

Minutes

Title: Executive Team Meeting
Date of Meeting: 10 October 2012
Location: Blue Room, 1st Floor, Kew

Attendees:

David Thomas (DT – Chair)	TNA	[Corporate Secretary] (Minute taker)	TNA
Clem Brohier (CB)	TNA	[Collaborative PhD Student] (Item 2)	TNA
Mary Gledhill (MG)	TNA	Valerie Johnson, [Records Specialist] (VJ/ – Item 3)	TNA
Jeff James (JJ)	TNA	Peter Brooker (PB – Item 4)	TNA
Caroline Ottaway-Searle (COS)	TNA		

Apologies: Oliver Morley (OM), Carol Tullo (CT), Julie Lennard (JL)

		Action
1.0	<p>Minutes and Matters Arising</p> <p>The minutes of the previous meeting held on 26 September were reviewed and approved.</p> <p><u>Item 2.0 (26/9/12) Dashboard for August</u> OM to have a discussion with CT about the plans to pilot the new reporting structure for the Information Management Assessments, as the two nominated departments are not currently going ahead.</p> <p><u>Item 2.0 (19/9/12) 20 Year Rule Programme Bi-monthly Update</u> Julia Stocken to consider the potential of a mid-year press event for July/August 2013 and subsequent years. There would be a resource implication as it would involve participation by key staff.</p>	<p>C/forward - OM</p> <p>C/forward - JS</p>
2.0	<p>Update on User Participation Work</p> <p>VJ introduced [Collaborative PhD Student] to the Executive Team and advised that she is a PhD student at University College London undertaking a degree on User Participation.</p> <p>[Collaborative PhD Student] gave a presentation entitled 'Implications of User Participation for Archival Theory and Practice. She advised that she is a trained Archivist and was successful in securing a four year collaborative doctoral award in 2010 and wanted to update the Executive Team on her research which has a specific emphasis on online user participation.</p> <p>[Collaborative PhD Student] advised that as part of the research she conducted a pilot study to address the requirements detailed below. She used the framework of what has been happening at The National Archives and elsewhere in the U.K.</p> <ul style="list-style-type: none"> • How can the accuracy of users' contributions be verified and by whom? • How should user contributions be incorporated into the 'official' catalogues? • What kinds of contributions are 'useful' and to whom? • What implications does user participation hold for archival authority and professional functions? • What resources are required to sustain and maintain online user participation initiatives? 	

	<p>The preliminary results of the pilot were outlined to the Executive Team.</p> <p>The Executive Team noted one slide explored the outcome of a survey undertaken in July 2012 with those users that participated in the Old Weather project.</p> <p>The Executive Team thanked AE for the update.</p>	
<p>3.0</p>	<p>Grants Panel</p> <p>Collaborative Doctoral Partnership Bid VJ advised that the Grants Panel met yesterday and approved an application for a proposal to apply for a Collaborative Doctoral Partnership (CDP). She advised that the approach is to apply for the CDP as part of a consortium as we do not meet the eligibility requirements alone. The CDP programme will give The National Archives autonomy to choose research projects that meet The National Archives' priorities.</p> <p>The National Archives will be required to supervise the students for the duration of the process.</p> <p>The Missing Chapter VJ advised that the Grant Panel also approved an application for a proposal entitled 'The Missing Chapter' to catalogue archival photographic work from circa 1900 onwards related to the colonial history of Britain.</p> <p>[Records Specialist] advised that a partnership with the charity Autograph ABP will enable and promote wider access to these important archival images. She outlined the benefits and timetable for the project. Autograph ABP is in the process of developing its stage two funding bid for the Heritage Lottery Fund to finance The Missing Chapter project.</p> <p>The Executive Team reviewed both proposals and gave their support pending a discussion with Jackie Marfleet about resources.</p> <p><i>Post Meeting update 12/10/12: Owing to other business priorities, Jackie Marfleet has confirmed that, on reflection, Advice and Records Knowledge only has the resources to pursue one of the two above grant opportunities and has therefore prioritised the Collaborative Doctoral Partnership bid.</i></p> <p><i>Jackie Marfleet and the [Records Specialist] will write to Autograph ABP to communicate the decision that The National Archives cannot support the bid at this moment in time.</i></p>	<p>JM/ [Records Specialist]</p>
<p>4.0</p>	<p>Review of draft Business Planning Timetable 2013-14</p> <p>PB presented a draft Business Planning Timetable 2013-14 for the Executive Team to consider. He advised that the timetable was developed in collaboration with the Strategic Development, Finance and IT teams.</p> <p>The Executive Team reviewed the timetable and noted the key dates for investment bids over the next few months.</p> <p>PB advised that a series of workshops will be held in early January for owners of stage two investment bids to help understand resource support needs from across the organisation.</p> <p>To further support investment bid owners - separate 'Dragons Den' style sessions will be held to help understand fully the technology requirements and dependencies emerging from the portfolio of stage two bids.</p> <p>The Executive Team reviewed the Business Planning Timetable for 2013-14 and gave their support.</p>	

5.0	<p>Any Other Business</p> <p>Trade Union: The Executive Team noted that the results of the Government Consultation on facility time have now been published.</p> <p>Cascade:</p> <ul style="list-style-type: none"> • User Participation Work: The Executive Team noted the progress made to-date. • Grants Panel – Two applications reviewed. • Review of Draft Business Planning Timetable 2013-14: The timetable is approved and will be published on Narnia. 	
	There being no further business, the meeting was closed.	

Minutes

Title: Executive Team Meeting
Date of Meeting: 17 October 2012
Location: Blue Room, 1st Floor, Kew

Attendees:

Oliver Morley (OM – Chair)	TNA	[Personnel Assistant] (Assistant Minute taker)	TNA
David Thomas (DT)	TNA	[Corporate Secretary] (Minute taker)	TNA
Clem Brohier (CB)	TNA	Andrew Payne (AP – Item 2)	TNA
Mary Gledhill (MG)	TNA	[Publishing Services team member], [Project Manager], Jim Wretham (JW – Item 3)	TNA
Jeff James (JJ)	TNA	Valerie Johnson, Nancy Bell (VJ/NB – Item 4)	TNA
Caroline Ottaway-Searle (COS)	TNA	Peter Brooker (PB – Item 5)	TNA
Carol Tullo (CT)	TNA		
Julie Lennard (JL)	TNA		

		Action
1.0	<p>Minutes and Matters Arising The minutes of the previous meeting held on 10 October were reviewed and approved.</p> <p><u>Item 2.0 (26/9/12) Dashboard for August</u> OM to have a discussion with CT about the Information Management Assessment programme's plan to pilot the new report structure, as the two nominated departments are not currently going ahead. Update 17/10/12: CT advised the matter has now been resolved.</p> <p><u>Item 2.0 (19/9/12) 20 Year Rule Programme Bi-monthly Update</u> Update 17/10: MG met with Julia Stocken and had initial discussion about a midyear press event for July/August 2013 and subsequent years. The Executive Team asked for this item to be brought back in November 2012.</p>	Done
2.0	<p>Update on Moving Here Project</p> <p>AP gave the Executive Team an update on an internal review of the Moving Here Project. AP explained that the project's aim was to promote collections to support Migration Histories. AP advised the project, funded by the Heritage Lottery Fund (HLF) and The Big Lottery Fund, consisted of two phases:</p> <ul style="list-style-type: none"> • phase one - the digitisation of partner collections and community material and the development of a website maintained to 2012 • phase two - the development of a schools website and stories wiki maintained to 2017 <p>AP updated on web trends and the partner review. He advised that technical support for phase one had now ceased and we had an agreement with HLF to support phase two to 2017. AP went on to outline a number of options on how to take the project forward.</p> <p>The Executive Team thanked AP for the update and the enthusiasm he had shown in running the project.</p> <p>The Executive Team requested AP formulate an exit strategy to include meeting our obligations to HLF and saving important information. AP to</p>	AP

	present this in February 2013.	
3.0	<p>Grants Panel</p> <p>Mind the Gap: Rigour & Relevance in Heritage Science Research Project</p> <p>VJ advised that the Grants Panel met last week and unanimously approved the project.</p> <p>NB advised that there was a high degree of interest and the partner list had been extended resulting in a good distribution of responsibilities.</p> <p>The Executive Team reviewed the proposal and gave their support.</p>	
4.0	<p>Review of current Strategic Priorities</p> <p>Ahead of the annual business planning exercise, PB re-presented our five strategic priorities for the period 2011 – 2015 which remain:</p> <ul style="list-style-type: none"> • We will redefine and collect the future record, transparently and seamlessly • We will innovate to ensure optimal physical and digital preservation • We will widen our funding base to generate more support in tough times • We will be agile and confident, trusted and efficient • We will provide a record that is more open, inclusive and used than ever before. <p>PB proceeded to ask the Executive Team if they remained content with the priorities.</p> <p>After consideration the Executive Team agreed the priorities should remain unchanged.</p>	
5.0	<p>Any Other Business</p> <p>Discovery vs DocsOnline revenue trend: DT circulated a document showing revenue streams. The Executive Team noted the trend was going in the right direction. DT to provide another update in a month.</p> <p>Discovery: DT advised that issues highlighted by the internal review panel around presentation of search results and conflicting descriptions from data supplied by Catalogue / DocsOnline were being addressed.</p> <p>Copyright Survey: CT advised that the survey was complete. CT informed that full results would be published in January.</p>	DT
	<p>Cascade:</p> <ul style="list-style-type: none"> • Moving Here Project: The Executive Team advised a way forward conscious of our commitment to HLF. • Strategic Priorities: The Executive team agreed will continue for next round of investment bids and business priorities as originally planned. • Discovery: Performing well in comparison to DocsOnline more detail to follow. 	
	There being no further business, the meeting was closed.	

Minutes

Title: Executive Team Meeting
Date of Meeting: 24 October 2012
Location: Blue Room, 1st Floor, Kew

Attendees:

Oliver Morley (OM – Chair)	TNA	Corporate Secretary (Minute taker)	TNA
David Thomas (DT)	TNA	PA to Director (Observer)	TNA
Clem Brohier (CB)	TNA	Peter Brooker (PB – Item 2)	
Mary Gledhill (MG)	TNA		

Apologies: Jeff James (JJ), Caroline Ottaway-Searle (COS), Carol Tullo (CT), Julie Lennard (JL)

		Action
1.0	Minutes and Matters Arising The minutes of the previous meeting held on 17 October were reviewed and approved.	
2.0	Strategic Risk Register PB presented the Strategic Risk Register (SRR) to the Executive Team as part of the quarterly review. He advised that the SRR was last reviewed in 25 July. The Executive Team reviewed the change control sheet and the strategic risks listed in the register. They noted the content of the SRR and proposed some changes.	
3.0	Technology Strategy This item was deferred and will be brought back at a future Executive Team meeting.	
4.0	Any Other Business	
4.1	eBook Readers: The Executive Team noted that eBook Readers will be sold at The National Archives Bookshop.	
	Cascade: <ul style="list-style-type: none"> <u>Strategic Risk Register:</u> The Executive Team reviewed the strategic risk register and it reflects their concerns on wider public records. 	
	There being no further business, the meeting was closed.	

Minutes

Title: Executive Team Meeting
Date of Meeting: 31 October 2012
Location: Blue Room, 1st Floor, Kew

Attendees:

Oliver Morley (OM – Chair)	TNA	Julie Lennard (JL)	TNA
Clem Brohier (CB)	TNA	[Corporate Secretary] (Minute taker)	TNA
Jeff James (JJ)	TNA	PA to Director (Observer)	TNA
Mary Gledhill (MG)	TNA	Bridget Verso (BV – Item 3)	TNA
Caroline Ottaway-Searle (COS)	TNA	Peter Brooker (PB – Item 4)	TNA
Carol Tullo (CT)	TNA		
David Thomas (DT)	TNA		

		Action
1.0	Minutes and Matters Arising The minutes of the previous meeting held on 24 October were reviewed and approved.	
2.0	Equality and Diversity Action Plan Update COS presented the October Equality and Diversity Highlight report for the Executive Team to note. She advised that a Diversity week event is scheduled from 12 to 16 November with a variety of activities planned. A brief conversation was had by the Executive Team about some ongoing outreach projects, in particular: <ul style="list-style-type: none"> • The Ugandan Asians event was held at the National Archives on 9 October and included a mixture of personal reminiscence, community arts, and records related activity. • Work has commenced to plan an outline for the Opening Up Archives traineeship programme. It was noted that a snapshot of Skills for the Future is provisionally tabled for 26 February 2013 Management Board. • The National Archives staff delivered talks on LGBT history and Colonial African history. With numerous other talks held at external events this year to promote underused diverse areas of the collection. <p>The Executive Team reviewed the highlight report and gave their comments.</p>	
3.0	TNA Financial Performance, Headcount and 6+6 Forecast CB presented the Financial Performance report for the six months to the end of September. Headcount The Executive Team reviewed the October headcount analysis. 6+6 Forecast	

	<p>CB submitted a 6+6 Forecast report to the Executive Team to review. He advised that funding will be used within the financial year and the Budget Exchange System carry forward will not be used for next year.</p> <p>The Executive Team complimented CB and the Finance team on the quality of the financial and headcount reporting.</p>	
4.0	<p>Second Quarter Business Report with Dashboard as annex and In Year Investment Bids</p> <p>AW and PB presented the Second Quarter Business report with the Dashboard as annex and in year investment bid report for the Executive Team to review.</p> <p>The Executive Team was advised that The National Archives performed strongly against its input and impact indicators, public service measurements and other Dashboard elements. By the end of Quarter one the majority of the investment bid projects were assessed as on track to deliver by the year-end.</p> <p>The Executive Team reviewed the reports, Dashboard and made their comments.</p>	
5.0	<p>Any Other Business</p> <p>5.1 <u>New Non Executive Directors</u></p> <p>Fiona Ross and Peter Phippen have been appointed as non-executive directors at The National Archives. Fiona and Peter will join Trevor Spires CBE and Professor Lisa Jardine CBE in sitting on The National Archives' Management Board and working on a variety of our projects</p> <p>5.2 <u>VIP Visits to The National Archives</u></p> <p>The Executive Team noted that Michael Wills MP and Lord Cormack will be visiting The National Archives on 7 November. Our Minister Helen Grant is due to visit on 14 November.</p> <p>5.3 <u>The National Archives Alumni Group</u></p> <p>The National Archives Alumni Group will be holding their first event on 12 December at Kew.</p>	
	<p>Cascade:</p> <ul style="list-style-type: none"> • <u>Equality and Diversity Action Plan Update:</u> The Executive Team noted that Diversity Week will be held from 12 to 16 November and open to all staff. • <u>TNA Financials:</u> The National Archives financial reporting is on track. 	
	<p>There being no further business, the meeting was closed.</p>	