

Management Board summaries

July 2011

25 July 2011

First quarter business report and Month 3 Finance

The Board noted the status of our business priorities at the end of the first quarter 2011-12. There was an underspend that will be reallocated during the quarter-end forecasting exercise.

The Board reviewed and discussed the First Quarter Business Report and Financial Performance Report for June and noted the content.

Dashboard for June

The Board reviewed the Corporate Dashboard for June: the majority of the input and impact indicators have performed strongly.

Current online customer satisfaction levels appeared to have dropped to 57% compared to 77% this time last year and an investigation is being carried out to identify factors that may account for this apparent decline.

The Board also discussed the status of the web archive.

Investment bids 2011-12 Quarter 1 status report (April-June)

The Board reviewed and discussed the content of this report.

Strategic risk register review

The Board reviewed and discussed the Strategic Risk Register, agreeing a few small changes to the wording.

User participation update

The User Participation Strategy was developed to encourage participation from new volunteers. The Board noted progress made to date: a steering group has been set up to develop the strategy with volunteers across the organisation.

The Board also viewed an evaluation matrix developed to assess each proposed project linked to the User Participation Strategy. Potential activities were scored against a number of factors. Eight met the necessary business criteria, and will be overseen by the User Participation Programme board.

20-year programme progress report

The Board were advised that the 20-Year Rule and Collection Strategy Programme will:

- establish a public records collection strategy for government
- define an efficient, effective process for managing and monitoring transition to a 20-year rule by 2013.

The Terms of Reference outline the objectives of the programme and how it will be managed, and these were reviewed and discussed during the meeting.

The Board noted and approved the 20-Year Rule and Collection Strategy Terms of Reference.