

**REPORT OF MANAGEMENT BOARD MEETING,
12 APRIL 2006, THE KEEPER'S ROOM, GENERAL REGISTER HOUSE.**

Present: George MacKenzie, Peter Anderson, Dave Brownlee, Jim Grady,
Morag Fyfe (secretary).

1. Minutes of last meeting

Jim Grady is to produce the minutes of the last meeting.

ACTION – JG to produce minutes of Management Board meeting of 17 January 2006

2. Matters Arising

Two matters arising from the previous meeting have now been actioned.

3. Corporate Plan 2004-05 reports

3.1 Records Services Division January-March 2005

Peter Anderson presented the report of Record Services Division.

3.1.1 Government Records Branch

All Key Business Objectives (KBOs) were either achieved or partially achieved. In regards KBO ii., Peter Anderson is awaiting Bruno Longmore's response, but it is looking unlikely that *Objective* will be taken up this year. Under KBO v. GRB are still negotiating with depositors.

3.1.2 Court and Legal Records Branch

CLRb have presented a solid achievement this year with all KBOs achieved. Under KBO v., the Court Service are now looking at private record storage solutions, which is a step towards achieving this objective more fully in the future.

3.1.3 Private Records Branch

Although KBO i. was not completed on time, there are now only 6 collections left where their status is unclear.

3.1.4 Outreach Services Branch

The Annual Report was late in being produced (KBO i.), however, it has now been completed and was laid before Parliament in February. Under KBO ii, no news has yet been heard from the Phillimore Prize judges concerning the entry of the *For Freedom Alone* exhibition into this year's Society of Archivists competition. Peter Anderson has ruled himself out as a judge for this competition, but will check up on progress. Under KBO vii., a B2 member of staff has now been recruited for the Digital Image Library stream of the Marketing Strategy and a project board set up. The first meeting of this board will take place at the end of April.

3.2 Corporate Services Division January-March 2005

Dave Brownlee presented the report of Corporate Services Division

3.2.1 Accommodation Services Branch

No response has been received from ASB this quarter due to other pressures, however, Dave Brownlee provided an oral report. KBO i. is on schedule for a revised submission to be put before the Minister by the end of June. Under KBO ii., the Project Board had met that morning. They are planning on a six month delay to the refurbishment programme following Peter Walker Group going into receivership. Around 15 separate small contracts now need to be let, under single tender action, to make the site secure. The contract with PWG has been terminated formally and we are in correspondence with the receivers. An advert will be placed in OJEU next week to seek expressions of interest in the residual works. The

tendering procedures for this will be run under what is known as “accelerated procedures”. There has been a delay in KBO iii. due to finding asbestos in the WSR. The current best estimate for re-opening the WSR is 15 May, although this may change.

3.2.2 Finance and Administration Branch

All KBOs met or substantially met.

3.2.3 Information and Communications Technology Branch

ICT have not met all KBOs, in most cases due to staff illness, but most of the KBOs were either achieved or partially achieved. There are ongoing problems with throughput in DIU, who are struggling to meet their targets due to staff sickness levels. Dave Brownlee will organise a meeting with the Keeper, branch managers and key stakeholders to discuss the problems in DIU.

3.2.4 Conservation Services Branch

All KBOs have progressed satisfactorily.

3.2.5 Reader Services Branch

KBO ii. was not met and has been brought forward into next year’s objectives. Under KBO iv., Susan Corrigan has compiled a paper on the impact of the SFHS on the functions of the HSR and circulated it to Senior Management. In terms of staffing the ScotlandsPeople Centre, the Centre Head has now been appointed and will take up her post on 15 May. 16 of the 17 A3 posts have been filled, mostly through a managed move of current GROS staff, but with one NAS member of staff appointed. The remaining A3 post will be advertised. The B3 business development post is also to be filled.

3.2.6 Training & Development Centre

Report noted.

3.2.7 Senior Management

The group convened by Arlene Chalmers to make recommendations based on the Staff Survey have now met and are starting to draw up an action plan. A series of regular open forum meetings for all staff will be started, hopefully in June. It is intended for these to be a way for Senior Management to cascade information down to staff and for staff to raise any queries or comments with Senior Management. They will take place in each of the buildings on rotation and should last no longer than an hour.

ACTION – DBI to arrange meeting to discuss problems in DIU.

4. Corporate Plan

A draft of the Corporate Plan for 2006-07 has now been discussed with our sponsors in LPS. A number of comments have been put forward by them, which will be looked at and, if appropriate, incorporated. A new section will be added at the beginning of the plan, explaining what we do, what our strategic targets are and how this supports the Minister’s response to the Culture Commission report. There are still a few blanks to be filled in and, a revised draft will be available for the Governance meeting on 26 April.

5. Finance

Jim Grady had still to produce the figures for the finance report, however these will be ready in time for the Governance meeting. The operating cost outturn forecast for the year is still running close to the budget limit. There is a £6,000 underspend on pay at present, but this does not take into account the effect of the 2005 pay rise. This will have to go through as an end-year audit adjustment as the effect of the pay arrears on the budget will not be known until May. Income for 2005-06 is up, with a total of £800,000. Within this figure, income from legal business has gone down, while income from historical business has increased.

Budgets for this year are still to be signed off. Dave will compile a brief report for the upcoming Governance meeting on Finance.

ACTION – JG to produce figures and DBI to compile Finance report for Governance meeting.

6. Staffing

A number of issues were discussed:

Attendance Management: There is still a problem with attendance management. We have not received any reports from HR recently, however, it was agreed that a report should be compiled for the Management Board from our own figures, showing days lost through sickness absence.

Archivist Staff: The question of how to fill the two B2 vacancies (in RSB and GRB) was discussed and a way forward agreed.

Archive Attendant Staff: Dave Brownlee has submitted possible job descriptions for A4 team leaders to HR, who are content with these. These would not be additional posts, but upgraded existing posts. Dave will now discuss this further with Alison Horsburgh and Linda Ramsay.

7. Governance Meeting

7.1 Targets

The targets from quarter January-March 2006 and the annual targets for 2005-06 were reviewed. The figure for target 1 is still outstanding, but will be available before the targets are presented at the Governance Meeting. Target 4 will be removed for next year. The figures for targets 7 & 8 reflect the ongoing staff problems in DIU. There will be further discussion of the targets at the Governance meeting.

8. Accommodation

Covered in 3.2.1 above. There will be a meeting on the Accommodation strategy on 24 April.

9. Risk Register

The risk registers are due to be reviewed. They will be added to the agenda for the next Branch Heads' meeting. In preparation for this Dave Brownlee will issue a note on risk registers to Branch Heads, asking them to update their individual branch risk registers.

ACTION – DBI to issue a note on Risk Register to Branch Heads.

10. ISPG Report

The ISPG were unable to meet prior to the Management Board meeting.

11. Any Other Business

None.

12. Date of next meeting

The next Management Board meeting date will be 2 weeks before the next Governance meeting, probably in July.

ACTION – MF to canvass dates and arrange