

## **Executive Team Summaries**

### **Executive Team Publication Scheme**

#### **6 May 09**

##### Savings proposals

The Executive Team discussed and finalised proposed savings to take to the May Management Board for debate and approval.

#### **13 May 09**

##### Study Tour Group feedback – National Archives and Records Administration (NARA) visit

The Director of Information Policy and Services introduced members from her team who have recently returned from a trip to NARA. Their presentation focused on a number of areas of interest that they were able to explore during their visit. The Executive Team agreed with the group that the visit was a great learning opportunity and opened up a number of interesting areas for future debate.

##### Balanced scorecard format 2009/10

The Executive Team reviewed the new format for the Balanced scorecard top sheet for 2009/10 Key Performance Indicator (KPI) reporting. A four quadrant exception report, intended to accompany the monthly KPI review, was also included for their review and approval.

Executive Team agreed that in light of possible savings proposals they might need to refresh this year's Corporate Plan and KPIs.

##### Performance and Business reporting – Fourth Quarter review

The Executive Team reviewed the Fourth Quarter business achievements and discussed any remedial actions in the context of the agreed 2009/10 Performance indicators.

#### **20 May 09**

##### Security Policy framework & Information Risk draft report

The Executive Team reviewed and agreed the completed annual Security and Information Risk reports with the Director of Technology/Chief Information Officer. It was noted that this is the first year that The National Archives has completed these returns.

##### Balanced scorecard – April 09

The Executive Team reviewed and discussed the Key Performance Indicators for April 09.

##### Strategic risk refresh

The Executive Team reviewed the latest draft of the strategic risk register and agreed some final changes to wording around remedial actions and contingency measures.

##### Management Accounts Month 1 (2009-10)

The Executive Team agreed the accounts for Month 1. These will now be circulated to the Board for their information.