

**Summary of Minutes**  
**The National Archives Achieving Together Champions Board**  
**3<sup>rd</sup> July 2008**

**Minutes of last meeting**

The minutes of the last meeting were agreed.

**Action Points from the last meeting**

Updates on action points from the last meeting were given. Action points related to:

- Analysis of the Internal Communications Survey
- Investors in People
- Sunday Times Top 100 (Best Companies to Work for)
- Work Experience
- Staff Engagement calendar
- Departmental inductions and mandatory information management training
- Corporate Showcase Day

**Staff Engagement – what is it?**

The Achieving Together Programme Manager circulated a discussion paper. The group all agreed that the paper outlined a 'sensible view' of the concept of staff engagement.

**Sunday Times Top 100 (Best Companies to Work for)**

After reviewing all of the detailed information, the group agreed to enter into the Sunday Times Top 100 (Best Companies to Work for) list and accreditation scheme.

**Any other business (AOB)**

Two points were raised under AOB:

- New look Reading Rooms (and new processes in relation to this)
- The Chief Executive wished the HR Director all the best for his retirement and thanked him for his contribution to the Achieving Together programme