

Protect

Minutes

Title: Executive Team Meeting
Date of Meeting: 1 May 2013
Location: Blue Room, First Floor, Kew
Attendees:

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| Oliver Morley (OM) | TNA | Patrick Mallett (PJM – minutes) | TNA |
| Clem Brohier (CB) | TNA | Julie Lennard (JL) | TNA |
| Jeff James (JJ) | TNA | Valerie Johnson (VJ) | TNA |
| Caroline Ottaway-Searle (COS) | TNA | Tim Gollins (TG) | TNA |
| Mary Gledhill (MG) | TNA | Mark Davis (MD) | TNA |
| David Thomas (DT) | TNA | [Senior Project Manager] | TNA |
| Carol Tullo (CT) | TNA | [PR Executive] | TNA |
| | | [Initiative Development Manager] | TNA |
| | | Marie Owens (MO) [Archives and Records Association (UK and Ireland)] | |

Apologies:

| | | Action |
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| 1.0 | <u>Minutes and Matters Arising</u> <p>The minutes of the previous meetings held on 24 April 2013 were reviewed and approved by the Executive Team.</p> <p>24/04/13: 4th Quarter Project Review: CBD Income Generation: OM requested milestone dates to be made clear.</p> <p>24/04/13: 4th Quarter Project Review: Scanning & Transcription Framework: Lessons learnt report to come to Executive Team.</p> <p>24/04/13: March Dashboard: Document production had dropped, TG was investigating the causes of lower reader numbers</p> | DA MG COS |
| 2.0 | Procurement: The Way Forward <p>CB introduced MD and [Senior Project Manager] to the Executive Team and explained that MD was to play a key role in improving the performance of procurement which will begin in 2013-2014 with the full effect being seen in 2013-2015.</p> <p>MD explained that he wished to build on the examples of good practice to be found across the organisation. MD informed that he would look at a number of key themes:</p> | |

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| | <ul style="list-style-type: none"> • Baseline Position • Cost Savings & Value for Money • Commercial Awareness • Contractual terms <p>JJ requested PJM to check with Tom Gregan when a paper on Deepstore is due to come to Executive Team.</p> <p>OM stated that for this year all contractual arrangements that do not meet our savings targets need to be reviewed and signed off by the relevant Director. This process is to be reviewed for 2014-2015.</p> <p>MD to explain his expanded role to Heads of Department and to communicate plans to individual directors and at team meetings.</p> <p>The Executive Team thanked MD and [Senior Project Manager] and noted their plans.</p> | <p>PJM</p> <p>ALL</p> <p>MD</p> |
| 3.0 | <p><u>Grants Panel</u></p> <p>VJ informed the Executive Team that the application for Digital Records Sensitivity Review R&D had been the only application at the recent Grants Panel and had received unanimous support.</p> <p>The Executive Team agreed the application and thanked VJ and TG.</p> | |
| 4.0 | <p><u>Exploring Archives</u></p> <p>MG introduced [PR Executive], [Initiative Development Manager] and MO to the Executive Team. It was explained that ARA had worked with Forster Communications and an Explore Your Archive Campaign Toolkit had been produced.</p> <p>[Initiative Development Manager] explained that the toolkit had been produced with a comprehension of who the users would be and it was scalable in nature and easy to use.</p> <p>One of the main aims of this year's campaign is to reach out to involve more archives.</p> <p>[PR Executive] informed the Executive Team that the plan was to launch in w/c 16 November 2013. Story Boxes can be used by archives to draw attention to any areas of interest and the campaign will be supported by a number of ambassadors.</p> <p>MO explained that the ARA are very excited to be working with a refreshed campaign this year and will be encouraging archivists to use the toolkit.</p> <p>OM thanked [PR Executive], [Initiative Development Manager] and MO for all their hard work and pledged support for the campaign from the Executive Team.</p> | |
| 5.0 | <p><u>Other Business</u></p> <p>CB informed the team that the Annual Report had been through the 1st draft stage</p> | |

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| | <p>and would be distributed next week for review.</p> <p>COS advised that Clore short 2 week courses were now open for application and aimed to equip potential future leaders with the tools they needed.</p> <p>There being no other business OM brought the meeting to a close.</p> | |
| | <p>Cascade:</p> <ul style="list-style-type: none">• Procurement: Support given to plans. Directors to sign off new and existing contracts that fail to make a 10 per cent saving• Exploring Archives: ARA deeply involved with plans to launch campaign in November | |

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Minutes

Title: Executive Team Meeting
Date of Meeting: 15 May 2013
Location: Blue Room, First Floor, Kew
Attendees:

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|-------------------------------|-----|---|--------------|
| Oliver Morley (OM - Chair) | TNA | Patrick Mallett (PJM – minutes) | TNA |
| Clem Brohier (CB) | TNA | Julie Lennard (JL) | TNA |
| Jeff James (JJ) | TNA | [Research Manager] | TNA |
| Caroline Ottaway-Searle (COS) | TNA | Mike Cheetham (MC) | RSM Tenon |
| Mary Gledhill (MG) | TNA | Beth Davey (BD) | RSM Tenon |
| David Thomas (DT) | TNA | Michael Ofori-Koree (MOK) | TNA |
| Carol Tullo (CT) | TNA | [Writer/Researcher] | TNA |
| | | [Digital Preservation Services Manager] | TNA |
| | | Amanda Spencer (AS) | TNA |
| | | [Conservation Science Manager] | TNA |
| | | [Principal Records Specialist] | TNA |
| | | [Accessions & FOI Centre Manager] | TNA |
| | | [Programme Support Office Manager] | TNA |

Apologies:

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| 1.0 | <u>Minutes and Matters Arising</u> The minutes of the previous meetings held on 1 May 2013 were reviewed and approved by the Executive Team. 01/05/2013: <u>Procurement: The Way Forward:</u> JJ requested PJM to check with Tom Gregan when a paper on Deepstore is due to come to Executive Team Update 15/05/2013: On agenda 29/05/2013. 01/05/2013: <u>Procurement: The Way Forward:</u> MD to explain his expanded role to Heads of Department and to communicate the implementation of the new authorisation process, saving targets and value for money. Update 29/05/2013: In Hand. | PJM MD |
| 2.0 | <u>Outstanding Internal Audit Recommendations / RSM Tenon Report</u> CB introduced [Research Manager], [Programme Support Office Manager]MC and BD explaining that MC had taken over from RSM's Richard Plumb who's name was | |

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| | <p>on the report.</p> <p>[Research Manager] explained that of the 14 recommendations made all were completed apart from 3.</p> <p>Of these 3, 1 was superseded and 2 were contract extensions that were being taken over by Mark Davis the new Head of Procurement.</p> <p>JJ stated that 3.2.2 had in fact not been completed and needed an extension. JJ to consult Tom Gregan on extending this and to seek assurances it can be completed on time. Update 29/05/2013: Planned to close off end of August.</p> <p>[Programme Support Office Manager] stated that feedback on the tracking of audit recommendations had been extremely good.</p> <p>JJ to raise 13.11/12: 3.2.1b relating to FReM and check if on track. Update 29/05/2013: Planned close off end of May.</p> <p>OM thanked [Research Manager], [Programme Support Office Manager], MC and BD and noted the Draft internal audit report 2013 ahead of Audit Committee.</p> | <p>JJ</p> <p>JJ</p> |
| <p>3.0</p> | <p><u>Annual Report</u></p> <p>CB introduced MOK and [Writer/Researcher] and thanked the Executive Team for their comments on the draft report informing that there had been no qualifications from the National Audit Office.</p> <p>CB explained that the report had been prepared according to statutory requirements and the figures contained within the document represent the audited figures.</p> <p>MOK informed the Executive Team that the Annual Report would be taken to Management Board and audit committee in the week commencing 20 May 2013.</p> <p>JJ commented that it was evident from its content the large amount of work that had gone into producing the document.</p> <p>OM to look into the process of the report being signed off at MOJ being as smooth as possible. Update 29/05/2013: CB informed Team process progressing well.</p> <p>The Executive Team noted the content of the report and OM thanked all of the team involved in the drafting of the report for their hard work.</p> | <p>OM</p> |
| <p>4.0</p> | <p><u>Increase of closed descriptions for digital records</u></p> <p>DLT introduced [Digital Preservation Services Manager] and [Accessions & FOI Centre Manager] and explained that with the move from taking a historic paper record to also accessioning near contemporary digital records there had been an increase in the number of closed digital records with closed descriptions.</p> <p>[Digital Preservation Services Manager] highlighted the potential risks to our reputation as a transparent organisation and pointed out a number of issues in the</p> | |

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| | <p>supplied report.</p> <p>OM called for a robust dialogue with organisations that were supplying us with digital records and to make it clear that whilst the records could be closed we needed to have a description available of the records content from meta data to uphold our responsibilities to the public. Exemptions to close the description could be given once a suitable and reasonable reason had been supplied. Update 29/05/2013: DLT informed the team this was in hand.</p> <p>OM requested that a policy paper be prepared for the Executive Team and once agreed published. This then to go to the Advisory Council for information. Update 29/05/2013: Planned to be brought to the Executive Team.</p> <p>The Executive Team noted the content of the report. OM thanked [Digital Preservation Services Manager] and [Accessions & FOI Centre Manager].</p> | <p>DLT</p> <p>DLT</p> |
| <p>5.0</p> | <p><u>Grants Panel</u></p> <p>DLT introduced AS who explained that in the absence of Valerie Johnson and Victoria Lain she was bringing this item to the Executive Team.</p> <p><u>ChartEx 2 – Digging Into Data Challenge 3 2013</u></p> <p>AS explained that [Principal Records Specialist] had already provided a commitment to user testing and had liaised with colleagues in systems development who would provide guidance.</p> <p>OM advised that it was important to keep track of our portfolio of commitments.</p> <p>DLT stated that it was a good opportunity to share outputs with others and make our holdings easier to be accessed by academic institutions.</p> <p>The Executive Team agreed the proposal.</p> <p><u>Books and Beasts</u></p> <p>AS explained that this proposal had received unanimous support at the recent Grants Panel. The proposal was an attempt to rethink the medieval parchment record as a focus for interdisciplinary inquiry and trans-paradigm research.</p> <p>The Executive Team approved the proposal</p> <p>OM thanked AS, [Conservation Science Manager] and [Principal Records Specialist].</p> | |
| <p>6.0</p> | <p><u>Other Business</u></p> <p>COS informed the team that the Equality and Diversity report was being distributed to the team ahead of Management Board and any comments should be sent in to PJM.</p> <p>DLT stated a paper would come to the Executive Team regarding the Web archive and copyright issues.</p> | |

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| | There being no other business OM brought the meeting to a close. | |
| | Cascade: <ul style="list-style-type: none">• Internal Audit: On track and performing well.• Annual Report: Agreed by the Executive Team who were thankful to MOK and the team for there sizable contribution.• Closed Digital Records: Clear need for policy around closed documents and closed descriptions to be published. | |

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Minutes

Title: Executive Team Meeting
Date of Meeting: 29 May 2013
Location: Blue Room, First Floor, Kew
Attendees:

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|-------------------------------|-----|------------------------------------|-----|
| Clem Brohier (CB - Chair) | TNA | Patrick Mallett (PJM – minutes) | TNA |
| Carol Tullo (CT) | TNA | Personal Assistant | TNA |
| Jeff James (JJ) | TNA | [Senior Project Manager] | TNA |
| Caroline Ottaway-Searle (COS) | TNA | Mark Davis (MD) | TNA |
| Mary Gledhill (MG) | TNA | Paul Davies (PD) | TNA |
| David Thomas (DT) | TNA | [Development Manager] | TNA |
| | | Tom Gregan (TG) | TNA |
| | | [Programme Support Office Manager] | TNA |

Apologies: Oliver Morley (OM)

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| 1.0 | <p><u>Minutes and Matters Arising</u></p> <p>The minutes of the previous meetings held on 15 May 2013 were reviewed and approved by the Executive Team.</p> | |
| 2.0 | <p><u>Procurement Strategy</u></p> <p>CB introduced [Senior Project Manager] and MD. [Senior Project Manager] explained that the paper set out the strategy, framework and the Executive Team was being asked to endorse the approach.</p> <p>[Senior Project Manager] informed the team that the key areas being looked at were:</p> <ul style="list-style-type: none"> • Sustainable cost savings • Value for money • Compliance • Commercial awareness <p>To increase the volume and quality of information, a communications plan was currently being worked on. The intention is to improve the way we source through Government frameworks and using new methods such as e-auctions. We will seek to increase value for money ensuring we are still compliant and transparent.</p> <p>[Senior Project Manager] explained that the focus of the paper was the action</p> | |

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| | <p>plan which he highlighted to the Executive Team.</p> <p>CT sought reassurance that cost savings made during 2013-2014 would be captured, [Senior Project Manager] confirmed cost savings against the benchmark year 2012-2013 would be captured.</p> <p>MG asked if there was enough resource to both implement the action plan and provide continued support to the business for key contract negotiations.</p> <p>MD stated this could be achieved. MD and [Senior Project Manager] will be implementing a system of flagging up major contract negotiations and target resource where needed most.</p> <p>CT pointed out a strategic risk due to increased central control, MD and [Senior Project Manager] to acknowledge the risk resulting from reduced levels of control from more centralised decisions in the strategy document.</p> <p>MD and [Senior Project Manager] to alter text on sustainability in 9a so as to apply this only where applicable.</p> <p>CB stated that the Contract Management System should come back to the Executive Team for a demonstration.</p> <p>[Senior Project Manager] to provide CT a list of current contracts within IPS.</p> <p>The Executive Team requested the final version be distributed to Executive Reports once the requested changes had been incorporated.</p> <p>CB thanked MD and [Senior Project Manager]. The Executive Team approved the approach, subject to the requested changes being made.</p> | <p>MD / [Senior Project Manager]</p> <p>MD / [Senior Project Manager]</p> <p>[Senior Project Manager]</p> <p>MD / [Senior Project Manager]</p> |
| <p>3.0</p> | <p><u>Estates: Project close out reports</u></p> <p>JJ introduced PD (lead) and [Development Manager] (Project Manager) and explained that the 2 reports were of different styles due to the Glazed roof report being a pilot. This pilot had progressed to the format used in the Q2 Humidification Project.</p> <p><u>Q2 Glazed Roof Project</u></p> <p>PD explained that there is also a separate post project review to be produced as part of the contract after a period of 12 months.</p> <p>PD explained that the project was delivered under budget, with no accidents and had delivered its aims.</p> <p>[Development Manager] informed that it may have been advantages in decamping from areas where work was being undertaken. The success of the project did however show that major projects could be completed with people remaining in situ.</p> <p>[Development Manager] highlighted the fact that an additional benefit was the</p> | |

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| | <p>smoke ventilation system had been improved. This allowed even greater fire control and improved overall safety.</p> <p>PD to provide the before and after thermo graphic images showing the reduction in heat loss through the roof.</p> <p>CT commented that due to the highly visible nature of the work there was a sense of shared ownership across the organisation.</p> <p>The Executive Team noted the content of the report and thanked all of the team involved in the drafting of the report and for their hard work throughout the project.</p> <p><u>Q2 Humidification Project</u></p> <p>PD explained that the project had been delivered against a revised budget, a result of the decision to add an additional fan and water meter to the project.</p> <p>PD explained that the project works had little impact on staff as it was rarely visible apart from equipment being moved in and out.</p> <p>[Development Manager] informed that the project had resulted in many energy saving benefits and Q2 building and repositories were now served with air at the requisite temperature and humidity.</p> <p>[Development Manager] stated a balance had been reached between project scope creep and achieving best value.</p> <p>CB asked in what manner we maintain the equipment in order to keep warranties valid. PD explained that there were 2 control changes in the contract itself that covered cleaning and maintenance.</p> <p>The Executive Team noted the content of the report and recognised the tremendous efforts that had been put into it. This had also been recognised through team awards.</p> | <p>PD</p> |
| <p>4.0</p> | <p><u>April Dashboard</u></p> <p>CB introduced [Programme Support Office Manager] who highlighted the redesigned dashboard.</p> <p>[Programme Support Office Manager] explained that tracking lines were not evident as it required 2 months to pass before they could be generated.</p> <p>CT stated that more work was required on the narrative for the Outstanding Effects metric in order to explain it in a clearer fashion.</p> <p>[Programme Support Office Manager] to remove colour formatting from the Staff Turnover metric.</p> <p>JJ explained that after a steer from the Independent Complaints Reviewer we are now not only tracking complaint but also concerns, comments and compliments in</p> | <p>CT</p> <p>[Programme Support Office Manager]</p> |

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| | <p>a more formal manner.</p> <p>The Executive Team noted the content of the Dashboard and thanked PB.</p> | |
| 5.0 | <p><u>Paper Storage: Options Paper</u></p> <p>JJ introduced TG to the Executive Team who explained that this year we are in the final twelve months of a ten year contract with Deepstore that is due to expire on 31 March 2014.</p> <p>TG asked the Executive Team to consider the 3 options contained in the paper and to endorse the recommended option.</p> <p>TG explained that all financials were compliant with the Treasury's Green Book methodology</p> <p>The Executive agreed the recommended option, Option 3. CB thanked TG.</p> | |
| 6.0 | <p><u>Other Business</u></p> <p>JJ explained that there were major problems with the telephone system not receiving incoming calls. A team had been formed to resolve the issues and ARK had put in place a temporary call centre operating a call back service.</p> <p>There being no other business CB brought the meeting to a close.</p> | |
| | <p>Cascade:</p> <ul style="list-style-type: none"> • Procurement: Reviewed and supported the proposed approach subject to requested changes being made • Estates Project Close Out Reports: Two reports noted, additional benefits acknowledged and the significant efforts by those involved noted • Dashboard: New look Dashboard demonstrated, trends not evident due to being too close to the beginning of the year • Deepstore: Paper considered and option chosen | |