

**26<sup>th</sup> June 2008**

Chairman's Annual Audit Report

The Chair of the Audit Committee gave a summary of the work over the last year. He reported that considerable progress has been made through 2007/08 with more robust strategies and frameworks being embedded throughout the organisation.

First draft Annual Report

The Management Board reviewed and agreed the first draft of the Annual report and Resources Accounts for 2007/08.

Estates Update

The Management Board reviewed progress against the estates Action Plan where considerable progress has been made. The Action Plan, agreed by the Board in December 2007, addresses the management of key risks relating to the estate and to on site safety at The National Archives.

The Board were also informed that the Director of Corporate Services and Finance would be appointed the Chair of the Health and Safety Committee as part of the Assurance framework. The Health and Safety Committee will report annually to the Board.

The Board went on to discuss implementation of the agreed estates change management programme and to review a 5-year capital investment plan for the organisation.

Snapshot - Customer research behaviour

The background and findings of the Amber Light online customer research project was presented to the Board.

The project is an ongoing qualitative piece of research that is looking at the behaviours, motivations, attitudes and goals of our online customers.