

Summary of Minutes
The National Archives Achieving Together Champions Board
15th February 2007

Minutes of last meeting and matters arising

All agreed.

Action Points from the last meeting

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

- Ways to improve the way we reward and recognise staff
- The new staff newsletter: *TALK*
- 1:1 sessions with Heads of Departments and staff
- Staff social interaction

Staff Survey Flash Report Discussion

The group discussed the headline findings from the staff survey. The group felt that there were a number of positive areas:

- Line Management (especially line managers being approachable and recognising when a job is done well)
- The positive score for views on action being taken on this survey is up from the 2004 results
- 'The National Archives' provides an excellent service to it's customers' had a positive score of 84%
- 'I am proud to work for The National Archives' had a positive score of 67%

The group agreed on six key issues emerging from the results:

- Managing poor performance
- (not) Working Together
- Leadership
- Reward and Recognition
- Bullying and harassment
- Staff retention

Investors in People Update

The Achieving Together Programme Manager told the group that our Investors in People Assessor had recently visited Kew, the Family Records Centre and Admiralty Arch to check progress against our action plan. Our Assessor reported that, although we have some way to go, we are well on track to meeting the Investors in People Standard by the end of 2007.

Any other business

The following issues were raised:

- The possibility of a 360° system as part of the new Performance Management system
- Crèche facilities for children of The National Archives staff
- Budgets and staff resources
- Departmental merger