

Executive Team Minutes

Title: **Executive Team Meeting**

Date of Meeting: **8 September 2010**

Location: **Blue Room**

Present:

Oliver Morley (OM - Chair), David Thomas (DLT), Chris Mumby (CM), Caroline Ottaway-Searle (COS), Carol Tullo (CT), Manager (– item 3), Manager (– item 4), Manager (– item 4), Jane Craigie Payne (JCP – AOB) Corporate Secretary (Minutes)

Apologies:

Jeff James (JJ), Clem Brohier (CB)

		Action	Deadline
1.	Minutes and Matters Arising		
1.1	Minutes from the meetings on 25 August were agreed. Actions and updates to note: <u>Executive team Minutes:</u>		
1.2	Executive team agreed changes to presentation of Executive team reporting on the website.		
1.3	From 8 September Executive team Minutes, rather than summaries would be published; actions assigned below Heads of Department level to be redacted.		
2.	2011 census preservation		
2.1	CT opened Executive team discussion to consider The National Archives' recommendation to ONS on preserving the 2011 census record.		
2.2	Executive team agreed that The National Archives advice to ONS, notwithstanding their business constraints, must be consistent with the organisation's public task.		
3.	Access to TNA systems by non TNA staff/volunteers		

3.1	Executive team considered review findings and agreed a proposal that would give greater assurance around access by non National Archives staff to The National Archives information systems.		
4.	Principles for managers		
4.1	presented a set of manager principles for Executive team review.		
4.2	Created by National Archives managers to embed the Management Development Programme actions, the principles are intended as a prompt for managers to know their behaviours and how they are perceived by others, and to recognise a set of actions that will enable them to empower staff to contribute and develop to their best potential.		
4.3	Executive team congratulated and on an impressive and valuable piece of work.		
4.4	All agreed that the principles should be a reflection of The National Archives' values - representing positive engagement for change and a key part of thinking around the public task.		
	Actions for and agreed as follows:		
4.5	<ul style="list-style-type: none"> Group to present to a Director/Exec report meeting. 		
4.6	<ul style="list-style-type: none"> Seek larger group buy in with a cascade through team meetings. 		
4.7	<ul style="list-style-type: none"> Develop comms plan for Narnia. 		
4.8	<ul style="list-style-type: none"> Ongoing group work and with L&D to consolidate and embed to sustain (community practice, new starters, buddy/mentoring for new managers). 		
4.9	<ul style="list-style-type: none"> Managers to articulate what additional support they need from exec reports and directors. 		
5.	September Management Board agenda		
5.1	Executive team reviewed and agreed the agenda for the Management Board meeting on 21 September.		
6.	Any other business		
6.1	<u>Non executive Director:</u> Executive team noted that the September Board meeting would be Baroness Lola Young's last Board meeting.		
6.2	Recruitment would be deferred following discussion on next steps with non –executive directors.		
6.3	<u>Protective markings:</u> Directors noted that usage is not consistent across the organisation.		

6.4	to review and make recommendation for Executive team consideration.		30/09/10
6.5	<u>External meetings:</u> Executive team noted that both the Hillsborough review and Government Knowledge Council would be taking place at Kew on Friday 10 September.		
6.6	The National Archives to host the Autumn meeting for Permanent Secretaries; arrangements to finalise are ongoing.		
6.7	<u>Staff survey:</u> JCP highlighted timetable and comms planning for the staff survey. This will run for 3 week's from a launch on 27 September.		

Executive Team Minutes

Title: **Executive Team Meeting**

Date of Meeting: **15 September 2010**

Location: **Blue Room**

Present:

Oliver Morley (OM - Chair), David Thomas (DLT), Clem Brohier (CB), Chris Mumby (CM), Caroline Ottaway-Searle (COS), Carol Tullo (CT), Julie Lennard (JL – item 2), Amanda White (AW – item3), Peter Brooker (PB – item 3), Manager (– item 3), Val Johnson (VJ – item 4), Corporate Secretary (- Minutes).

Apologies:

Jeff James (JJ).

		Action	Deadline
1.	Minutes and Matters Arising		
1.1	Minutes from the meetings on 8 September were agreed. Actions and updates to note:		
1.2	<u>2011 census preservation:</u> Letter to the National Statistician includes note of The National Archives' support around continuity planning for the 1961, 1966 and 1971 census records. These are due for return to ONS when the National Digital Archive of Datasets is closed in October 2010.		

	Stakeholder grid report		
2.1	Executive team reviewed September conference, events and written comms activity with JL.		
2.2	Actions noted: JL to improve engagement with these local stakeholders.	JL	ongoing
2.3	JL to consider how best to incorporate a measure of impact and audience analysis into future stakeholder grid reporting.	JL	29/09/10
3.	Performance reporting		
	<u>Financial reporting:</u>		
3.1	Executive team considered financial reporting for Month 5 (August) with CB and AJW.		
3.2	Executive team reviewed performance progress. Actions and amendments to note:		
	<u>Customer satisfaction Legislation:</u>		
3.3	– CT confirmed survey will run in September 2010.		
3.4	– OPSI site migration to legislation.gov.uk will be completed by mid October 2010.		
	<u>Stakeholders Web Continuity:</u>		
3.5	– to amend narrative to include down time figure.		
3.6	– DLT to review validity of web trend analysis.	DLT	Asap 29/09/10
	<u>Stakeholders Staff turnover:</u>		
3.7	COS confirmed Union agreement to the publication of the Dashboard on Narnia.		
3.8	PB to review with CM before publication.	PB	22/09/10
4.	Business planning product descriptions		
4.1	Executive team reviewed and agreed final business planning publications.		
	These were expressed as follows:		
	<u>Strategic Plan for 2011 – 2015</u>		
4.2	TNA's strategic priorities and, as informed by our public task, our aspirations for TNA's future (our vision).		
	<u>Business Plan for 2011 – 2012</u>		
4.3	TNA's business priorities and top level targets for the year (based on KPIs and major project initiatives)		

4.4	<u>Corporate Plan</u> A shorter version of TNA's strategic and business plan presented together (to MoJ, Advisory Council)		
4.5	<u>Business objectives for 2011 – 2012</u> Deliverables, milestones and success factors underpinning delivery of the in year Business plan		
4.6	PB to make minor changes to framework to reflect CSR timings.	PB	29/09/10
5.	Research priorities		
5.1	Executive team debated and agreed The National Archives' research principles and priorities outlined by VJ.		
5.2	VJ to tighten definitions to be more specific on policy issues and focus research on user participation.	VJ	29/09/10
5.3	Nick Kingsley to tighten wording to reflect TNA's role with private archives.	NK	29/09/10
5.4	VJ to circulate revised priorities for Executive team final approval and general publication.	VJ	29/09/10
6.	Any other business		
6.1	<u>Public task:</u> OM confirmed that next steps would be crystallised once CSR has been agreed.		
6.2	CB to add detail to exec report presentation to reflect how best to take forward as part of 2011/12 business planning.	CB	Asap
6.3	<u>Queen's Speech:</u> Executive team noted that changing the parliamentary cycle (moving Queen's Speech to 2012) would impact the legislation contracts programme.		
6.4	<u>Diversity week:</u> Activities planned for 20 – 24 September		
6.5	<u>Training:</u> Executive team agreed corporate comms to highlight that it is both disrespectful and costly to commit to training and not attend.		
6.6	In future Jane Craigie Payne to share list of non attendees with directors.	JCP	Asap
6.7	<u>CSR:</u> CB to attend Treasury meeting tomorrow (Thursday 16 September) to review.		
6.8	<u>Public car parking:</u> Charging for the public car park has been postponed until a quality service can be guaranteed.		
	<u>Digitisation consultancy</u>		

Executive Team Minutes

Title: **Executive Team Meeting**
Date of Meeting: **29 September 2010**
Location: **Blue Room**

Present:

Caroline Ottaway-Searle (COS - Chair), Jeff James (JJ), David Thomas (DLT), Clem Brohier (CB), Chris Mumby (CM), Carol Tullo (CT), Val Johnson (VJ – item 2), Peter Brooker (PB – item 3, 4), Corporate Secretary (Minutes).

Apologies:

Oliver Morley (OM)

		Action	Deadline
1.	Minutes and Matters Arising		
1.1	Minutes from the meetings on 15 September were agreed. Actions and updates noted as follows:		
1.2	<u>Transparency page:</u> Spend over £10k will now be published on the website's Transparency page.		
1.3	<u>Training non attendance:</u> Jane Craigie Payne to re format the list to make it more accessible to directors.		
1.4	<u>Web continuity web trend reporting:</u> DLT confirmed web trends are being reviewed with the European Archive.		
1.5	<u>Protective markings regime:</u> Executive team reviewed and agreed proposed improvements to assigning Protective Markings in Outlook, Word and Excel.		
1.6	to make modifications to ensure that protective markings are		

	applied before newly created documents and emails are saved/sent.		6/10/10
	Grants Panel - review		
2.1	Executive team considered TNA support for the research grant application proposed by. If awarded, the project will create an online resource around UK immigration between 1330 and 1550.		
2.2	Executive team agreed full support and costs for this grant application, but noted that project length will become an increasing issue to approving research project support in the current climate of funding uncertainty.		
2.3	Final clarification and actions agreed		
3.	Strategic risk appetite review		
3.1	Executive team reviewed current risk categories, the organisation's appetite to risk and the maximum residual score that will be tolerated within each category with PB.		
3.2	Executive team agreed no change in current category, risk and residual risk scores. PB noted.		
4.	Business planning timetable		
4.1	PB reviewed the business planning timetable with Executive team.		
4.2	PB to circulate a simplified revised timetable to exec team	PB	asap
4.3	Corporate Secretary to note business priorities sign off date in future Exec team agenda.		17/11/10
5.	November Management Board agendas		
5.1	Corporate Secretary to review suggested amendments with OM.		6/10/10
6.	Any other business		
	Executive team noted:		
6.1	<u>Legislation.gov.uk</u> - website survey is now live.		
6.2	<u>Open Government Licence</u> - the service to replace Click Use licence will be launched on 30 /09/10		
6.3	<u>Carbon competition</u> – government initiative to encourage energy		

	savings will be launched on 30/09/10. The Green Committee will coordinate for The National Archives.		