

**Summary of Minutes**  
**The National Archives Achieving Together Champions Board**  
**26<sup>th</sup> August 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:

- A 'timeline of events'
- Sunday Times Top 100 (Best Companies to Work for)
- Work Experience and new security measures
- Corporate Induction Programme and data handling training for new joiners

**New HR & OD (Organisational Development)**

The new HR&OD Director introduced herself to the group and talked about her experience and background.

**Surveys: Agreeing the timeframe**

The Achieving Together Programme Manager circulated a draft timeframe of events. A number of surveys were planned for the future and the group were conscious that it might be too much and would prompt 'survey fatigue' amongst staff. Some work would be postponed in light of this.

**Any other business (AOB)**

Five points were raised under AOB:

- Team Awards
- The Chief Executive's weekly email diary to all staff
- Departmental feedback to Champions
- LGBT and Disability staff forums
- Attendance Management policy