

Executive Team Summaries

Executive Team Publication scheme

13 January 2010

Management Accounts November 2009

The Executive Team reviewed the November Management Accounts with the Interim Director of Finance and Performance. While noting that current projections were within 1% of the spending target, the Executive Team discussed variables that had to be considered before commissioning any further spend before the Year End.

Corporate Plan 2010/2011

The Executive Team reviewed and agreed the draft business plan prior to the Management Board discussion and approval on 19 January. It was agreed that the draft plan would be circulated to the Trade Unions for their information at the same time as it is circulated to the Board.

Kew Performance Indicators 2010/2011

The Executive Team reviewed and agreed a revised Balanced Scorecard format to present business performance in 2010/2011.

Any Other Business

The Chief Executive and Director Corporate Business Development outlined executive changes following the resignation of the Chief Executive.

The Chief Executive also confirmed the appointment of the new Finance and Performance Director.

For continuity, the Interim Finance and Performance Director will remain in post until the end of the financial year in March.

20 January 2010

Sustainability legislation review

The Executive Team reviewed current policies, regulations and targets around sustainability and onsite carbon reduction. Discussion was focused around the effectiveness of key initiatives at The National Archives to help make The National Archives more energy efficient.

Key Performance Indicators (KPIs) 2010/2011

The Programme Support Officer introduced Executive Team discussion to approve the draft KPIs and recommendations for 2010/11. The Executive Team went on to consider whether these were the right indicators to drive performance and delivery of the strategic priorities in 2010/11, and to be confident of delivery across all published and unpublished objectives.

27 January 2010

Investment initiatives and Year End financial performance - update

Executive Team began a review of investment initiatives with discussion around progress to deliver the two largest items impacting Year End out-turn.

Draft budget 2010/2011

The Executive Team reviewed the draft 2010/11 budget with the Interim Director of Finance and Performance. The Executive team agreed the overall presentation to the Management Board in February.