

**28<sup>th</sup> January 2008**

Audit Committee Report

The Chair of the Audit Committee reported on December Audit Committee meeting. The agenda included an in depth review of the Seamless Flow project, discussion on internal audit provision for 08/09 and the Assurance Framework. There were no issues of major concern to report to Management Board.

Data Handling

The Director of Technology/ Chief Information Officer updated the Board on the government's review of data handling.

He went on to outline The National Archives review of its own procedures for managing and ensuring safe storage and use of electronic and paper information assets. He gave the Board assurance that sound procedures are largely in place for the secure storage and use of data at The National Archives. Additional measures to enhance current procedures were noted by the Board.

Management Board agreed to keep a watching eye on progress in this area, recognising that our approach is likely to be updated as the conclusions of the government's data sharing review team are published later in the year.

The National Archives will include discussion on information risks as part of its Statement of Internal Control in Audit Committee discussion in March 08.

British Library exhibition on Citizenship

The Management Board discussed possible involvement in this exhibition at the British Library.

Strategic Priorities, Business plan and targets 2008/09

Management Board reviewed and approved final versions of the strategic priorities 2008/09 (for internal and external publication), the business plan 2008/09 underpinning the strategic priorities, and the Key Performance Indicators (KPIs) for 2008/09. These will now be submitted to the Ministry of Justice for ministerial sign off by end of March 08.

The Chief Executive confirmed that the executive team will continue to review and discuss KPIs at their monthly meeting and will carry out a quarterly review of achievement against business plan objectives.

Management Board will continue their quarterly review by exception of both Business Plan and KPIs.

The Director Corporate Services and Finance assured Management Board that the 2008/09 plan is both scaleable and stretchable. There is sufficient flexibility in both plan and KPIs to deliver 90% of the agreed targets for 2008/09.

Digital continuity

The Director of Technology/ Chief Information Officer updated the Board on project progress,

Any Other Business

The Director Corporate Services and Finance circulated the financial report for 9 months to 31 December 07 for Management Board information. Expenditure to date and forecasting to year-end was as previously discussed

The Chief Executive thanked Non-executive Director Barry Glassberg for his contribution to The National Archives. Barry, who is stepping down from the Board, has been a member of the Management Board for seven years