

Management Board meeting summaries - June 2010

Statement of Internal Control

The Board reviewed and approved the draft statement of internal control for publication as part of the 2009/10 Annual Report.

2009/10 Year End Financial reporting

The Board reviewed the Year End financial summary and resource accounts with the Director of Finance, noting net cash expenditure to within 4% of budget and a total expenditure (including non-cash depreciation and capital assets) of 6% below forecast.

The Resource Accounts were approved by the Board.

2009/10 Year End Business reporting

The Board reviewed Year End business performance agreeing that the degree of stretch across all targets was appropriately pitched for 2009/10. While noting that this was a strong performance in what was potentially a difficult year, the Board went on to reflect on those targets that slipped and to consider lessons learnt.

All 2009/10 strategic objectives and 6 out of the 8 published Key Performance Indicators were achieved.

Attendance monitoring

The Board considered comparative analysis and monthly patterns of sick absence across The National Archives, agreeing that this robust approach to monitoring will improve attendance management through 2010/11.

Board Terms of Reference

The Board reviewed and agreed the Management and Remuneration Committee Terms of Reference.

Post election review

The Acting Chief Executive led Board discussion to:

- Assess the impact on The National Archives of government constraints and tightening controls
- Brief new ministers and Ministry of Justice line management on our core strengths

The Board went on to debate and approve, in principle, the outline for further discussion on the organisation's public task and responsibility.

Strategic risk list

The Board reviewed and agreed the draft strategic risk list and suggested non executive director pairing with senior risk owners.

Audit Committee Terms of Reference

The Board reviewed and approved the Audit Committee Terms of Reference.

Annual Report and Resource accounts 2009/10

The Board reviewed and approved the presentation and text for the 2009/10 Annual Report and Resource Accounts of The National Archives

Financial reporting – May 2010

The Board reviewed May monthly and Year to Date financial reporting with the Director of Finance. The impact of government spending constraints on recruitment, marketing and project investment were considered. Further discussion around project changes and the Comprehensive Spending Review negotiation was planned for the July Board meeting.

Response to the Operational Efficiency Programme (OEP)

The Director of Finance updated the Board on progress to complete the government's 2010 Back Office benchmarking exercise – the OEP.

The Board considered frontline and support services analysis for The National Archives, and approved proposed positioning around bench marks for Finance, HR, IT and Estates.

Government Services review

Following a presentation to outline the findings of a review of The National Archives' information management advice and services to government, the Board discussed some of the key points of the review and recommended actions for a further review in September 2010.