

Summary of Minutes
The National Archives Achieving Together Champions Board
1st June 2007

Minutes of last meeting and matters arising

It was requested that the wording of one action point be amended.

(post meeting note : the amendment in the previous minutes was made)

Action Points from the last meeting

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

- Confidential data gathering techniques (to better understand the staff survey results)
- Diversity in recruitment
- Arranging a 'social' for the group members

Investors in People timetable

The group agreed that The National Archives should go for Investors in People reassessment in Autumn 2007

Staff Survey Action Plan Update

Each of the ten action points in the corporate staff survey action plan are progressing well.

Reward and Recognition schemes

The Internal Communications Manager asked the group if they thought The National Archives' reward and recognition schemes were working in their current format. The group felt that the schemes were working well and agreed to encourage staff in their respective departments to nominate teams and individuals.

Internal Communication – key messages

The Internal Communications Manager explained to the group that every month between three and five key messages will be agreed at Executive Team and will be cascaded down to Heads of Departments to present at departmental meetings to all staff. The key messages will also be posted on the intranet. The Internal Communications Manager asked that the Champs review this new process and feedback any problems or questions.

Any other business

The Champs agreed to consider ways of reviewing The National Archives' new Performance Management System.