

**Summary of Minutes**  
**The National Archives Achieving Together Champions Board**  
**18th July 2007**

**Minutes of last meeting and matters arising**

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:

- Investors in People assessment timetable
- Senior Management Development scheme
- Reward and Recognition schemes
- Internal Communication
- Performance Management System

**Staff Survey Action Plan Update**

The Achieving Together Programme Manager updated the group on two elements of the staff survey action plan which require the Champs assistance. Firstly, the departmental 'profiles'; each department has been asked to submit a simple document outlining what they do, who they are and where they are. This information will be put on the intranet. The Champs were asked to assist Heads of Departments in producing these documents in consultation with staff.

Secondly, departments have been tasked with producing local plans for learning and development opportunities. Once again, this is to be done in consultation with all staff in the department to ensure buy-in.

The IT Manager added that it was important to ensure commitments were affordable within existing budgets/resources when considering the learning and development plans.

**Internal Communication Survey 2007**

The Internal Communications Manager explained to the group that the last internal Communications survey proved to be really useful and there were now plans to carry out a second survey. Volunteers were asked to get involved.

**Any other business**

The HR Director agreed to produce some recruitment statistics for information for the group.

The Champs agreed to consider ways of encouraging internal recruitment.