

## **Summary of meetings**

### **Management Board**

**22 February 2007**

#### Budget: planning 2007/08

Management Board reviewed the 2007/08 budget plans with the Director of Finance and Corporate Services and the Head of Financial Services leading the discussion. The review also included a breakdown of income/expenditure forecasting to 2010/11 based on the Common Spending Revue (CSR 07) settlement.

#### Staff engagement

The Investors in People and FOI Business Change Manager gave a brief outline of key points from the recent staff survey. While the action plan will be embedded in teams across the organisation, the board noted that The National Archives should aim to provide a benchmark for others to follow in areas that it clearly excels in.

#### Kew 2008

The Director of Public Services and Marketing presented a timetable for change to the public spaces at Kew. The discussion by the Board included an assessment of the risks and scenario planning for the project.

This is the largest and most challenging area of change that the organisation is facing over the coming year. The Board agreed that both on site and online future changes should be well communicated throughout the organisation.

#### Corporate Plan and Key Performance Indicators (KPIs) 2007/08

The Board reviewed the Corporate and Business Plan for 2007-2012 and the Balanced Scorecard and KPIs for 2007/08. Amendments to the final text were noted.