

Executive Team meeting summaries – June 2010

3 June 2010

Assessment of Strategic Risks Arising from the Storage of Public Records in Places of Deposit

Executive Team discussed and approved the first annual report and risk assessment for local archive records storage at Places of Deposit, approved by The National Archives, with the Head Archives Sector Development

April 2010 Dashboard review

Executive Team reviewed the new Dashboard to monitor monthly performance and agreed refinements to embed further.

Any Other Business

The Executive Team reviewed the impact of the government's recruitment freeze on the organisation. Discussion focused on defining those business critical areas where a business case would need to be made to the Ministry of Justice.

9 June 2010

Information systems accreditation programme 2010/11

Executive Team reviewed and agreed a proposal to ensure that all new project information systems are compliant with government information assurance requirements in areas where data is at risk.

Transparency

In response to the Prime Minister's letter to government departments to request a more transparent and open way of working, the Executive Team discussed how this would be implemented by The National Archives.

16 June 2010

Spending freeze

Executive Team agreed that only business and time critical recruitment would be submitted to the Ministry of Justice for approval. The National Archives would continue to only recruit to the highest calibre for each vacancy posted through Civil Service channels.

Capital projects review

The Executive Team reviewed the impact that government spending controls, particularly around recruitment, IT and marketing, will have on our 2010/11 project programme. Action to re scope, cancel or carry out additional review of major project programmes was agreed.

The Executive Team noted that all other projects are expected to be delivered under existing contracts, covered by business as usual activity, or adequately recruited internally/through Civil Service recruitment.

May 2010 – Monthly financial performance report

Executive Team reviewed and agreed May financial reporting with the Director of Finance and Performance. The report will be circulated to the Board for review at next

week's Board meeting and discussed along with the Dashboard at the Executive Team meeting on 21 June.

Operational Efficiency Programme (OEP)

Executive Team considered analysis to complete the OEP and agreed the outline for the Board discussion next week.

21 June 2010

'The public task'

The Executive Team agreed Director lead and a framework for groups to work on defining the future direction and core responsibilities of The National Archives.

Carbon emissions:

Executive Team noted changes to the government's carbon reduction target. This has now been raised to 10%.

30 June 2010

Strategic risk list

Executive Team reviewed descriptions to support mitigation actions for risks and risk controls.

Capital project review

Executive Team considered and agreed final recommendations to change the 2010/11 project programme.