

Minutes

Title: Executive Team Meeting
Date of Meeting: 18 July 2012
Location: Blue Room, 1st Floor, Kew

Attendees:

Oliver Morley (Chair - OM)	TNA	Corporate Secretary (/– Minute taker)	TNA
Clem Brohier (CB)	TNA	Julia Stocken, Nancy Bell, Tom Gregan (JS/NB/TG – Item 2)	TNA
Mary Gledhill (MG)	TNA	Writer/Researcher (/ – Item 3)	TNA
Caroline Ottaway-Searle (COS)	TNA	Jackie Marfleet Principal Record Specialist Manager Education Manager, Principal Record Specialist(JM///– Item 4)	TNA
David Thomas (DT)	TNA	Amanda Spencer, Senior Project Manager (AS/ – Item 5)	TNA
Carol Tullo (CT)	TNA	Web Continuity Manager (TS – Item 6)	TNA

Apologies: Jeff James (JJ), Julie Lennard (JL)

		Action
1.0	Minutes and Matters Arising The minutes of 27 June were read and agreed.	
2.0	20 Year Rule Programme bi-monthly Update JS presented to the Executive Team an update on the 20 Year Rule Programme. She highlighted the areas where work has been completed, the next stage and how to mitigate against risks to the programme. A written ministerial statement announced the commencement of the transition to the 20 Year Rule in 2013. CT raised the option of reviving the plan for a senior engagement event in the autumn. There is a risk that there is limited awareness of all our activity and this will trigger some very clear and positive actions we have delivered. JS to prepare a paper detailing changes to the guideline for the Executive Team to review accordingly. The Executive Team gave their general support.	JS/CT
3.0	Update on Stakeholder Communications Grid Writer/Researcher presented a paper on the Stakeholder Communications Grid for the Executive Team to consider. He advised that the report presents data from the first two years of the grid's operation, trends in the types of communication used and the stakeholder groups addressed. Following on from discussion at Management Board it considers the current relationship between the grid and our Customer Relationship Management System (CRM) and sets out proposals for the future of the grid. The Executive Team commented on the report and agreed that the grid needs	

	<p>to be merged with the CRM System.</p> <p>a) Writer/Researcher to prepare an action plan to transfer content of grid to CRM System and report back to Executive Team by 26 September 2012.</p> <p>b) Dependent on outcome of action plan presented at September Executive Team meeting, Writer/Researcher to ensure merged CRM system is in place by end of December 2012.</p>	<p>Writer/Researcher</p> <p>Writer/Researcher</p>
<p>4.0</p>	<p>Grants Panel</p> <p>JM reported that the Grants Panel had met recently and approved three applications for the Executive Team to consider.</p> <p>Pauper Tales</p> <p>The first application is a proposal titled 'Pauper Tales'. The aim of this one year project is to promote digital archives and will work with eight local groups that will compile sixteen narratives using nineteenthth Century welfare, other archives, and Poor Law material from The National Archives. These scripts and foot noted narratives will be hosted and on website. The scripts will be offered for radio production and also performed and filmed to be uploaded to YouTube.</p> <p>Principal Record Specialist Manager, outlined The National Archives role in the project, the benefits to be obtained, the timeline, and advised there would be no financial commitment from The National Archives.</p> <p>The Executive Team gave their approval for the proposal</p>	
<p>4.1</p>	<p>Mapping the Blitz Bomb Census: Stepping into Time</p> <p>The second application is a proposal titled Mapping the Blitz Bomb: stepping into time, it brings to life maps that mark out the location of fallings bombs during the London Blitz in the Second World War. The project will digitise and georeference selected Bomb Census survey maps held at The National Archives and produce interactive mapping and mobile mapping applications.</p> <p>Principal Record Specialist outlined The National Archives role in the project, the benefits to be obtained and the minimal commitment of staff time.</p> <p>The Executive Team gave their approval for the proposal.</p>	
<p>4.2</p>	<p>Special Needs Programme</p> <p>The third application is a proposal to set up a Special Educational Needs Programme (SEN) of education workshops. The aim of the 3 year phased project is to set up a SEN programme of education workshops and share the emerging best practice with other archive services, publish materials on education website and establish contacts with a wider range of SEN schools. Funding will be sourced externally for both the programme and a part time Special School Services Manager.</p> <p>The Executive Team agreed in principle with the proposal.</p>	
<p>5.0</p>	<p>Corporate Thin Client</p> <p>AS presented a paper on Corporate Thin Client for the Executive Team to consider. She advised the Thin Client technology has been piloted in the Public Reading Rooms. The report details challenges encountered in rolling out Thin Client to the corporate network and actions being taken as part of the infrastructure upgrade</p>	

	<p>2012-13 project.</p> <p>AS asked for Executive Team approval to change the scope for both projects. They proposed merging the Thin Client project and budget with the Upgrade project as there are interdependencies between both projects</p> <p>The Executive Team agreed with the recommendation to merge the two projects and budgets.</p> <p>AS / Senior Project Manager to merge the investment bids for the two projects together.</p>	AS/Senior Project Manager
6.0	<p>Takedown Panel</p> <p>DT reported that the Takedown Panel had met recently and advised that a catalogue entry has been temporarily redacted and the record is closed pending a final decision from the Executive Team.</p> <p>Web Continuity Manager put forward three options for the Executive Team to consider for this particular case.</p> <p>The Executive Team agreed on option one for the catalogue entry to be reinstated.</p>	
7.0	<p>Any Other Business</p> <p><u>Master of the Rolls:</u> Lord Neuberger has been appointed as the new President of the Supreme Court.</p> <p><u>Subscription to the Whitehall and Industry Group (WIG):</u> CT flagged that Information Policy and Services had taken out a corporate subscription to the Whitehall and Industry Group. The Business Coordination team will circulate lists and notices.</p> <p><u>Executive Report Workshop:</u> To be postponed and workshop to be held in September as part of the Culture Programme. Corporate Secretary to put item on agenda for future Executive Team meeting.</p> <p>COS to send out a meeting request to block diaries.</p> <p><u>Alumni Programme:</u> COS advised invitations have been sent out to the alumni community to participate in discussions in August.</p>	<p>Corporate Secretary</p> <p>COS</p>
	<p>Cascade:</p> <ul style="list-style-type: none"> • 20 Year Rule Programme – Looked at progress to date and written ministerial statement, looking for solutions for future preparation of sector records for information transparency. • Stakeholder Comms Grid – Planning for complete migration of the grid to Customer Relationship Management System (CRM). • Grants Panel – Reviewed and approved three applications. • Corporate Thin Client – Reviewed Thin Client and Infrastructure Upgrade projects and will put more emphasis on integrating the two programmes. 	
	There being no further business, the meeting was closed.	

Minutes

Title: Executive Team Meeting
Date of Meeting: 25 July 2012
Location: Blue Room, 1st Floor, Kew

Attendees:

Oliver Morley (Chair - OM)	TNA	Corporate Secretary (/– Minute taker)	TNA
Clem Brohier (CB)	TNA	Julie Lennard (JL)	TNA
Mary Gledhill (MG)	TNA	Peter Brooker (PB - Item 2)	TNA
Jeff James (JJ)	TNA		
Caroline Ottaway-Searle (COS)	TNA		
David Thomas (DT)	TNA		

Apologies: Carol Tullo (CT)

		Action
1.0	<p>Minutes and Matters Arising</p> <p>The minutes of 18 July were read and agreed.</p> <p><u>Item 2.0 20 Year Rule Programme bi-monthly Update</u> CT raised the option of reviving the plan for a senior engagement event in the autumn.</p> <p>JS to prepare a paper detailing changes to the existing guidance on record preparation for the Executive Team to review accordingly.</p> <p>Update 25/7/12: JS to forward paper to Executive Team via write round</p>	JS/CT
2.0	<p>Strategic Risk Register</p> <p>PB presented the Strategic Risk Register (SRR) to the Executive Team as part of the quarterly review. He advised that as a result of feedback received from the Marketing and Communication team the format has been reconfigured to make it more user friendly and easier to read.</p> <p>The Executive Team reviewed the SRR and gave their comments.</p>	
3.0	<p>Knowledge Transfer Partnership Scheme</p> <p>This item was deferred and will be brought back at a future Executive Team meeting.</p>	
4.0	<p>Trial Scheme on Buying and Selling Annual Leave</p> <p>COS presented a paper detailing the results of the trial of a Buying and Selling Annual Leave Scheme. She advised that a trial was conducted for one month in May to give staff the option to buy or sell two and half days of their annual leave as a perk.</p> <p>Following a discussion with CB and the Finance Team COS put forward a recommendation to offer staff the opportunity to buy or sell up to three days annual leave per annum.</p> <p>The Executive Team commented on and approved the scheme.</p>	

5.0	<p>Any Other Business</p> <p><u>The National Archives Bursary Scheme:</u> DT/COS advised that two students have been awarded a Diversity Education Bursary.</p> <p><u>Clore Fellowship:</u> Executive Team noted that Head of Editorial Team was successful in her application and conveyed their congratulations.</p>	
	<p>Cascade:</p> <ul style="list-style-type: none"> • Strategic Risk Register (SRR): Adjustments made to SRR. • Trial scheme on buying and selling annual leave: Agreed trial scheme will be fully implemented. • The National Archives' Diversity Education Bursary: Bursaries have been awarded to two candidates. 	
	<p>There being no further business, the meeting was closed.</p>	