

Minutes

Title: Executive Team Meeting
Date of Meeting: 01 October 2014
Location: Blue Room, 1st Floor, Kew
Attendees:

Clem Brohier (CB - Chair)	TNA	Patrick Mallett (PJM – minutes)	TNA
Carol Tullo (CT)	TNA	Engagement Manager (item 3)	TNA
Mary Gledhill (MG)	TNA		
Caroline Ottaway-Searle (COS)	TNA		
Rachel Murphy (RM)	TNA		

Apologies: Jeff James (JJ)

		Action
1.0	<u>Minutes and Matters Arising</u>	
1.1	The minutes of the previous meeting held on the 24 September were reviewed and approved.	
2.0	<u>Governance Review – Proposed Scope</u>	
2.1	CB advised that the Executive Team were being asked to note the paper ahead of it being taken to Management Board.	
2.2	CB stated MoJ were aware and supportive of the review.	
2.3	The Executive Team noted the paper.	
3.0	<u>Memorandum of Understanding – Research Libraries UK</u>	
3.1	CT introduced the Engagement Manager.	
3.2	The Engagement Manager then described the background to the memorandum of understanding and action plan that the Executive Team were being asked to approve. There had been a joint conference with RLUK in September 2013 and since then the relationship had developed organically. The two organisations had	

<p>3.3</p> <p>3.4</p> <p>3.5</p>	<p>many synergies and shared many of the same stakeholders.</p> <p>The Engagement Manager advised that strengthening links with the University / Higher Education sectors and increased numbers of Places of Deposit (POD) would reduce the corporate risk to The National Archives.</p> <p>MG advised that there were commitments in the documents that we would be undertaking anyway and it would be beneficial to reduce the number of actions in the action plan in order to keep them manageable.</p> <p>The Executive Team was supportive of the MOU and action plan.</p>	
<p>4.0</p> <p>4.1</p> <p>4.2</p> <p>4.3</p> <p>4.4</p> <p>4.5</p> <p>4.6</p> <p>4.7</p>	<p><u>AOB</u></p> <p>COS informed that this year the Staff Survey goes live on Wednesday 1 October and it runs for three weeks, closing at the end of Friday 24 October.</p> <p>COS stated that we received indication of passing the Investors In People assessment and were well above the standard needed to pass.</p> <p>COS said PCS planned to strike on 15/10/14 but we planned to open to the public albeit with a limited service.</p> <p>RM advised that a maturity assessment of IT service management was being conducted.</p> <p>RM to share paper on initial thoughts and discuss at the Executive Team meeting on 15/10/14.</p> <p>CB noted plans to have an item on Cyber Security training at a future meeting.</p> <p>There being no other business the meeting was closed</p>	

Minutes

Title: Executive Team Meeting

Date of Meeting: 15 October 2014

Location: Blue Room, 1st Floor, Kew

Attendees:

Jeff James (JJ - Chair)	TNA	Patrick Mallett (PJM – minutes)	TNA
Carol Tullo (CT)	TNA	Emma Bayne (EB - item 2)	TNA
Mary Gledhill (MG)	TNA	Nick Kingsley (NK – item 2)	TNA
Caroline Ottaway-Searle (COS)	TNA		
Rachel Murphy (RM)	TNA		
Clem Brohier (CB)	TNA		

Apologies: None

		Action
1.0	<u>Minutes and Matters Arising</u>	
1.1	The minutes of the previous meeting held on the 01 October were reviewed and approved.	
2.0	<u>Legacy A2A and NRA service close down</u>	
2.1	EB explained the Executive Team was being asked to support the close down of legacy A2A and NRA service. MDR and Archon would be shut down at a later date.	
2.2	The Executive Team noted the communications plan. EB to send to Internal communications team.	EB
2.3	The Executive approved the proposal subject to CAB approval.	
3.0	<u>Technology Review</u>	
3.1	RM presented her key findings of the Technology Review.	
3.2	RM noted the importance of a well functioning Change Advisory Board (CAB).	
3.3	MG noted that the Executive Team would benefit from future visibility of BAU.	
3.4	JJ requested The Executive Team have further discussions around phase two of the plan. RM to action.	RM
3.5	RM to provide an update at the November Management Board.	RM
3.6	The Executive Team noted the presentation and supported the approach.	
4.0	<u>Investors In People</u>	
4.1	COS said that we were now in possession of the report which was positive and would be published on Narnia.	

4.2	The Executive Team noted the report.	
5.0	<u>AOB</u>	
5.1	JJ outlined plans relating to the upcoming Executive Team Question Time.	
5.2	JJ informed the team of recent positive meetings with a number of key stakeholders.	
5.3	MG reminded the Executive Team that there was a press event being held next week.	
5.4	There being no other business the meeting was closed.	

Minutes

Title: Executive Team Meeting
Date of Meeting: 22 October 2014
Location: Blue Room, 1st Floor, Kew
Attendees:

Clem Brohier (CB - Chair)	TNA	Patrick Mallett (PJM – minutes)	TNA
Rachel Murphy (RM)	TNA	Jane Craigie-Payne (JCP – item 2)	TNA
Mary Gledhill (MG)	TNA	Alison Webster (AWe – item 3)	TNA
Caroline Ottaway-Searle (COS)	TNA	Peter Brooker (PB – item 3)	TNA

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

		Action
1.0	<u>Minutes and Matters Arising</u>	
1.1	The minutes of the previous meeting held on the 15 October were reviewed and approved.	
2.0	<u>Annual Skills Review</u>	

2.1	JCP advised that the Capabilities Plan Annual Refresh has committed The National Archives carrying out a second Annual Skills Review by December 2014.	JCP
2.2	JCP then briefly ran through the review process.	
2.3	Action: JCP to meet with individual directors to sketch out responses ahead of tabling at next weeks Executive Team meeting for approval.	
3.0	<u>Investment Bid process</u>	AWe
3.1	AWe noted that a review was taking place with the aim of developing the Investment Bid process and described the thinking that had already been done on the subject.	
3.2	AW said a key part of the process was to look at moving to multi year projects that would be developed throughout the life of our Business Plan.	
3.3	RM advised on the importance of clearly separating the business as usual from project work.	
3.4	The Executive Team discussed the potential implications of the options that were being developed.	
3.5	Action: AWe to bring this topic back to the Executive Team for further discussion.	
4.0	<u>AOB</u>	
4.1	CB tabled the summary of the decisions of the September reclosure panel. The Executive Team noted the decisions.	
4.2	RM stated that she had attended a Digital & Tech Leaders session yesterday with Francis Maude and proposed that The National Archives would like to support work on Digitising Policy, People Pipeline and Specialist legacy technology skills.	
4.3	There being no other business the meeting was closed.	

Minutes

Title: Executive Team Meeting
Date of Meeting: 28 October 2014
Location: Blue Room, 1st Floor, Kew
Attendees:

Jeff James (JJ - Chair)	TNA	Patrick Mallett (PJM – minutes)	TNA
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Clem Brohier (CB)	TNA	Malcolm Todd (MT – item 2)	TNA
Rachel Murphy (RM)	TNA	Emma Bayne (EB – item 3,4)	TNA
Mary Gledhill (MG)	TNA	Digital Preservation Services Manager (item 4)	TNA
Caroline Ottaway-Searle (COS)	TNA	Jone Garmendia (JG – item 4)	TNA
Carol Tullo (CT)	TNA	Paul Davies (PD – item 5)	TNA
		Peter Brooker (PB – item 6, 7)	TNA
		Amanda White (AW – item 8)	TNA
		David Sawyer (DS – item 8)	TNA
		Senior Project Manager (item 9)	TNA

Apologies: None

		Action
1.0	<u>Minutes and Matters Arising</u>	
1.1	The minutes of the previous meeting held on the 22 October were reviewed and approved.	
2.0	<u>20 Year Rule – draft legislation</u>	
2.1	MT explained that Executive Team is being invited to note the progress to date and approve the next stages for the draft legislation to implement the remainder of the 20-Year Rule, specifically affecting records of local interest (“ROLI”) transferring to local authority Places of Deposit.	
2.2	MT then took the Executive Team through the two statutory instruments.	
2.3	The Executive Team noted the progress made and approved the next steps.	
3.0	<u>Discovery 2 – evidencing all features are working</u>	
3.1	As requested at a previous Executive Team meeting EB updated on progress.	
3.2	JJ advised that all communications regarding the changes needed to be very clear and easy to understand and he would be willing to give an update during Catalogue Day 28/11/14. EB to provide a briefing to JJ.	
3.3	The Executive Team noted progress.	EB
4.0	<u>Born-digital Records – Referencing, Descriptions and Structure in Discovery</u>	
4.1	EB advised that the Executive Team were being asked to support the new referencing and descriptive practices for born digital records.	
4.2	The Executive Team noted and approved the new approach.	

5.0	<u>Close out reports – Emergency Lighting and Cooling Tower Replacement</u>	
5.1	<u>Emergency Lighting</u>	
5.2	PD took the Executive Team through the close-out report.	
5.3	The Executive Team accepted the report.	
5.4	<u>Cooling Tower Replacement</u>	
5.5	PD advised that despite the fire in February of this year the project was completed in Quarter 1 of the financial year 2014/15.	
5.6	PD to change project status to amber to better reflect the text in the report.	
6.0	<u>Final review of Priorities / Goals ahead of November Board</u>	
6.1	The Executive Team reviewed the latest version of the strategic priorities and their underlying goals.	
6.2	SW to meet with directors to agree final version ahead of Management Board.	SW
7.0	<u>Dashboard / Business Priorities update</u>	
7.1	PB took the Executive Team through the September dashboard and advised there were no major concerns.	
7.2	RM will review performance indicators for ICT services. Presentation of future quarterly dashboards will be updated to reflect any changes in those measures.	RM
7.3	The Executive Team noted the September Dashboard.	
7.4	PB took the Executive Team through the 29 Business Priorities and their RAG status.	
7.5	Priority 19: Naval Record cards – MG to discuss options with RM in order to meet published deadlines for completion.	MG
7.6	Priority 26: Public Services – COS to assess how much impact the Record Copying project has on our ability to meet this priority.	COS
7.7	The Executive Team noted the report.	
8.0	<u>September Financials and 6+6 forecast</u>	
8.1	DS took the Executive Team through the August finance report and 6+6 forecast.	
8.2	The Executive team discussed.	
8.3	DS updated on plans regarding the move out of Norwich.	

8.4	JJ noted the need to keep issues regarding Norwich visible and to thoroughly check all necessary logistical plans were in place.	
8.5	CB highlighted the need for a discussion, at a future Executive Team meeting regarding ICT spending plans for the year.	CB / RM
8.6	The Executive Team noted and approved the September Financial Report and 6+6 Forecast.	
9.0	<u>Q2 Investment Bid Report</u>	
9.1	DA presented this report for the Executive Team to note and approve.	
9.2	DA looked at projects by exception where they had an amber RAG status.	
9.3	COS to investigate further issues regarding the software for the Glass Cube project.	COS
9.4	The Executive Team noted the report.	
10.0	<u>Any Other Business</u>	
10.1	CB advised that Paul Davies had developed a good working relationship with Taylor Wimpy.	
10.2	There being no other business the meeting was closed.	