

Management Board meeting summaries - February 2010

Matters arising and updates

The Minutes from the last meeting were agreed. There were no amendments or matters arising not covered as agenda items.

The Chief Executive welcomed the new Finance and Performance Director to his first Board meeting, and the Board gave the Interim Finance and Performance Director a unanimous vote of thanks for his work over the last 9 months.

Finance reporting November 2010

The Board reviewed and agreed progress on Year End expenditure, noting a projected outturn of around ½ - 1% within budget.

IFRS Resource Accounts 2009/10

The Interim Director of Finance and Performance presented changes to reporting the 2009/10 resource accounts outlined the implications for The National Archives of this change. The Board noted that all government departments are required to move to the International Financial Reporting Standard.

Legislation Publication procurement

The Board reviewed the approach to award new contracts for government legislation publishing.

Operational Efficiency Programme Review

The Interim Director of Finance and Performance updated the Board on The National Archives' response to the Government's Operational Efficiency Programme (OEP) – Putting the Frontline First: smarter government.

The Board agreed the approach to identify a direction of travel for the organisation that will meet the guidance of the OEP benchmarks.

The next review phase will be reported and discussed with the Executive Team in the Spring.

Corporate Plan 2010/2011 review and approval

Having previously agreed the 2010/2011 strategic priorities and business plan, the Board went on to review the key messages of the 2010/11 Corporate Plan.

The Board noted that the first draft of the Corporate Plan has been shared with The Advisory Council and our academic stakeholders.

Having agreed a number of small amendments to the document to support the Corporate Plan, it was approved by the Board.

Budget 2010/2011 review and approval

The Interim Director of Finance and Performance led Board discussion to review the draft budget for 2010/2011.

While considering headline figures around income generation, staff and non staff related costs and investment for 2010/2011, the Board agreed that the strategy on savings and investments continues to be around future proofing the organisation's infrastructure and creating an opportunity for continued innovation. Investment going forward was not aimed at reducing running costs.

The Board approved the Budget for 2010/2011.

Key Performance Indicators 2010/2011 – review and approval

The Board reviewed the draft Key Performance Indicators (KPIs) for 2010/2011 with the Head of They went on to compare the KPI metrics and definitions with last year and assessed whether there was sufficient stretch to challenge the organisation before giving Board approval to the 2010/2011 targets.

The Board noted that of the 17 identified KPIs for 2010/11, 12 are targets that will be shared with the Ministry of Justice.

Any other business

The Board thanked the Chief Executive for the positive and valuable contribution that she has made to The National Archives over the last 41/2years, noting that the next Board meeting will be Chaired by Acting Chief Executive Oliver Morley.