

Summary of Minutes
The National Archives Achieving Together Champions Board
26th April 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:

- Senior Management visibility
- Electronic Records Management System (ERMS) training for staff
- Publishing meeting agendas on the intranet

Investors in People Update

The Achieving Together Programme Manager updated the group about the recent Investors in People Panel. The Panel agreed that we have made very good progress and have worked hard to implement our action plan. The Panel agreed to grant The National Archives until January 2008 before re-assessment. The Achieving Together Manager suggested that we aim to be reaccredited by Autumn 2007.

Recruitment

The group discussed a number of recruitment issues, including:

- The procedure for internal/external recruitment
- Where we advertise for jobs
- Job specifications - ensuring all the 'essential criteria' is genuinely needed for the post.
- Qualifications vs experience.
- Identifying skills gaps and filling them to ensure we have skilled staff who are able to progress their careers at The National Archives.
- Kew 2008 (part of The National Archives' Vision) and the new posts the restructure has created
- Career progression for specialists

The HR Director agreed to take the lead on producing some recruitment principles in consultation with the Achieving Together Champions and the Positive Action Group.

Staff Survey – corporate action plan

The Achieving Together Programme Manager told the group that the staff survey action plan has now been signed off and all details are on the intranet. The group were asked for feedback.

Staff Survey – departmental action plans

The group agreed it would be a worthwhile exercise to publicise good practice in terms of the departmental action plans. It was suggested that the Achieving Together Programme Manager approach a couple of exemplar departments to take this idea forward.

Any other business

The IT Manager updated the group on the current project to review and update the Intranet. The IT Manager noted that the new updated intranet is likely to be more like a wiki in that users will be able to update it themselves.