



A selective log of corporate information released in response to FOI requests 2006

Audit and Remuneration sub committees

Request about the roles and responsibilities of the audit and remuneration sub committees, the structures of the organisational hierarchy below the sub committees and any conflicts of interest which have arisen.

Information provided The role of the **National Archives Audit Committee** is to support the Chief Executive in her responsibilities for issues of risk, control and governance and associated assurance. The Committee advises her on whether there is sufficient evidence from various relevant sources to allow her to sign the annual Statement on Internal Control (SIC). The size of the Committee and appointments are determined by the Chief Executive.

In terms of structures under this Committee, The National Archives buys in internal audit services. The scale and complexity of an agreed audit programme determines the organisation and size of the internal audit team, which may only consist of one person for a particular audit.

The **Remuneration Committee** exists to moderate pay increases proposed by the Chief Executive for members of the Senior Civil Service (SCS) within The National Archives. In practice the SCS means the Directors of The National Archives, except for the Chief Executive herself whose pay is decided by the Department for Constitutional Affairs, our parent department. Essentially, the Chief Executive makes recommendations based on her assessment of individuals' performance as recorded in their annual appraisal, within the guidelines set annually for the whole civil service by the Cabinet Office.

The Remuneration Committee discusses these recommendations, and will if necessary question the Chief Executive and take advice from the HR representative on procedural and technical matters before making its decisions. These decisions, and the proceedings of the Committee, are confidential, but a report is available in the Annual Report (see pages 24-26 for latest one on our website at <http://www.nationalarchives.gov.uk/documents/annualreport0506.pdf>).

In ordinary course of events the Committee only meets once a year. The Remuneration Committee consists of two Non-Executive Directors, advised by the Director of Human Resources and Organisational Development. There is no organisational hierarchy below the Committee - the HR department simply actions the Committee's decisions.

Conflicts of interest have not arisen. One of the key reasons for the involvement of non-executive directors in the Remuneration Committee or external auditors is to ensure decisions are fair and objective.

Date of disclosure: 27 November 2006

Online resources

Request for information about the Licensed Internet Associate programme, co-branded projects, DocumentsOnline and A2A.

Information provided

...The LIA programme and the co-branded programme are the same thing. All co-branded/LIA services feature a level of free search functionality – limited fields are returned to give the user an idea if the information they require is in the document before they make the decision to purchase the file or not. In the case of the census this is: forename, surname, estimated birth year and residence or birthplace. To view the rest of the index or transcription is chargeable – as is the image of the original document. Likewise co-branded /LIA services must feature a pay-per-view charging model and demonstrate a commitment to customer service. However, records are free to view from computer terminals on site at The National Archives' premises in Kew and at the Family Records Centre in Islington.

...We have 174 kilometres of shelving of records. To digitise them and make them available on the internet is a hugely expensive task and one beyond the resources of The National Archives alone. For this reason The National Archives offers opportunities for commercial partners to work with us in widening online access to the records we hold, by digitising them and offering online access. This gives The National Archives key advantages in terms of capital risk, scale (i.e. the ability to digitise several collections simultaneously), increased marketing presence, established routes to market, and an ongoing programme of technical improvement and development.

As mentioned above, the records are only free to view on site; a charge is applicable to view documents from computer terminals outside the premises of The National Archives.

Current LIAs are:

- ancestry.co.uk – 1841-1891 census, WO363 &364 service records (launch 2007)
- genesreunited.co.uk – 1901 census
- 1837online.com – BT27 passenger lists (launch autumn 2006)

For further details of upcoming LIAs see:

http://www.nationalarchives.gov.uk/business/popular_records.htm

Co-branded projects are very successful because they allow large and complex databases of material to be created quickly and operated to a very reliable and high standard.

The National Archives receives a royalty from any commercial service which utilises images of original records from The National Archives' collections.

http://www.nationalarchives.gov.uk/documents/lia_notice.pdf

...Documents Online (and co-branded services) are available for free on workstations onsite at Kew. As the records are digitised, access to the original document is restricted– saving it for the future.

...there is a small charge to print anything from on-site work stations.

The A2A central team and running costs are supported financially by The National Archives. Organisations seeking to contribute to the site need to seek funding elsewhere. Many contributors receive Heritage Lottery funding; others may self-fund if the contribution is small. The following link provides much information regarding funding in relation to contributors:

<http://www.nationalarchives.gov.uk/partnerprojects/a2a/funding.htm>

...there can be no doubt that A2A has helped repositories to increase their number of remote enquiries, either by telephone or email. A2A offers users from the UK and abroad access to catalogues that they may not have been able to see previously. Each catalogue entry on the site provides a link to the holding repository via ARCHON, a web based directory giving contact details for all UK repositories. Users of the A2A site may therefore order copies of documents using the contact details provided by ARCHON. Alternatively, they may wish to visit the archive. Contributors have access to a link on the A2A site which records the number

of hits to their catalogues on A2A; this is a valuable statistic and is popular amongst contributors wishing to keep a track on the number of hits to their material.

The A2A central team manage a mailbox, and it is clear from queries received that many users will be contacting repositories directly for further information.

Date of disclosure: 6 September 2006

Procurement procedures

Request for information about The National Archives' procurement policy and procedures.

Information provided The National Archives procurement policy conforms to the guidance and policies laid down by the Office of Government Commerce. OGC is the central government body responsible for ensuring that UK public authorities adhere to the requirements of the EU Procurement Directives as implemented through UK regulations and statutory instruments. I attach the link to their website for further information www.ogc.gov.uk

Details of The National Archives procurement policy is available through our publication scheme; www.nationalarchives.gov.uk/foi/pubscheme

TNA does not tender its requirements for recruitment but either undertakes its own recruitment through the HR department or uses the service provided through a collaborative framework agreement, awarded by the NHS PASA/Prison Service for the supply of temporary staff. These arrangements are available to all central civil government departments and/or their agencies.

For the provision of other categories of goods and services The National Archives also uses the Office of Government Commerce's framework contracts that are available through its trading arm OGC Buying Solutions. Attached is the link to their website; www.ogcbuyingsolutions.gov.uk/

These arrangements allow departments to access and enter into contract agreements with suppliers who have pre-qualified through the tender process, demonstrating financial stability and ability to deliver the service required. These frameworks are fully compliant with and have been competed and awarded in accordance with EU legislation.

In addition to these legislative requirements the National Archives internal policy also subjects purchasing and contract expenditure to open competition in order to maximise value for money. Budget managers, with delegated authority, are made aware of the minimum number of quotations required for tenders in their area of purchasing, the levels to which these apply and the procedures to be followed in each case. Current levels of action are:

up to £ 5,000	One written quotation
up to £ 10,000	three written quotations
over £ 10,000	full competitive tender

Where the estimated value of the prospective contract exceeds the level set for the EU/GATT regulations (currently £ 93,738 for supplies and services) the requirement to tender must be advertised in the Official Journal of the European Union (OJEU).

Date of disclosure: 24 May 2006

Spending on Information and communication technology

Request for details of The National Archives' spending over the last 3 to 4 years on Information and communication technology.

Information provided

1. Total annual spend on ICT.

2003/2004 - £5m
2004/2005 - £3m
2005/2006 - £2.6m
2006/2007 - £2.2m

2. Annual spend on hardware (desktop computers, lap top computers, fax machines, printers, servers, LAN switches, keyboards, hard drives, cables, etc).

The figures for Capital Equipment below include all assetable items, e.g. scanners and digital senders, as well as those items listed above.

2003/2004 - £1663k
2004/2005 - £331k
2005/2006 - £755k
2006/2007 - £328k

3. Annual spend on software (applications software, operating systems software, database software, security and anti-virus software, etc)

2003/2004 - £90k
2004/2005 - £408k
2005/2006 - £173k
2006/2007 - £130k

4. Annual spend on telephony (call charges, exchange lines, telephone switches and support, telephone handsets, voice and data networks, etc.)

Figures for Telecomms included the cost of data links & cabling in 03/04 and 04/05. These were not included in the figures for 2005/2006 and 2006/2007 .

2003/2004 - £316k
2004/2005 - £177k
2005/2006 - £73k
2006/2007 - £52k

5. Annual spend on additional external services such as support services (IT consultancy, maintenance and support services etc).

Total figures for maintenance -

2003/2004 - £521k
2004/2005 - £662.5k
2005/2006 - £702k
2006/2007 - £700k

Date of disclosure: 13 June 2006