication was welcomed. She then highlighted:	
3.4	• real progress had been made during the two years of our leadership and progress would be more evident after a period of stability	
3.5	• the approach we used in dealing with the fragmented archive sector was and indeed needed to be different from other areas of business	
3.6	• the retention and recruitment of staff was good and praised the outreach and engagement teams and the helpful attitude of staff from other departments **The Executive Team noted the report its publication and thanked Representative of Cultural Consulting Network and NK.**	
4.0	**Any Other Business**	
4.1	COS informed the Executive Team that The Friends of The National Archives have recently completed a cataloguing project relating to Royal Artillery Records of Service and Papers in the records series WO 69. COS thanked all those involved. The project has provided over 176,000 catalogue entries relating to individual service.	
4.2	MG advised on continued interest in World War One and the launch today of MH 47 online.	
4.3	**There being no other business the meeting was drawn to a close.**	

Minutes

Title: Executive Team Meeting

Date of Meeting: 29 January 2014

Location: Blue Room, 1st Floor, Kew

Attendees:

Clem Brohier (CB)	TNA	Patrick Mallett (PJM)	TNA
Carol Tullo (CT)	TNA	Head of Corporate Planning and Risk Improvement Manager	TNA
David Thomas (DLT)	TNA	Amanda White (AW)	TNA
Caroline Ottaway-Searle (COS)	TNA	Senior Project Manager	TNA

Mary Gledhill (MG)	TNA	Mark Davis (MD)	TNA
		Alison Webster (AWe)	TNA
		Departmental Security Officer	TNA
		Management Accountant	TNA

Apologies: None

			Action
1.0	**Minutes and Matters Arising**		
	The minutes of the previous meetings held on the 22nd January 2014 were reviewed and approved.		
2.0	**December Dashboard**		
2.1	Head of Corporate Planning and Risk Improvement Manager presented this item to the Executive Team.		
2.2	The Dashboard is a monthly reporting and monitoring mechanism for the Executive Team.		
2.3	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.		
2.4	Head of Corporate Planning and Risk Improvement Manager took the Executive Team through the 21 metrics covering the various areas of the organisation.		
2.5	It was noted that onsite document production was estimated to be 10% higher for 2013/2014 than 2012/2013. CB stated that the average document production time was impressive considering the high demand.		
2.6	CB acknowledged Service Continuity Manager and the team for work in maintaining the availability of key internal systems.		
2.7	**The Executive Team noted the content of the Dashboard.**		
2.8	**Finance and Procurement Report**		
2.9	AW and Management Accountant presented this item.		
2.10	AW explained that the December Financials were very close to the forecast and this confirmed the forecast had been good. AW took the Executive Team through the report.		
2.1	**The Executive Team noted the Finance and Procurement Report.**		
2.12	**9+3 Forecast**		
2.13	AW informed the Executive Team that the forecast demonstrated that The National Archives was making excellent progress towards achieving our financial goals for this financial year and to the CSR period in March 2015.		

2.14	Management Accountant then took the Executive Team through the various waterfall charts and highlighted key movements.	
2.15	AW passed on her thanks to all those that had engaged with the process and helped deliver this forecast the aim would be to increase further the engagement levels across the organisation.	
2.16	AW to present analysis on staffing, headcount and long term plans to the Executive Team.	**AW**
2.17	**The Executive Team noted the forecast.**	
2.18	**Q3 Procurement Savings Report**	
2.19	Senior Project Manager and MD reported on savings performance against targets.	
2.20	CB asked how realistic it was that we maintain savings performance against targets for 2014-2015.	
2.21	Senior Project Manager responded that there were a number of contract renewals still to be negotiated and if these came in the savings performance would be maintained.	
2.22	MD passed on thanks to colleagues for there help in achieving these savings.	
2.23	**Executive Team noted the report.**	
2.24	**Q3 Project Report**	
2.25	Senior Project Manager reviewed the Third Quarter project report with the Executive Team focusing on exceptions.	
2.26	Single Customer View project: DLT to contact ICT to advise on a) potential alternative solutions for delivering the event booking functionality and to advise on b) current issues related to the product upgrade.	**DLT**
2.27	Senior Project Manager informed the Executive Team that the close out report for the following projects had yet to be presented to the Executive Team the dates agreed were: • Home Guard lessons learned and key outputs to the Executive Team this financial year • Olympics move to 2014-2015 • Web Archiving this year • Resource Discovery move to 2014-2015 • Expert Participation move to 2014-2015	**AWe**
2.28	**The Executive Team noted the content of the report and thanked AWe and Senior Project Manager.**	

3.0	**Risk Workshop – next steps**	
3.1	Risk Management covers the processes involved in identifying, assessing and judging risks, assigning ownership, taking actions to reduce their likelihood or impact and monitoring and reviewing progress.	
3.2	The Strategic risk register is regularly reviewed by the Executive Team, Management Board and Audit Committee.	
3.3	Head of Corporate Planning and Risk Improvement Manager explained that as a follow up to the risk workshop held in January a session would be held at a forthcoming Executive Team meeting to: • Discuss and possible movement of strategic risk appetites • Discuss and possible redrafting of risk descriptions • Discus and enhance the process by which controls mitigate risk and impact on those risks • Discuss how we engage with the wider organisation	
3.4	CB advised that the outputs of this session would then be taken to Management Board in late March.	Head of Corporate Planning and Risk Improvement Manager
3.5	CB requested Head of Corporate Planning and Risk Improvement Manager distribute the Management Board risk appetites table to directors.	
3.6	**The Executive Team noted the planned approach.**	
4.0	**Cyber security Assessment**	
4.1	Departmental Security Officer explained that an assessment questionnaire had been received from Cabinet Office relating to Cyber Security awareness at Board level. A response had been drafted.	
4.2	After discussion of the draft response the Executive Team agreed some drafting changes.	
4.3	**The Executive Team agreed the response and thanked Departmental Security Officer.**	
5.0	**Any Other Business**	
5.1	COS advised that work had now begun on the pay remit and guidance 2014-2015.	
5.2	CT reported to the Executive Team that the Clore Foundation had received funding from the Museums, Libraries and Archives Council which had remained unused. It was agreed that The National Archives, as the successor body to the Museums, Libraries and Archives Council for the archives sector, would support the transfer of those funds to support additional opportunities for applicants from the sector to take part in the Clore Short courses. The Executive Team agreed the proposed approach and that an exchange of letters	

	with Clore will effect this.	
5.3	CT stated that the Legislation drafting tool Memorandum of Understanding was signed on 23 January 2014 by all partners involved.	
5.4	CB advised that Business cases sent to the Ministry of Justice needed to be thoroughly reviewed in regard to content especially strategic approach. The Executive Team discussed the on-going use of contractors.	
5.5	CB advised that further discussion was needed at Executive Team regarding future plans around contractors, vacancy management, and BAU / project work.	
5.6	**There being no further business, the meeting was closed.**	