

Minutes

Title: Executive Team Meeting
Date of Meeting: 7 January 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	Eva Zuckschwerdt (EZ – item 2)	TNA
Rachel Murphy (RM)	TNA	Research and Engagement Manager (item 2)	TNA
Caroline Ottaway-Searle (COS)	TNA	Marketing Manager (item 3)	TNA
		Marketing and Communications Coordinator (item 3)	TNA
		Alison Webster (AW – item 4)	TNA
		Strategic Business Change Manager (item 4)	TNA
		David Sawyer (DS – item 4)	TNA
		Valerie Johnson (VJ - item 5)	TNA
		Head of Knowledge and Information Management (item – 6)	TNA
		Data Protection Officer (item 6)	TNA
		Tom Gregan (TG - item – 7)	TNA
		Resource, Finance and Administration Manager(item 8)	TNA
		Juergen Vervoorst (item - 9)	TNA

Apologies: Mary Gledhill (MG)

		Action
1.0	<u>Minutes and Matters Arising</u>	
1.1	The minutes of the previous meeting held on the 17 December 2014 were reviewed and approved. There were no conflicts of interest declared.	
2.0	<u>The Information Assurance & Cyber Security Engagement Programme (IACSEP) Business case.</u>	
2.1	The Research and Engagement Manager outlined what the programme consisted of, updated the Executive Team on 2014 activity and outputs and sought a steer on options for the future ahead of a business case being drafted for Cabinet	

<p>2.2</p> <p>2.3</p> <p>2.4</p> <p>2.5</p> <p>2.6</p>	<p>Office.</p> <p>EZ noted that there was interest from private sector organisations in obtaining the training we provided.</p> <p>RM stated there was a large market for cyber training in the private sector.</p> <p>CB advised that there was a degree of uncertainty in funding levels right across the sector post general election.</p> <p>JJ suggested that Cabinet Office might wish to reduce the costs of the programme.</p> <p>Executive Team agreed that next year the programme would continue while alternative models were explored.</p>	
<p>3.0</p> <p>3.1</p> <p>3.2</p> <p>3.3</p> <p>3.4</p>	<p><u>Who Do You Think You Are? Live 2015</u></p> <p>The Marketing Manager outlined proposals to attend the Who Do You Think You Are? Live show between 16 and 18 April 2015 in Birmingham. The support of the Executive Team was sought.</p> <p>The Marketing Manager stated it was important to have adequate staff on hand to give advice.</p> <p>JJ advised of the importance of doing it well and resource would be provided to make this happen.</p> <p>The Executive Team supported the proposals.</p>	
<p>4.0</p> <p>4.1</p> <p>4.2</p> <p>4.3</p> <p>4.4</p> <p>4.5</p> <p>4.6</p> <p>4.7</p>	<p><u>Three Reviews – Terms of reference</u></p> <p>Now we have our strategic priorities for the next four years we are now in a position to undertake three reviews of areas of the business. This aims to ensure that resource is deployed efficiently to enable us to meet our goals.</p> <p>The Executive Team agreement was being sought on the terms of reference of the three reviews.</p> <p>AW outlined each in turn.</p> <p>JJ stated the need to demonstrate the review had no pre determined conclusions.</p> <p>RM said this would be a good opportunity to put in place Service Level Agreements.</p> <p>RM highlighted the importance of communicating these processes well with the rest of the organisation.</p> <p>CB to update staff on Narnia.</p>	<p>CB</p>

4.8	The Executive Team agreed the Terms of Reference.	
5.0	<u>Grants Panel</u>	
5.1	VJ outlined proposals to present a virtual exhibition on AHRC's Image Library which illustrates the discovery in Griqualand West, South Africa of diamonds in 1867. Executive Team support was being sort.	
5.2	VJ asked if although technically over the delegate limit could the Grants Panel have a greater degree of delegated authority where risk was minimal.	
5.3	JJ supported this suggestion.	
5.4	JJ informed the Executive Team that MG had requested clarification of a number of points. PJM to pass comments to proposal's author.	PJM
5.5	The Executive Team supported the proposal.	
6.0	<u>TNA's Digital Transfer Pilot: staff personal data</u>	
6.1	The Head of Knowledge and Information Management advised that the Executive Team was being asked to agree to the general principle that staff personal data should be transferred open in digital records of normal historical age, unless harm or distress is likely to be caused.	
6.2	The Head of Knowledge and Information Management outlined a pilot currently taking place.	
6.3	JJ noted that our policy may not necessarily need to be stated in terms and conditions of job contracts.	
6.4	The Executive Team noted the details of the pilot and agreed the principle.	
7.0	<u>Physical Document Storage 2015 and beyond</u>	
7.1	TG advised that Executive Team were asked to consider the possible options for maximising future storage space, recognise potential efficiencies and to endorse the recommended proposal.	
7.2	JJ said there was potential to create more space through palletising.	
7.3	TG updated the Executive Team on the on-going repository audit.	
7.4	<u>The Executive Team agreed with the proposals set out in the paper.</u>	
7.5	TG to liaise with Paul Davies and Clem Brohier to work up plans.	TG
8.0	<u>Executive Team – review of Terms of Reference</u>	
8.1	The Executive Team agreed the terms of reference last reviewed 19/11/14.	

9.0	<u>Loans and Exhibition Programme</u>	
9.1	The National Archives is fully committed to an international loan programme to reach as many new audiences as possible, recently demand has increased considerably. The Executive Team are asked for their support of the plan described in the paper.	
9.2	JJ noted the importance to our reputation of the programme operating smoothly. JJ stated he wished to be fully briefed on current and planned loans.	
9.3	Executive Team supported the proposal.	
10.0	<u>AOB</u>	
10.3	There being no further business the meeting was brought to a close.	

Minutes

Title: Executive Team Meeting
Date of Meeting: 21 January 2015
Location: Blue Room, 1st Floor, Kew
Attendees:

Clem Brohier (CB) Chair	TNA	Sam Whaley (SW)	TNA
Carol Tullo (CT)	TNA	Project Assistant - Minutes	TNA
Rachel Murphy (RM)	TNA	Julia Jones (JJo)	TNA
Mary Gledhill (MG)	TNA	Online managing editor	TNA
Valerie Johnson (VJ)	TNA	Medieval Records Specialist	TNA
		Strategic Business Change Manager	TNA
		Business Co-ordination Manager	TNA

Apologies: Jeff James (JJ), Caroline Ottaway-Searle (COS)

		Action
1.0	<u>Minutes and Matters Arising</u>	
1.1	The minutes of the previous meeting held on the 17 January 2015 were reviewed and approved. There were no conflicts of interest declared.	
2.0	<u>Records Transfer Report – Results and Publication</u>	

<p>2.1</p> <p>2.2</p> <p>2.3</p> <p>2.4</p> <p>2.5</p> <p>2.6</p>	<p>JJo and Online managing editor joined the meeting to present a new visualisation of the Records Transfer Report. The new functionality had been designed to provide more information, increased clarity and efficiency.</p> <p>Exec Team reviewed the Beta Test page and made a number of comments:</p> <p>It was noted that the presentation of LCIs had caused some confusion so agreed that an explanation of LCI's be included, together with a sentence confirming when the data shown had been collected. Additional suggestions were noted and will be taken on board.</p> <p>Going forward, the team will liaise with FCO and obtain their agreement to the way the information is shown, and work on incorporating the useful suggestions made, as well as looking at how to visualise all the departments together.</p> <p>JJo confirmed that JJ has seen the new version and had made some comments.</p> <p>CB thanked the team for their efforts, which had produced a potentially very clear and useful product.</p>	<p>SW/JJo/MD</p>
<p>3.0</p> <p>3.1</p> <p>3.2</p> <p>3.3</p> <p>3.4</p> <p>3.5</p>	<p><u>Grants Panel</u></p> <p>VJ outlined a proposal which had recently been considered by the Grants Panel, and was being referred to Exec Team as it was over the limit the Panel could approve.</p> <p>The project will involve a comprehensive study of how English colonialism in Ireland was financed, utilising some 1500 documents held at TNA.</p> <p>TNA has been asked to provide a letter of Support for the project and PD has been invited to join the project's International Advisory Board. In addition, high quality digital images will be required.</p> <p>The Panel had therefore approved the bid, but asked for Exec Team agreement.</p> <p>Exec Team endorsed the Panel's approval.</p>	
<p>4.0</p> <p>4.1</p> <p>4.2</p> <p>4.3</p>	<p><u>CRM Project Closure Report</u></p> <p>The Strategic Business Change Manager and The Business Co-ordination Manager joined the meeting to provide an update on the closure of the CRM project. Outstanding work is being transferred to Business as Usual.</p> <p>The Strategic Business Change Manager briefly outlined the project and explained the six main objectives. Overall the project had been successful but a number of lessons had been learned, and these were discussed.</p> <p>Exec Team acknowledged the difficulties which had been faced by the team, and agreed that in future, specific scope, more expertise and Exec Report leads should be considered.</p>	

4.4	Exec Team thanked The Strategic Business Change Manager and The Business Co-ordination Manager for their briefing and expressed appreciation of the efforts of the team to bring this project to a successful conclusion.	
4.5	RM to investigate virtual private network (VPN) use and report back.	RM
5.0	<u>Organisational Realignment</u>	
5.1	Exec Team discussed the progress of the transfer to the new structure. It was agreed that although clear communication was necessary, the varied pace of transfer was acceptable. Some practical constraints, such as leave authorisation, performance reviews, budgets etc will not be sensible to change until the year end and it was suggested that staff should be made aware of this and reassured that the transfer process was under way and progressing well.	
5.2	RM advised that she would be meeting all ICT staff to discuss the moves and changes in more detail.	
5.3	JJ to liaise with Internal Comms to produce a notice to staff.	JJ
5.4	MG and RM to meet with the TUS to discuss progress.	MG/RM
6.0	<u>Any Other Business</u>	
6.1	<p><u>Government Website for Election</u> CT advised Exec Team about a proposal by GDS to develop an official archive function as part of their website, post general election, for the transition of documents.</p> <p>It was agreed that a response should be given to a request for comments, and that efforts should be made to include TNA in any further discussions.</p> <p>JJ to be made aware of the situation.</p> <p>RM agreed to contact GDS with regard to establishing the best method for contact.</p> <p>CT to work with her team to produce a number of comments to cover any concerns and queries.</p>	RM CT
6.2	<p><u>Book Shop Sales</u> MG advised that Christmas Book Shop sales were up by 17% on last year.</p> <p>There being no further business, the meeting was closed.</p>	

Minutes

Title: Executive Team Meeting
Date of Meeting: 28 January 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	Caroline Kimbell (CK – item 2)	TNA
Rachel Murphy (RM)	TNA	Principal Records Specialist Manager (item 2)	TNA
Caroline Ottaway-Searle (COS)	TNA	Alec Mulinder (AM – item 3)	TNA
Mary Gledhill (MG)	TNA	ITIL Service Management Specialist (item 3)	TNA
Valerie Johnson (VJ)	TNA	Technology Service Desk Manager (item 3)	TNA
		Emma Bayne (EB – item 4)	TNA
		Mason Advisory Limited Representative 1 (item 4)	Mason Advisory Limited
		Mason Advisory Limited Representative 2 (item 4)	Mason Advisory Limited
		Mason Advisory Limited Representative 3 (SH - item 4)	Mason Advisory Limited
		Peter Brooker (PB - item 5)	TNA
		Alison Webster (AW – item 5)	TNA
		Jane Craigie-Payne (JCP – item 5)	TNA
		David Sawyer (DS – item 5)	TNA

Apologies: None.

		Action
1.0	<u>Minutes and Matters Arising</u>	
1.1	The minutes of the previous meeting held on the 21 January 2015 were reviewed and approved. There were no conflicts of interest declared.	
2.0	<u>Grants Panel</u>	
2.1	The Principal Records Specialist Manager and CK outlined proposals to research, sort, catalogue, index, conserve, rehouse and photograph papers of the High	

<p>2.2</p> <p>2.3</p> <p>2.4</p> <p>2.5</p> <p>2.6</p> <p>2.7</p> <p>2.8</p>	<p>Court of Admiralty Prize Papers (mostly in series HCA 30 and 32) in their entirety over a period of 11 years.</p> <p>Agreement was being sought for a letter of support.</p> <p>The project will employ cycles of early-career researchers from the 15 countries represented by the papers to research their own language content from captured ships' papers. This project was identified as a Priority Research Project in 2014.</p> <p>JJ noted that there were many other series of records that had not been sorted and priority must be given to those that support our strategic priorities.</p> <p>CT enquired if there was the potential to generate revenue?</p> <p>Given the age, fragility and (mostly non-English) content of the prize papers we don't think they would ever be developed as a traditional 'commercial opportunity' – however the opportunity to get the papers sorted, conserved and photographed as part of the proposed project may open up new opportunities, particular for PR / audience engagement.</p> <p>JJ highlighted the importance of estimating the costs correctly and of setting up correct reporting lines with the new Research and Collections directorate. VJ to investigate and discuss with the incoming permanent Head of ARK.</p> <p>The Executive Team supported a letter of support and noted detailed plans would need to be worked up and discussed before any further commitments are made.</p>	<p>VJ</p>
<p>3.0</p> <p>3.1</p> <p>3.2</p> <p>3.3</p> <p>3.4</p> <p>3.5</p> <p>3.6</p>	<p><u>ICT service improvements</u></p> <p>Since taking on the role of Interim Chief Technology Officer in autumn 2014 RM has reviewed the directorate and has now implemented service management as part of the second phase of improvements. The Executive Team was being asked to note progress.</p> <p>AM, the ITIL Service Management Specialist and the Technology Service Desk Manager explained Process Maturity Levels and how they have been improved through such developments as the establishment of a Service Desk function, implementation of standard process, training and implementing Service Level Agreements.</p> <p>AM stated that a key change was in the ability to capture data regarding incidents and requests in order to spot trends and find the root cause.</p> <p>RM advised that expectations on the level of Process Maturity Level attainable should be realistic as budgets are limited. A key aspect to improvement is a change in culture and engagement with the wider business.</p> <p>JJ said that we were, as customers, seeing changes and improvements.</p> <p>The Executive Team noted progress and thanked the team.</p>	

<p>4.0</p> <p>4.1</p> <p>4.2</p> <p>4.3</p> <p>4.4</p> <p>4.5</p> <p>4.6</p> <p>4.7</p> <p>4.8</p> <p>4.9</p>	<p><u>Tech re-boot: Strategy & Architecture</u></p> <p>Mason Advisory Limited has been engaged to undertake an independent review of ICT strategy and architecture for The National Archives.</p> <p>Mason Advisory Limited took the Executive Team through the reports' findings, key recommendations and proposed road map. Of the 204 IT applications 129 were business related and 62 were for IT support.</p> <p>RM highlighted the opportunity for consolidation of our applications portfolio.</p> <p>Mason Advisory Limited advised that the Technical Design Authority needed improvement and needed to be aligned with the developing ICT strategy in order to function optimally.</p> <p>EB said that the report will be of great use in helping to define our strategy going forward.</p> <p>MG stated the report helps clarify the current position and will help in planning our architectural strategy.</p> <p>EB stated that the full report was going through final Q&A and would then be sent to the Executive Team.</p> <p>JJ noted the importance of how we engage with the business and the need to use easily understandable wording in communications.</p> <p>The Executive Team noted the report.</p>	<p>EB</p>
<p>5.0</p> <p>5.1</p> <p>5.2</p> <p>5.3</p>	<p><u>Review of completed Expenditure Business Cases EBCs for 2015/16</u></p> <p>The Executive Team reviewed the draft Expenditure Business Cases (EBCs) for 2015/16 that would help drive forward our longer term Business Plans.</p> <p>At the meeting it was agreed which EBCs would go forward and the funding allocated to each.</p> <p>AW advised that the Executive Team will review the overall resourcing commitment of the portfolio of approved EBCs when it meets on 11th February. At that same meeting it will look at the first draft of Business Priorities for 2015-16 and beyond.</p>	
<p>6.0</p> <p>6.1</p>	<p><u>AOB</u></p> <p>There being no further business the meeting was brought to a close.</p>	