

Executive Team meeting summaries – February 2010

3 February 2010

The Chief Executive welcomed Clem Brohier, as the new Finance and Performance Director for The National Archives.

Energy efficiency and responsible stewardship

The Head of Collection Care opened Executive Team discussion to review the programme to evaluate repository storage areas at Kew and the environmental management of the collection.

Executive Team went on to note operation and maintenance activity aimed at providing responsible and sustainable preservation environments for the collection.

Branding

Executive Team reviewed and agreed the last elements of the work to move to the single main TNA brand. Going forward legislation.co.uk would be our only other significant online brand.

10 February 2010

Year End update

Executive Team approved investment initiative progress and financial performance to Year End.

Key Performance Indicators (KPI) 2010/11 draft review

Executive Team reviewed progress to finalise the matrix supporting each KPI for 2010/11.

Public library subsidy scheme – options review

Executive Team considered the outcomes of the recent public consultation on the Public Library Subsidy scheme proposals. A decision on how best to take this forward was agreed.

IT security review:

The Director of Technology confirmed plans to tighten controls on personal data security across our IT systems.

17 February 2010

ARA draft contract

The Head of Archives Sector Development outlined the background to the proposed strategic partnership between The National Archives and the Museum Libraries and Archives Council (MLA). The partnership supports the establishment of the Archives and Records Association (ARA) to develop the archives and records and information management sector in the UK and Ireland.

2009/10 KPI reporting – review

Executive Team endorsed internal audit recommendations to amend descriptions around reporting 2009/10 business achievements.

2009/10 Year End financial reporting

The Interim Director of Finance and Performance updated Executive Team on the Year End projection.

2010/11 Budget review for Management Board

Executive Team reviewed and agreed the draft budget for Board review.

Balanced scorecard January 2010

Executive Team reviewed January reporting noting indicators that are likely to be out of tolerance at Year End, and those where a recovery solution has been agreed with the internal auditors. The Board will review all KPIs at their meeting in April.

Career progression in ARK

The Director of Operations and Services outlined proposals to introduce a pilot scheme that would give colleagues with specialist records expertise an opportunity to progress their careers to a more senior grade, without assuming greater line management responsibility. The scheme was discussed and agreed.