

**MINUTES OF MANAGEMENT BOARD MEETING,
10 NOVEMBER 2006, THE KEEPER'S ROOM, GENERAL REGISTER HOUSE.**

Present: George MacKenzie, Peter Anderson, Dave Brownlee, Jim Grady, Mary Robson (HR), Sandra Stewart (Finance), Jenny Cutts (secretary).

1. Minutes of last meeting

The minutes of the last meeting held on 14 July 2006 were approved.

2. Matters Arising

No matters were arising.

3. Staffing

3.1 Workforce plan

The NAS Workforce plan was formally ratified by the Board and establishes baseline staffing levels including current vacancies. It has been published on the NAS intranet and will be used for future resource planning and budget monitoring. Examples of SE workforce plans were discussed including the linkage between staffing levels and costs. It was noted that the inclusion in NAS workforce plan of a 'year in post' column may be utilised when considering staff moves.

3.2 Archivist recruitment exercise

The B2 Archivist Assessment Centre has been completed and offers made to the successful applicants. Feedback regarding support from Central Resourcing Unit was noted. A discussion concerning guidance on offering pay commensurate with experience was held and a suggestion for the inclusion of a 'salary expectations' box on recruitment application forms was proposed.

3.3 Attendance management

It was noted that NAS internal calculations will provide an accurate overview of sickness absence. HR support to deal with non-genuine sickness absence was discussed. Mary Robson agreed to clarify how case workers would work with job holders and their line managers to deal with problem sickness absence. It was agreed that she and Dave Brownlee would hold monthly meetings concerning attendance management. It was noted that George MacKenzie is notified of the completion of Return to Work interviews and investigates any delays in that respect.

ACTION – Mary Robson and Dave Brownlee to hold monthly meetings concerning sickness absence.

3.4 Special Bonus Scheme

Two nominations for the Special Bonus Scheme have been received. It was agreed that NAS would consult with GROS regarding the level of awards given and senior management would decide upon the standard NAS award. Procedures for processing nominations were discussed and it was agreed that they should first be submitted to the appropriate Divisional Head for approval who then present their recommendation to the Keeper to ratify. Special Bonus Scheme decisions will be reported at subsequent Senior Management Board meetings and minuted.

ACTION – George MacKenzie and Dave Brownlee to consider two Corporate Services nominations received.

4. HR Update

Mary Robson provided a HR update. It was noted that workforce plans are valued for resourcing budgets and managing skills gaps; that a group has been convened to review resourcing policy with particular regard to managed moves and that corporate support mechanisms have been withdrawn for voluntary movers in favour of interventions in support of involuntary movers. Mary Robson agreed to provide a guide summarising the SE resourcing toolkit. NAS C Band staff were invited to participate in the review of C Band Skills for Success by completing self-moderated assessments. Work on general line management training is underway and will be available in early 2007. A review of several policies including Sickness Absence Policy and Resourcing Policy is currently underway. Mary Robson will clarify priorities in this respect. Measures are being undertaken to improve the quality of management information in terms of a data cleansing to reconcile discrepancies between HR and Pay systems. Mary Robson agreed to send relevant information to Jim Grady as a result of this exercise. Further feedback regarding the HR Shared Services Centre was invited and a discussion of the delay in obtaining sickness information and in processing staff moves was held. It was explained that Jimmy Bain, HR Quality Co-ordinator has been tasked with investigating these issues and with improving processes.

ACTION – Mary Robson to provide guide to SE resourcing toolkit, to clarify priorities in SE HR policy review and to provide data cleansed management information when available.

5. Finance

NAS monthly financial report was circulated and discussed with particular reference to the new Scottish Family History Service contract, approved projects within ICT programme, and the revised business case for TTH2. Increased income was reported due to Scotland Online service and to increased revenue from legal search firms. It was noted that NAS accounts were signed off at end October 2006. Invitation for applications for small capital gifts was discussed with particular reference to the proposed purchase of the Dalhousie Muniments.

ACTION – NAS off to Lord Dalhousie to be followed up.

6. Corporate Plan 2006-2007 progress reports

6.1 Records Services Division (July-Sep)

Progress reports from GRB and PRB were circulated and highlights discussed.

ACTION – Outstanding Outreach Services progress report to be obtained.

A submission to change CLRB Key Business Objective 3.3 ii concerning SQL Server High Court database was discussed. It was decided that the KBO would remain unchanged although it will not be met due to extraneous circumstances.

ACTION – Peter Anderson to respond to CLRB regarding Key Business Objective as discussed.

ACTION – NAS Acquisitions Policy to be agreed.

6.2 Corporate Services Division (July-Sep)

Progress reports from ASB, CSB, FAB, ICT and RSB were circulated and highlights discussed. It was noted that the first phase of TTH re-shelving and record moves has been completed according to schedule. Dave Brownlee reported that he will be meeting with the cleaning staff regarding contingency priorities in the event of staff absence. The ICT branch pilot of remote access has been completed and is ready to be made available. It was noted that CSB are planning to recruit a conservator. A discussion of access to UCS glass plate negatives was held with reference to inclusion in NAS image library and to the provision of access for a researcher via digitisation on demand or arrangements to visit TTH and consult them under CSB supervision.

ACTION – Peter Anderson to investigate arrangements for research access to UCS glass plate negatives.

The imminent move of legal searchers and problems with the RAC search tool were discussed including the need to relocate person and place names indexes and record moves to facilitate this.

ACTION – Clarification regarding progress towards solving RAC search tool problems to be sought from ROS.

It was noted that RSB failure to meet enquiries and copies targets are due to sustained WSR vacancy and to involvement of DIU, respectively.

7. Risk Register

The NAS Risk Register was updated for presentation to the Audit Committee. Senior Management noted and ratified the changes.

8. ISPG report

ISPG report was circulated and noted.

9. Any other business

It was noted that lack of an overall ICT strategy has been recognised and that a scoping study to review this has been initiated. It was noted that travel and subsistence bids had been received from branch heads. The suggestion was made that the training budget may also be used to cover travel and subsistence associated with attending training events.

9.1 Future governance arrangements

It was reported that NAS governance structure and arrangements will change and that the Education Department are looking to use Historic Scotland as a model for the governance of NAS. It is proposed that the Senior Management Board will be expanded to include observers from Tourism, Culture and Sport Group as well as two non-executive directors and that Senior Management Board meetings will take the place of Governance meetings.

9.2 Copyright

It was noted that the issue of copyright and volunteers should be added to the Branch Heads meeting agenda for discussion and that the wider issue of NAS copyright officer is in need of consideration. It was noted that NLS may provide a comparable example regarding copyright and Reuse of Public Sector Information policies.

ACTION – Senior management to investigate copyright provision in SE Pertemps contract.

ACTION – Senior management to revise NAS Volunteer Policy to deal with copyright issues.

10. Date of next meeting

The next Management Board meeting will be held in early February 2007. Dates to be canvassed.