

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

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

**1. Minutes of last meeting**

The minutes were approved.

**2. Matters Arising**

Jim Grady is to produce the minutes of the 17 January meeting.

ACTION – JG to produce minutes of Management Board meeting of 17 January 2006
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**3. Staffing**

A number of issues were discussed.

Archivist Staff – the Board agreed to recruit externally for new B2 archivist staff. A generic job advert will be drawn up and numbers to be recruited will be agreed nearer the time.

Archive Attendant Staff – recruitment for the A4 team leader posts is on track.

Cleaning Staff – it was agreed that we may have to look at recruiting another permanent cleaner in August, due to staffing shortages.

ICT – a B1 ICT specialist to replace Stuart Hepburn will be recruited through the next ICT assessment centre.

SFHS – the staff for the new centre are now all allocated, however they will not be taking up their new posts for 12-15 months, due to the delays in the building works.

Sickness Absence – Mary Robson produced two charts for Quarter 1, one showing long term sickness absence, the other showing intermittent sporadic sickness, however there were some inaccuracies in the data. We have not been receiving data from HR, and Mary agreed to continue to deproviding this data. The new SE policy on managing sickness absence is still being developed by HR, however Mary Robson agreed to speak to Lorraine Brown to see what stage it is at. It is likely that more responsibility will rest with the line manager in regards sickness absence issues. Ways to tackle the problem at the NAS in the meantime were discussed.

ACTION – MR to provide ongoing data on sickness absence from HR.
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- MR to speak to Lorraine Brown to ascertain what stage the HR policy on sickness absence is at.
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**4. Resourcing Policy**

A first draft has been prepared and will be sent to Mary Robson. Mary agreed to send Dave Brownlee a copy of proposed headings for the Justice Department workforce plan as a guide. A work force plan for NAS, outlining an agreed number of staff, will be completed and published by end August.

ACTION – MR to send DBI a copy of the JD workforce plan for reference.
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- DBI to send MR a copy of first draft of NAS resourcing policy.
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## **5. Corporate Plan 2004-05 reports**

### **5.1 Records Services Division April-June 2005**

Peter Anderson presented the report of Record Services Division.

#### **5.1.1 Government Records Branch**

All Key Business Objectives (KBOs) are on target. Catalogue entries are below target, which has been attributed to staff shortages in GRB.

#### **5.1.2 Court and Legal Records Branch**

On KBO iii. it has proved difficult to get action from the Court service. Weeding levels are on target.

#### **5.1.3 Private Records Branch**

Although KBO ii. has not been started, it is on course. Similarly work on KBO iv. is due to start soon.

#### **5.1.4 Outreach Services Branch**

Work on the digital image library (KBO iii.) is making good progress. Margaret McBryde is monitoring the uptake of SAfS, which is proving to be a little disappointing.

### **5.2 Corporate Services Division January-March 2005**

Dave Brownlee presented the report of Corporate Services Division

#### **5.2.1 Accommodation Services Branch**

KBO i. is not going to be met by 30 June. The Keeper and Dave Brownlee are looking at the Business Case and are aiming for a revised Business Case to be ready by end August.

#### **5.2.2 Finance and Administration Branch**

All KBOs making good progress.

#### **5.2.3 Information and Communications Technology Branch**

Under KBO ii., Keith Dargie has been trialling remote access while working from home and further, wider testing will take place in August.

#### **5.2.4 Conservation Services Branch**

Under KBO ii., the box making machine is now installed at TTH and Dave Brownlee will talk further with Linda Ramsay about the staffing issues around the machine.

#### **5.2.5 Reader Services Branch**

Under KBO ii., there are still problems with the RAC search tool, which need to be resolved before the search firms can be moved. Meeting copying targets is proving problematic and the overall copying policy may have to be looked at again. The submitted Corporate Plan Objective alteration (MB06/9) was approved.

#### **5.2.6 Training & Development Centre**

Report noted.

#### **5.2.7 Senior Management**

Report noted.

## **6. 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 Spending Review 2007 is in draft and will go to the Minister once it has been approved by the Keeper. Travel and subsistence is over budget for this year, and staff should be reminded to exercise restraint in using T&S allowances.

## **7. Governance Meeting**

The Governance Meeting will be postponed, but papers should still be sent to Stephen Bruce in time for 3 August.

### **7.1 Targets**

Target 4: More information is required from listing branches for this figure.

Target 15: FAB will supply a figure for this target.

## **8. PGA Procurement**

The Management Board approved the procurement of the PGA, charging it to the capital budget, however, an options paper is still required, including a note of how we will benefit from it and what it will give us.

ACTION – PA to ask John McLintock for an options paper on PGA and GIS.

## **9. Accomodation**

Covered in 5.2.1 above.

## **10. Risk Register**

Dave Brownlee has received all but one response from the Branch Heads. He and the Keeper will meet again to discuss the department risk registers.

## **11. ISPG Report**

The ISPG met on 13 July. The minutes are forthcoming and will be circulated, however, the main points include: a relaunch of the Helpdesk; and the provision of remote access later in the year.

## **12. Any Other Business**

### **12.1 Minister's Visit**

A programme for the Minister's visit will be drawn up by the Keeper.

### **12.2 EU Project for Russian Federal Archival Agency**

The Keeper will respond to the request, sending them a copy of the Corporate Plan.

### **12.3 Senior Management Assistant**

The Board expressed their thanks to Morag Fyfe for her work for the Management Board and wished her luck in her new post.

## **13. Date of next meeting**

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