

**REPORT OF BRANCH HEADS' MEETING**  
**10AM, THURSDAY 14 APRIL 2005**  
**LORD CLERK'S REGISTER ROOM, GENERAL REGISTER HOUSE**

**Present:** George MacKenzie, Peter Anderson, Dave Brownlee, Jim Grady, Hugh Hagan, Ian Hill, Alison Horsburgh, Bruno Longmore, Rob Mildren, Bob Phillips, Alison Rosie and Morag Fyfe (secretary)

**Apologies:** David Brown, Jane Brown and Linda Ramsay

**1. Minutes of Meeting of 24 February 2005 and Matters Arising**

The previous minutes were approved.

(5.2 Personnel Files) – There was a discussion on the need for NAS to keep registered personnel files on staff. The concern expressed by Bruno and Alison being that HR do not always have up to date information on their files. Following discussion, the Keeper put forward the following proposals: (i) data on sickness absences was now being provided by HR and this will be distributed to the relevant branch heads; (ii) to raise with HR the question of access to information; (iii) that there be no registered personnel files in the NAS system, but that line managers who wished could keep personal folders, under appropriate security. It was proposed that this should be reviewed after 12 months. The Keeper also urged those present to let Senior Management know if they experience problems getting information from HR.

(5.3 Performance Management) – The Training and Development Unit have now run seminars on the new system which were well attended. Dave Brownlee stated that he had received copies of guidance leaflets on the new system and that these would be distributed at the end of the meeting. The form for 2005-6 is not yet available, but it will be put on *theOracle* as soon as it arrives.

**2. Corporate Plan**

Dave Brownlee reported that the bilateral meetings had taken place and that the second draft of the objectives for Corporate Services branches had been sent out to branch heads. Peter Anderson will send out the second draft of objectives for Record Services branches. Once these had been reviewed a draft of the whole plan will be drawn up and circulated. Senior Management will meet before the end of the month to allocate branch budgets for 2005-6.

**3. Marketing NAS**

The Keeper introduced the paper on Marketing the NAS, emphasising that it was a working document and did not necessarily cover all the areas to be looked at. A general discussion followed. Dave Brownlee pointed out that, in response to the TTH2 Business Case submission in 2002, Ministers had asked NAS to look at ways of increasing income, but that no specific targets had been set. Alison Rosie raised the position of the Business Archives Council as a records management consultancy for the private sector noting that BACS could be encouraged to do more in this area. The NAS should concentrate on advice to public authorities, using GRB staff expertise. Jim Grady noted that there had been times when revenue opportunities had been missed, for example for filming, and it was agreed that we would need a policy

on charging for filming work. Questions over selling digital images and electronic finding aids were also raised.

#### **4. Performance Indicators**

Peter Anderson introduced the paper from Tim Ellis on Performance Indicators. He noted that he had received some comments on the paper prior to the meeting, and these will be collated in due course. He will report back on this at the next meeting.

#### **5. Reports**

##### **5.1 Accommodation**

Dave Brownlee and Bob Philips reported on the latest developments.

Security – Dave Brownlee reported that a proposal had been put to PCS regarding changes to ‘silent hours’ security arrangements for NAS buildings, namely: (i) SE security staff to take over late closing and possibly early opening at GRH and TTH (NAS staff would continue to cover WRH as at present). (ii) Closing time for GRH and TTH to be extended to 10pm, no change for WRH. A later closing time of 10pm will allow extra work to go on into the evening for refurbishments and the Registers Archive Conversion project. (iii) Changes to the on-call arrangements will also be made. PCS officials are now to meet with the Archive Attendants to discuss these proposals.

Scottish Family History Service – A report of the procurement exercise together with a recommendation on successful tender will be presented to the Executive Committee at its meeting on Wednesday 20<sup>th</sup> April. The contractor should then be appointed by May with work proper to commence in June. The car park at GRH will be taken over some time in May, however two disabled spaces will remain.

Lifts – 2 disabled hoists need major repair.

##### **5.2 FOI**

Morag Fyfe reported that the NAS had answered 13 FOI enquiries between January and March 2005. There is currently one enquiry ongoing, being dealt with by GRB, and one other had been closed in April. All enquiries had been dealt with within the 20 day target. The Online Central Enquiry System has been live since March and is working well as a logging system for FOI. She encouraged people to continue using the notes field to indicate what action had been taken. She also asked Branch Heads to forward to her the name of at least one FOI officer for their branch by Thursday 21 April. It was noted that if no name was received it would be presumed to be the Branch Head themselves.

##### **5.3 ICT**

Rob Mildren reported on the latest developments.

New NAS website – This was demonstrated to Senior Management this week and a programme of development has been drawn up.

Digitisation in Repro – This is still bedding in, concentrating on negative photostats and abridgements. The priority for the unit will be the Sasines, however there will be an ad hoc digitiser dedicated to miscellaneous projects which come up.

Remote Access – A solution to allow remote access has now been purchased, which should be installed by 25 April and will then be tested. It will be restricted to e-mail, calendar, contacts and *theOracle* in the first instance.

CALM – The problem with indexing has now been solved with the replacement server. Other problems, thought to be application errors, have emerged, causing the failure of OPAC on a number of occasions.

**6. Any Other Business**

None

**7. Date of Next Meeting**

11<sup>th</sup> May, 2:30pm TTH meeting room.