

Minutes

Title: Executive Team Meeting
Date of Meeting: 6 March 2013
Location: Blue Room, First Floor, Kew
Attendees:

Oliver Morley (OM – Chair)	TNA	[Corporate Secretary] (minutes)	TNA
Clem Brohier (CB)	TNA	Julie Lennard (JL)	TNA
David Thomas (DT)	TNA	[Web Continuity Manager]	TNA
Caroline Ottaway-Searle (COS)	TNA	[Research & Policy Manager]	TNA
Jeff James (JJ)	TNA	[Research & Grants Advisor]	TNA
Carol Tullo (CT)	TNA	[Head of Collection Care]	TNA
Mary Gledhill (MG)	TNA	[Head of Education & Outreach]	TNA
		[Strategic Business Change Manager]	TNA
		[HR Officer]	TNA
		[HR Manager]	TNA
		[Internal Communications Manager]	TNA
		[Senior Project Manager]	TNA
		[Marketing Manager]	TNA

Apologies: None

		Action
1.0	<p><u>Minutes and Matters Arising</u></p> <p>The minutes of the previous meetings held on 20 February 2013 were reviewed and approved by the Executive Team.</p> <p><u>13/02/13: (item 5) Catering Presentation:</u> OM stated that the breakdown of costs for the project should be clearly shown.</p> <p>Plans for changes in the provision of catering facilities were looked at, communications to staff to follow shortly.</p>	JJ
2.0	<p><u>Social Media: Copyright Issues</u></p> <p>DLT introduced [Web Continuity Manager] who explained that the project had been running since April 2011 and could now become business as usual. Content generated by Government Departments was now being captured and effective access can be provided.</p> <p>He explained that we currently adhere to guidelines provided by You Tube, Twitter and Flickr</p>	

	<p>OM stated that tweets should be captured from Ministers attending Cabinet while they are in post.</p> <p>It was agreed by the Executive Team that a policy statement on our use of social media should be produced, and then this should be published to make clear our position.</p> <p>[Web Continuity Manager] explained that the amount of material in the web archive that belongs to third party organisations or private individuals is being assessed, once this review has been undertaken and advice sought the issue will be brought back to the Executive Team for guidance.</p> <p>The Executive Team thanked [Web Continuity Manager] for the update and noted the current position.</p>	
<p>3.0</p>	<p><u>Grants Panel</u></p> <p>DLT introduced [Research & Policy Manager], [Head of Collection Care] and [Head of Education & Outreach] to the Executive Team.</p> <p>[Head of Collection Care] gave a brief outline of the Sharing and Preserving Designs application and informed the team it had been passed by the Grants Panel.</p> <p>The Executive Team supported the proposal and thanked [Head of Collection Care].</p> <p>[Head of Education & Outreach] outlined the Global Income Inequality 1880-1960 project. AP explained that the approach taken had been proved to work on a previous project with the University of Sussex. The proposal had been passed by Grants Panel.</p> <p>The Executive Team approved the proposal and thanked [Head of Education & Outreach].</p>	
<p>4.0</p>	<p><u>Gazettes: Lessons Learnt Report</u></p> <p>CT introduced [Strategic Business Change Manager] who explained that overall the award of Gazettes Contract project had been a success and a number of complex challenges had been overcome.</p> <p>The highlights from the Review and 5 key recommendations made were summarised.</p> <p>After a brief discussion OM stated that the project had been an excellent success and thanked all involved for their hard work.</p> <p>OM requested that once a check had been made for commercially sensitive content the report should be published on the intranet to facilitate the sharing of knowledge and good practice.</p> <p>OM asked that in future, where possible, the End of Project Closure Report should be tabled together with the Lessons Learned Report in order to have visibility of the financials.</p>	<p>DB</p> <p>All</p>

	<p>The Executive Team noted the content of the Report and thanked [Strategic Business Change Manager].</p>	
<p>5.0</p>	<p><u>Staff Survey: Action Plan</u></p> <p>COS introduced [HR Advisor], [HR Manager] and [Internal Communications Manager] and explained this Action Plan had been drawn up in response to the results of the staff survey. This year a more visible and explicit approach was being adopted in order to better engage with staff across the organisation.</p> <p>[HR Advisor] informed the team of work already done and that the key areas being focused on were:</p> <ul style="list-style-type: none"> • Learning and Development • Leadership and Managing Change • My Line Manager • Pay and Benefits <p>OM highlighted the need for plans to be communicated effectively in order to provide real impacts.</p> <p>The Executive Team thanked [HR Advisor], [HR Manager] and [Internal Communications Manager] for the update and the work invested thus far.</p>	
<p>6.0</p>	<p><u>Projects Update: 2012-2013</u></p> <p>The Executive Team welcomed [Senior Project Manager] who gave an update on the status of projects that were amber in status.</p> <p>Infrastructure Upgrade had had no significant change and resource issues continued to be addressed.</p> <p>[Senior Project Manager] explained that all WO 95 scanning had been completed and three quarters of quality assurance had been conducted.</p> <p>CBD Income Generation, a bookshop platform supplier contract is ready for signing and good progress is being made on finding an image library contract supplier.</p> <p>OM thanked [Senior Project Manager] for the Update.</p>	
<p>7.0</p>	<p><u>Who Do You Think You Are Live</u></p> <p>MG introduced [Marketing Manager] who explained that this year we had had a physical presence at the recent event for the first time since having a stall between 2007 and 2009.</p> <p>[Marketing Manager] informed the team that the approach taken this year was to provide a series of themed talks in the talks theatre and have a number of record experts on hand to answer questions. While the talks were well received and covered a range of subject areas, having no physical stand had caused some confusion to the public.</p>	

	<p>After a brief discussion around the approach to use in the future it was decided that [Marketing Manager] come back to the Executive Team once a number of options had been investigated.</p> <p>The Executive Team thanked [Marketing Manager].</p>	
8.0	<p><u>Other Business</u></p> <p>JJ informed the team that a tree would be planted in memory of a former staff member on Tuesday 12 March in the Pocket Park.</p> <p>DLT explained that Home Office had requested we archive a considerable amount of video from the Hillsborough Inquiry.</p> <p>DLT informed the team that outstanding issues with Discovery were being addressed and once OM had evidence all issues had been dealt with the Catalogue would be closed.</p>	

Minutes

Title: Extra Executive Team Meeting: Budget 2013 - 2014

Date of Meeting: 15 March 2013

Location: Blue Room, First Floor, Kew

Attendees:

Oliver Morley (OM – Chair)	TNA	[Corporate Secretary] (minutes)	TNA
Clem Brohier (CB)	TNA	[Head of Financial Planning & Analysis]	TNA
David Thomas (DT)	TNA		
Caroline Ottaway-Searle (COS)	TNA		
Jeff James (JJ)	TNA		
Carol Tullo (CT)	TNA		
Mary Gledhill (MG)	TNA		

Apologies: None

		Action
1.0	<p><u>Minutes and Matters Arising</u></p> <p>The minutes of the previous meeting are to be reviewed at the next full Executive Team meeting to be held on Wednesday 20 March.</p>	
2.0	<p><u>The National Archives Budget 2013 - 2014</u></p> <p>CB welcomed [Head of Financial Planning & Analysis] to the Executive Team meeting. CB thanked Directors and Heads of Department for their participation in this budget exercise which had resulted in a sound proposal for the allocation of financial resources for 2013/14.</p> <p>It was noted that the 13-14 Treasury settlement included the 1% cut in funding that was agreed following the Chancellor's 2012 autumn statement and a further 1% reduction that was communicated as part of the 2013 spring budget</p> <p>CB emphasised: the importance of the need to grow contribution from revenue generating activities; continuing the controls on headcount; continuing to seek increasingly better value from suppliers and ensuring that investment expenditure is carefully targeted and benefits are realised.</p> <p>The Executive Team reviewed the budget at Directorate level. The key lines within business as usual and investment expenditure were identified and discussed.</p> <p>The Executive Team agreed The National Archives Budget 2013 – 2014.</p> <p>OM thanked CB, [Head of Financial Planning & Analysis] and the team for all</p>	

	their hard work in producing an excellent Budget.	
3.0	<u>Other Business</u> OM informed the Executive Team that he had been invited to give evidence to the Justice Committee on 4 June 2013. There being no other business the meeting was drawn to a close.	

Minutes

Title: Executive Team Meeting
Date of Meeting: 20 March 2013
Location: Blue Room, First Floor, Kew
Attendees:

Oliver Morley (OM – Chair)	TNA	[Corporate Secretary] (minutes)	TNA
Clem Brohier (CB)	TNA	[Internal Communications Manager]	TNA
David Thomas (DT)	TNA	[Strategic Business Change Manager]	TNA
Caroline Ottaway-Searle (COS)	TNA	[Project & Systems Support Engineer]	TNA
Mary Gledhill (MG)	TNA	[Internal Communications Officer]	TNA
		[Programme Support Manager]	TNA
		[Corporate Planning Manager]	TNA
		[Head of Financial Planning & Analysis]	TNA
		[Deputy Corporate Planning & Transparency Manager]	TNA
		[Head of Licensing]	TNA

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

		Action
1.0	<p><u>Minutes and Matters Arising</u></p> <p>The minutes of the previous meetings held on 6 March 2013 were reviewed and approved by the Executive Team.</p> <p><u>13/02/13: (item 5) Catering Presentation:</u> OM stated that the breakdown of costs for the project should be clearly shown.</p> <p><u>06/03/13: (item 7) Who Do You Think You Are Live:</u> SL to bring a paper on the proposed 2014 event nearer the time.</p>	SL
2.0	<p><u>Intranet Refresh: An Update</u></p> <p>COS introduced [Strategic Business Change Manager], [Internal Communications Manager] and [Internal Communications Officer], and explained that this project is one of the workstreams of the Culture Project 2012/2013 and aimed to refresh the design and navigation of the intranet in order to improve access and improve usage.</p> <p>Executive Team noted that there had been widespread consultation with staff across the organisation on what they liked and did not like. Once this information was acquired the team went on to redesign the intranet bringing to the fore those areas used most often by staff.</p>	

	<p>A demonstration of the new product was then given to the Executive Team and a number of key changes were demonstrated. Nabuzz would be replaced by a discussion forum.</p> <p>[Internal Communications Manager] explained that old content was proving a hindrance and therefore in order to maintain users trust in the integrity of content all content over 2 years old would be removed. Furthermore staff would be actively encouraged to keep updating content.</p> <p>OM requested that the team look into ways to increase the visibility of Senior Management on the intranet.</p> <p>The Executive Team thanked the Refresh team for their hard work and commented on an impressive product.</p>	DB
3.0	<p><u>February Dashboard / Review of measures used for 2013 - 2014 / Headcount</u></p> <p>CB introduced [Programme Support Manger], [Corporate Planning Manager], [Head of Financial Planning & Analysis] and [Deputy Corporate Planning & Transparency Manager].</p> <p><u>Dashboard</u> Executive Team noted that little had changed on the Dashboard since the January update and that there was no data yet on customer satisfaction as 2 surveys were currently in progress.</p> <p>[Programme Support Manager] stated that onsite productions were 4% down on last year and at year end it was forecast onsite productions were to be 30,000 down on last year. OM requested work to be undertaken to establish if this was a trend or the result of outside events impacting on the figures.</p> <p>The Executive Team noted the Dashboard and thanked [Programme Support Manger]</p> <p><u>Review of Measures used for 2013 – 2014</u> [Corporate Planning Manager] led the Executive Team through a review of the measures that were planned to be used for 2013 – 2014.</p> <p>It was agreed by the Executive Team that the IMA metric be discontinued and the IMA team to be consulted on alternative periodic reporting options.</p> <p>A discussion took place around including a savings metric. It was decided that this should not be part of the Dashboard but reported biannually to OM and annually to the Executive Team.</p> <p>The Executive Team agreed to collapse the Equality and Diversity metrics to improve the clarity of reporting.</p> <p>It was agreed by the Executive Team that the document downloads metric should be reviewed. Particularly with regard to downloads from our website as opposed to those of licensing partners. MG to discuss with DLT.</p>	CB

	<p>OM requested that plain English be used in the commentary and for a maximum of one hundred and sixty characters to be used.</p> <p>The Executive Team agreed the measures for 2013 – 2014 and thanked [Corporate Planning Manager] and [Programme Support Manager].</p> <p><u>Headcount</u> The Executive Team reviewed headcount and noted we were progressing well to target.</p>	<p>MG/DLT All</p>
<p>4.0</p>	<p><u>February Financials / Five Year Forecast Update</u></p> <p>CT introduced [Head of Financial Planning & Analysis].</p> <p>We remain on track against our financial targets for the full year. As we progress through the remaining weeks of the financial year we will continually monitor income and expenditure carefully and adjust for any changes in financial plans.</p> <p>[Head of Financial Planning & Analysis] provided the Executive Team with a 5 Year Forecast – Contribution update, and brought the Executive Teams attention to the trends for future income flows.</p> <p>DLT asked what approach had been taken to predicting future income flows and was advised that part of the financial planning process was to assess potential risks and factor these in.</p> <p>The Executive Team noted the February financials, accepted the 5 Year Forecast – Contribution update and thanked [Head of Financial Planning & Analysis].</p>	
<p>5.0</p>	<p><u>Grants Panel</u></p> <p>DLT introduced [Head of Licensing] who outlined the Grants and Academic Support Panel application for Continued support for Web Science Doctoral Training Centre at the University of Southampton.</p> <p>The Executive Team agreed the proposal.</p> <p>Executive Team was advised of a proposal to extend the Wellcome Trust’s funding for Death, Dirt and Disease.</p> <p>The Executive Team agreed the proposal subject to the paperwork being made available to the Executive Team.</p> <p>Post meeting update 28/03/13: Paperwork distributed to the Executive Team.</p>	
<p>6.0</p>	<p><u>Draft Business Priorities 2013 - 2014</u></p> <p>The Executive Team welcomed back [Programme Support Manager] who explained he was bringing the draft business priorities 2013 – 2014 before the Executive Team for discussion, alteration and approval ahead of taking to Management Board for ratification on 26 March 2013.</p>	

	<p>The Executive Team requested some changes.</p> <p>The Executive agreed the Business Priorities 2013 – 2014 subject to the requested changes being made and thanked [Programme Support Manager].</p>	
7.0	<p><u>Other Business</u></p> <p>COS informed the Executive Team that strike contingency plans were in place to minimise the impact of the PCS Union strike taking place today. Colleagues from across the organisation had volunteered to give their time to teams providing public services.</p> <p>DLT explained that robust negotiations were ongoing with the Objective supplier.</p> <p>There being no other business the meeting was drawn to a close.</p>	