

Protect

Minutes

Title: Executive Team Meeting
Date of Meeting: 5 June 2013
Location: Blue Room, First Floor, Kew
Attendees:

Oliver Morley (OM - Chair)	TNA	[PA to Director] (minutes)	TNA
Clem Brohier (CB)	TNA	Julia Stocken (JS)	TNA
Jeff James (JJ)	TNA	Alison Webster (AW)	TNA
Caroline Ottaway-Searle (COS)	TNA	[20 Year Programme Manager]	TNA
Mary Gledhill (MG)	TNA	Caroline Kimbell (CK)	TNA
David Thomas (DLT)	TNA	Amanda Spencer (AS)	TNA

Apologies: Carol Tullo (CT)

		Action
1.0	<p><u>Minutes and Matters Arising</u></p> <p><i>The minutes of the previous meetings held on 29 May 2013 were reviewed and approved by the Executive Team.</i></p>	
2.0	<p><u>20 YR Rule Closure Report</u></p> <p>Phase 1 of the 20 Year project is now closed as all project objectives and deliverables have been met. The improved processes to support the 20-year rule for central government (Phase 1) have been adopted into business as usual. The Project Closure Report notes the benefits and success factors which have been fully achieved. For benefits and success factors which have yet to be achieved, these will be reported on by JS at the end of 2013/14</p> <p>JS thanked [Project Manager] for her work on the process analysis and AW for her project assurance role.</p> <p>JS highlighted the development of the series level time plan which ensures there are clear gateways for management of selection and transfer of records from other government departments</p> <p>A full review was under taken of all guidance to other government departments, to simplify and ensure a clear and consistent message.</p> <p>By using streamlined procedures Information Management and Practice have been able to accept a much greater number of transfers without increasing headcount. The Records Transfer return had enabled some Government departments to seek additional internal funding to reduce any backlogs of records.</p>	

	<p>Praise was given to [Transfer and Accessions Manager] for driving forward the new Standards and Processes in Information Management and Planning.</p> <p>When CT signs off the lessons learned report, this will come to Exec team for review. OM thanked Information Management and Practice and the Project team.</p>	JS
3.0	<p><u>1939 Register : Update</u></p> <p>MG introduced AW and CK who confirmed that a paper on the digitisation of the 1939 Register had been presented to the Advisory Council.</p> <p>It was agreed that we should continue with the project as proposed in the updated paper.</p> <p>OM reiterated that data protection (personal details of living individuals) should be at the centre of every digitisation project and appropriate and adequate protections should be in place.</p> <p>Following recent staff changes DLT commented that we should seek to strengthen our expertise internally in this area.</p> <p>OM requested that the paper should be updated to reinforce this message.</p> <p>Update 19/06/13: OM requested a standardised checklist template be filled in for all new projects covering information rights / data protection / FOI / legal issues.</p>	<p>done</p> <p>AW</p>
4.0	<p><u>Update on Recent Telephone Outage</u></p> <p>On Sunday 26th May 2013 The National Archives experienced an outage with its telephone connectivity AS presented the paper.</p> <p>JJ suggested that we should seek an upgrade of our support package rather than compensation. DLT wrote a formal letter to the supplier and we are waiting for a formal response.</p> <p>Letter received from supplier acknowledging their fault.</p> <p>AS suggested we explore the costs associated with an upgrade and will look into stats on telephony usage to inform decisions around telephony as part of the network project.</p> <p>JJ's final observation was that if we had a similar issue in the future, we might want to step back collectively, and in particular, in public services and not jump into technical solutions. Instead establish first what level of service is necessary during the outage.</p>	
5.0	<p><u>Other Business</u></p> <p>COS informed the team that she will send round the People Plan for final comments.</p> <p>OM gave an update about the upcoming Executive reports workshop. Because we</p>	done

<p>are still in discussion with Treasury, the meeting will be shorter than originally planned.</p> <p>Once we have a clearer picture of 2015-16, we will revisit our public task work and there will be a series of workshops with Executive reports over the summer to reassess what we need. This will also be a good time to look at the structure of the Executive reports group</p> <p>OM informed the team that Catherine Lee is now the acting Director General at MoJ and his new line manager.</p> <p>There being no other business OM brought the meeting to a close.</p>	
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Minutes

Title: Executive Team Meeting
Date of Meeting: 19 June 2013
Location: Blue Room, First Floor, Kew
Attendees:

Oliver Morley (OM - Chair)	TNA	Patrick Mallett (PJM – minutes)	TNA
Clem Brohier (CB)	TNA	Paul Davies (PD)	TNA
David Thomas (DLT)	TNA	Mark Davis (MD)	TNA
Carol Tullo (CT)	TNA	[Management Accountant]	TNA
Mary Gledhill (MG)	TNA	[Senior Project Manager]	TNA
		[Programme Support Office Manager]	TNA
		[Senior Manager - Collections Knowledge Team]	TNA
		[IT Service Delivery]	TNA
		[Human Resources Manager – Operations]	TNA

Apologies: Caroline Ottaway-Searle (COS)

		Action
1.0	<u>Minutes and Matters Arising</u> <i>The minutes of the previous meetings held on 5 June 2013 were reviewed and approved by the Executive Team.</i>	
2.0	<u>FM services and contract extension negotiations</u>	

	<p>CB introduced PD and MD. It was explained that plans for contract extension negotiations had previously been outlined to the Executive team in November 2012 and a series of actions were agreed at that meeting. The approach was to re-negotiate with Bouygues to deliver a saving and improved performance.</p> <p>OM thanked PD and MD stating a good and pragmatic approach had been adopted that had produced savings above target.</p>	
3.0	<p><u>Finance and Procurement Report</u></p> <p>CB introduced [Senior Project Manager] and [Management Accountant] and explained that a new format had been adopted.</p> <p>OM highlighted issues around falling headcount under high turnover and retention stating that an element of stability was necessary. Due to the length of time recruitment could take OM requested that a robust approach be taken regarding the negotiation of notice periods.</p> <p>OM to discuss with COS issues around headcount and recruitment and to look at the potential for increasing the resource available to the recruitment team to aid capacity. Update 26/06/13: DONE</p> <p>CB to look at the possibility of providing Cabinet Office with a case study.</p> <p>OM thanked [Management Accountant], [Senior Project Manager] and CB for the positive report.</p>	<p>ALL</p> <p>OM / COS</p> <p>CB</p>
4.0	<p><u>Corporate Dashboard</u></p> <p>CB introduced [Programme Support Office Manager] to the Executive Team. [Programme Support Office Manager] went on to run through the metrics on the dashboard for May.</p> <p>OM requested the metric on web continuity to be changed from being shown as 1,433,023,779 to 1.43 million in order for it to be more easily read and interpreted.</p> <p>Sustainable development: intervening years to be removed leaving 2009/2010 and current providing easier comparison of current levels to the baseline year.</p> <p>Gazettes: The planned quarterly metric not to be instigated as the Gazettes contract stipulates an annual report is generated and this will be sent to The Executive Team.</p> <p>The Executive team noted the report and OM thanked PB.</p>	<p>[Programme Support Office Manager]</p> <p>[Programme Support Office Manager] / CT</p>
5.0	<p><u>London 2012: BAU and Legacy</u></p> <p>CT introduced [Senior Manager - Collections Knowledge Team] and [IT Service Delivery]. [Senior Manager - Collections Knowledge Team] explained that with the move of the Olympic transfer project to business as usual it was now necessary to</p>	

	<p>put in place a timetable, governance structure and highlight key stakeholders from The National Archives.</p> <p>OM asked that the 26/27 July 2013 date should be the date to launch communications around the Olympic record that we now hold.</p> <p>[IT Service Delivery] stated that an amount of taped material needed to be transferred to digitally archivable format, costs for this needed to be estimated. [IT Service Delivery] to look at feasibility of using external facilities to view tapes and estimate costs.</p> <p>The Executive Team agreed the proposals outlined in the report and thanked [Senior Manager - Collections Knowledge Team] and [IT Service Delivery] and all the team behind the project.</p>	<p>MG</p> <p>[IT Service Delivery].</p>
<p>6.0</p>	<p><u>Audit Recommendation: Accountability Statement</u></p> <p>CB introduced [Programme Support Office Manager] who explained that the following audit recommendations were to be looked at and agreement was sought from the Executive Team:</p> <ol style="list-style-type: none"> 1. The extent to which outputs from the accountability process should be more widely shared and used as a prompt for remedial action (Recommendation 3.1.4; copies spreadsheets showing the 2012-13 year-end position, as presented to the May Audit Committee, are attached for information) 2. The regularity of future accountability reporting (Suggestion 3.1.5) 3. Changes to the statement format (Recommendation 3.1.3; a copy of the 2012-13 template appears below for reference) <p>DLT raised concerns that the risk register was not always the driver for change in the organisation that it should be</p> <p>DLT to look at inviting an external individual in to facilitate a robust discussion around risk management best practice (Whitehall Industry Group could provide this role).</p> <p>In order to provide an assurance to OM, as accounting officer, that the reporting process had a high level of integrity and accuracy and captured risks fully a new process was to be put in place. Once the report was produced OM to select a random 3 departments across the organisation and review the accuracy and detail in those reports. The selected departments would be rotated so that over time all areas would be covered.</p> <p>After a discussion it was agreed that the reporting would move from a quarterly to a bi-annually basis after the next planned report in September 2013.</p> <p>OM thanked PB.</p>	<p>DLT</p> <p>[Programme Support Office Manager] / OM</p> <p>[Programme Support Office Manager]</p>
<p>7.0</p>	<p><u>Review of Leave Arrangements</u></p>	

	<p>[Human Resources Manager – Operations] explained that the proposal was to move the leave year (currently running from January to December) so it would be the same as the financial Year (April through to March).</p> <p>CB informed the Executive Team that this would have significant benefits from an accounting perspective but would not affect staff's leave allowance at all.</p> <p>[Human Resources Manager – Operations] suggested that work needed to be carried out on the online leave system so as to have confidence in it before beginning the changes. The next leave year would therefore run from 1st January 2014 to 31st March 2015 and then from 1st April 2015 the new approach would be in place.</p> <p>The Executive Team agreed the proposal and thanked [Human Resources Manager – Operations].</p>	
8.0	<p><u>AOB</u></p> <ul style="list-style-type: none"> • CT flagged the practical implications and approach in resourcing and supporting FCO and their work on Migrated Archives. • CT reported that the Governments response to The Shakespeare Review, Administrative Data Task Force report and the Information Economy Strategy had been published. • CT noted continuing discussions to identify how the National Archives and The Royal Coroner's records are reviewed. This also provides the opportunity for a review of repository storage as part of the thinking. • CT stated that Cabinet Office was publishing (21/6) a list of all those public bodies providing services currently for the Scottish government as part of the information gathering relating to referendum preparations. • DLT informed that there were now new rules relating to the storage of personal information from the Office of the Government SIROs and approval was needed. <p>There being no other business the meeting was brought to a close.</p>	

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Minutes

Title: Executive Team Meeting
Date of Meeting: 26 June 2013
Location: Blue Room, First Floor, Kew
Attendees:

Oliver Morley (OM - Chair)	TNA	Patrick Mallett (PJM – minutes)	TNA
Clem Brohier (CB)	TNA	Julie Lennard (JL)	TNA
David Thomas (DLT)	TNA	[Online Managing Editor]	TNA
Carol Tullo (CT)	TNA	[Head of Web Team]	TNA
Mary Gledhill (MG)	TNA	Valerie Johnson (VJ)	TNA
Caroline Ottaway-Searle (COS)	TNA	[Records Specialist – Medieval]	TNA
		[Principal Record Specialist Manager - Modern Domestic]	TNA
		[Resourcing & Organisational Development Manager]	TNA
		[Senior Project Manager]	TNA
		Alison Webster (AS)	TNA

Apologies: None

		Action
1.0	<p><u>Minutes and Matters Arising</u></p> <p><i>The minutes of the previous meetings held on 19 June 2013 were reviewed and approved by the Executive Team, subject to the requested changes being made.</i></p>	
2.0	<p><u>Website: the redesign</u></p> <p>DLT informed the Executive Team of the ongoing work being carried out to redesign The National Archives website. Three alternative designs had now been produced in house by members of the Web team and the Executive Team would be shown these three designs on various electronic devices and their opinion sought on which one was the most favoured.</p> <p>DLT introduced members of the Web team present in conference room L where the electronic devices were displaying the three contrasting website designs.</p> <p>[Head of Web Team] explained that four years had passed since the site was designed and the time was right for a new user experience. Designing in-house and using open source software products would result in substantial cost savings.</p> <p>The brief had been to produce a rich, responsive and reliable user experience with a consistent visual language whilst retaining flair and personality. Users of the website stayed on average for nine minutes so this portal was of great importance to the conversation between The National Archives and its users. The experience needed to be distinctive and straight forward.</p> <p>The Executive Team reviewed the three designs in turn, on laptops, tablets and mobile phones as [Head of Web Team] talked them through the thinking behind each concept.</p> <p>OM requested MG prepare a Narnia communications story explaining the three designs and the selected design.</p> <p>Update 03/07/13: Internal communications are working on an update to the project</p>	MG

	<p>page on Narnia and a story for Talk magazine .</p> <p>After a discussion it was decided by the Executive Team that option A should be developed, with specific elements of the other designs incorporated. OM praised the terrific work that had gone into all three excellent designs and thanked all those involved.</p>	
<p>3.0</p>	<p><u>Project Governance and reporting arrangements</u></p> <p>CB introduced Senior Project Manager and AW. The Executive Team were being asked to review and agree the governance model for 2013-2014.</p> <p>The document distributed to The Executive Team showed:</p> <ul style="list-style-type: none"> • Project category • Name and design • Directorate • Project end date • The various aspects of governance controls being applied to individual projects. <p>AW then explained that a Project Governance Board had been formed that provided linkage to all 31 projects. This provided a high level overview of all projects and the facility to act as a critical friend and endeavour to provide the most positive outputs from the projects.</p> <p>CT stated that this high level view increased knowledge of what projects were underway for managers across the organisation, allowing a more joined up approach.</p> <p>AW requested PJM distribute the terms of reference to the team. Update 27/06/13: Done Update 03/07/13: AW to make alterations to TOR</p> <p>OM requested that AW return to an Executive Team meeting in approximately 6 months time in order to give an update.</p> <p>OM reiterated the need monitor projects as they progressed / drew to a close in deciding if a lessons learned paper was necessary.</p> <p>CT requested a small number of stylistic changes to sections of the report.</p> <p>The Executive team supported the planned approach and OM thanked [Senior Project Manager] and AW.</p>	<p>PJM</p> <p>AW</p> <p>AW</p> <p>DA</p>
<p>4.0</p>	<p><u>Grants Panel</u></p> <p>DLT introduced VJ, [Principal Record Specialist Manager - Modern Domestic] and [Records Specialist – Medieval]. 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.</p>	

	<p><u>Project name: Models of Authority</u></p> <p>This project looks at the development of government from the 12th century, and the role charters played in the changes. It will focus on Scottish charters with English charters providing vital context.</p> <p>VJ explained that after discussion at GASP the proposal was passed unanimously.</p> <p>MG requested that [Records Specialist – Medieval] clarify the financial cost, in particular the costs associated with the exhibition.</p> <p>OM highlighted the fact that of 700 documents only 8 were held by The National Archives and stated that the exhibition must appeal to an audience here.</p> <p>The Executive Team approved the proposal.</p> <p><u>Project name: The English Reform Movement of 1816-1817</u></p> <p>This project in partnership with two universities looks at the national reform campaign 1816-1817. It aims to improve catalogue descriptions, for an account to be written of the historic events and papers given at academic and public events. If successful more material could be looked at and access improved through greater digitisation / catalogue improvements.</p> <p>VJ explained that at GASP the proposal was agreed unanimously.</p> <p>The Executive Team approved the application.</p>	
<p>5.0</p>	<p><u>Talent / Succession / Retention</u></p> <p>COS explained that with staff turnover on the rise it was now a prudent time to have a discussion around the issues of Talent / Succession / Retention.</p> <p>A discussion was had around the possibility of using a more formalised approach in dealing with the identification of talent and improving retention levels.</p> <p>The Executive Team agreed that this had been a very useful discussion to have and that this needed to be kept under review as Civil Service Reform Plan continues.</p> <p>[Resourcing & Organisational Development Manager] to provide a story for Narnia in the run up to next year’s performance review cycle outlining the outcomes of the performance review marking appeals.</p> <p>OM thanked [Resourcing & Organisational Development Manager].</p>	
<p>6.0</p>	<p><u>AOB</u></p> <ul style="list-style-type: none"> • Industrial Action: COS stated PCS would take action short of a strike from 1/7 to end of August. Main effect overtime. • House of Lords: JL explained a debate was tabled for 10 July. • Annual Report: Secretary of State signed it off and it has now gone to print. 	

	There being no other business the meeting was drawn to a close.	
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