

Title: Executive Team Meeting

Date of Meeting: 5 April 2017

Location: Blue Room

Attendees:

Jeff James (JJ – chair)	TNA	Patrick Mallett (PJM - minutes)	TNA
Neil Curtis (NC)	TNA	Sam Whaley (SW)	TNA
Val Johnson (VJ)	TNA	Web Design Team Manager (WDTM)	TNA
John Sheridan (JS)	TNA	User Researcher (UR)	TNA
Caroline Ottaway-Searle (COS)	TNA	Online Editor (OE)	TNA
Paul Davies (PD)	TNA	Senior Designer (SD)	TNA
		Interim Marketing Manager (IMM)	TNA
		HR Manager - Systems & Operations (HRMSO)	TNA
		Finance Business Partner (FBP)	TNA
		Caroline Pegden (CP)	TNA

Apologies: None

		Action
1.0	<u>Minutes and Matters Arising</u>	
1.1	The minutes of the previous meeting held on 15 March 2017 were reviewed and approved subject to minor amendments.	
1.2	The actions log was reviewed.	
2.0	<u>Our homepage</u>	
2.1	The Executive Team was presented with an update on the research and thinking that was driving work around improving The National Archives' homepage.	
2.2	The Executive Team was asked to support a number of changes to our homepage, which arose as solutions to fit requests from stakeholders (to better meet business needs) and as solutions to user feedback collected on the general look and feel of our homepage.	
2.3	The OE explained that the design had last been refreshed in 2013 and while it was effective for its time users needs and behaviour had changed and we needed to reflect our aim of engaging with new audiences as laid out in <i>Archives Inspire</i> .	

2.4	The OE stated that a change already made to the visibility of the newsletter promotional box had increased sign up rates substantially.
2.5	The OE noted that our aim is to create a new homepage that better reflects The National Archives in 2017 and beyond.
2.6	VJ said that we needed to be aware of the needs of other audience groups.
2.7	JJ noted that when using GOV.UK it was easy to find the organisation you required without navigating from the homepage.
2.8	JJ questioned the need for and value of our own website search when commercial search engines provided an effective alternative.
2.9	JJ said that as many customers would enter our website via Discovery it might be appropriate to explore solutions that would enable them to 'pull out' and get to our homepage quickly and easily as often landing in Discovery was not the optimal start position for a visit.
2.10	The Executive Team noted the work already done and the plans for future work.
3.0	<u>Developing our Future Workforce (DOFW)</u>
3.1	The Executive Team was asked to note the update.
3.2	PD advised that the DOFW team had made some further prioritisation decisions after the input from Directors.
3.3	JJ said that the bar graphs showing representations of how we got from first draft to final proposal were very useful.
3.4	COS advised that there may be issues around dependencies and internal recruitment.
3.5	JJ noted that there will be tough decisions that have to be made.
3.6	NC stated that we had a balanced plan for this point in time but there was scope to amend the order as priorities evolve.
3.7	JJ explained that if our HLF bid was successful we would have a 24 month window to make progress and while digital was indeed our biggest challenge we need to look to a longer term solution therefore the posts were prioritised with this in mind.
3.8	The Executive Team approved the process as set out in the paper.
3.9	The Executive Team reviewed the new post list.
3.10	JJ advised that once we had prioritised the next step was to list in terms of affordability within our budget and recruit what we can afford from that list.
3.11	JJ said that the shared corporate objective demonstrates the importance and value of SLT working together on corporate priorities.

3.12	<u>Action:</u> PD to update the SLT on progress and the new process. Due 19/04/17	PD
3.13	<u>Action:</u> The FBP to re-distribute the updated prioritisation spreadsheet in line with the final Directors' comments and recalculate the final budget impact. Due 28/04/17	FBP
3.14	The Executive Team approved the new posts recruitments list.	
4.0	<u>New Authority To Recruit (ATR) review process</u>	
4.1	<u>Action:</u> PD to share all comments on the SLT shared objective with JJ. Due 19/04/17	PD
4.2	The Executive Team discussed and approved a number of ATRs.	
4.3	DOFW1 – Recruitment Advisor (HR4) – approved	
4.4	DOFW2 – Head of Events and Exhibitions (PE1) – approved	
4.5	DOFW3 – Digital Preservation Specialist (D24) – JS to take the discussion offline with the Implementation team	
4.6	CORE1 – Business Analyst – deferred for 3 months while the manager is recruited	
4.7	CORE2 – Learning & Engagement Adviser – approved	
4.8	CORE3 – IT Service Support Analyst – deferred for 1 month	
4.9	CORE4 – Managing Legal Editor (Publishing) - approved	
4.10	CORE5 – Education Officer – deferred	
4.11	CORE6 – Development Manager: National & Networks – approved	
4.12	CORE7 – Sector Development Manager (North West) – approved	
4.13	CORE8 - Sector Development Manager (Midlands) - approved	
4.14	CORE9 – Collection Development Manager – not approved (to be covered within the existing team)	
4.15	CORE10 – Internal & Stakeholder Communications Manager - approved	
4.16	JJ noted that the Executive Team needed to know the exact corporate need for each role being assessed. Recruitment needed to be managed corporately and directors needed this to be understood by their senior teams.	
4.17	JS noted that new corporate management of vacancies should provide the organisation wide overview necessary for the SLT to understand their requirements.	
5.0	<u>Any Other Business</u>	

5.1	The Executive Team noted the decisions of the Reclosure Panel (March 2017).	JJ
5.2	The Executive Team approved the draft 2016 Reclosure Report.	
5.3	JJ suggested that it may be useful to provide fuller description of the record series referred to in annex A and B.	
5.4	JJ recognised the impact on those who had to review such material and the Executive Team fully supported the challenging work they undertook.	
5.5	<u>Action:</u> JJ to cascade to the teams involved.	
5.6	The Executive Team reviewed and approved plans for staff attendance at the DCDC17 event.	
5.8	The Executive Team applauded Carol Tullo's long service and outstanding contribution over the years.	
5.9	JJ advised that there would be a drive to provide enhanced oversight and understanding of the business as a whole for all Directors. The CEO's office would be looking at how this might best work.	
5.10	JJ noted that the recent Archives Unlocked event really showed The National Archives at there best and thanked all those involved for their hard work.	
5.11	JJ advised that sessions were being planned for the Executive Team to look at team building, pace and culture.	
5.12	<u>There being no other business the meeting was brought to a close.</u>	

Title: Executive Team Meeting

Date of Meeting: 19 April 2017

Location: Blue Room

Attendees:

Jeff James (JJ – chair)	TNA	Patrick Mallett (PJM - minutes)	TNA
Neil Curtis (NC)	TNA	Lucy Fletcher (LF)	TNA
Val Johnson (VJ)	TNA	Head of Public History (HPH)	TNA
John Sheridan (JS)	TNA	Digital and Marketing Officer (DMO)	TNA
Caroline Ottaway-Searle (COS)	TNA	Head of Audiences (Delivery) (HAD)	TNA
Paul Davies (PD)	TNA	Media Manager (MM)	TNA

Apologies: Carol Tullo (CT)

		Action
1.0	<u>Minutes and Matters Arising</u>	
1.1	The minutes of the previous meeting held on 5 April 2017 were reviewed and approved subject to minor amendments.	
1.2	The actions log was reviewed.	
1.3	JJ advised that work was to be done around what our offer to Government should be and how we should be best set up to deliver it.	
1.4	<u>Action:</u> JJ requested PJM speak to SW regarding distribution of a journal article to NEBMs. Due 26/04/17	PJM
1.5	COS updated on plans for recruitment in the Education and Outreach department advising that Pauline Moore was content with the plans.	
1.6	JJ stated that clarity was required around what vacancy recruitment could be signed off without Executive Team approval.	
1.7	<u>Action:</u> PD to review with JCP the position (non Executive Team sign off of recruitment) set out in 2016 to SLT and to bring back to the Executive Team for agreement before distributing to SLT. Due 26/04/17	PD
2.0	<u>Strategic Risk Register (SRR)</u>	
2.1	The Executive Team was asked to review the Strategic Risk Register and the current risk scores, to review amendments to the text and mitigation measures and suggest appropriate updates.	
2.2	The Executive Team reviewed the SRR and a number of changes were requested.	
2.3	<u>Action:</u> PD to update SRR with input from the relevant members of the team ahead of review at Board. Due 02/05/17	PD / SW
2.4	The Executive Team approved the SRR subject to the agreed amendments being incorporated.	
3.0	<u>Archives at Night</u>	

3.1	Archives at Night: Sixties - focusing on Culture. Revolution. Scandal is to take place on Friday 19 May 2017.	
3.2	The HPH and the DMO updated the Executive Team on planning for the event and ticket sales.	
3.3	JJ asked if consideration would be given to using external patio areas in the event of fine weather.	
3.4	The HPH stated that this would be considered if ticket sales increased.	
3.5	JJ noted that the number of tickets sold already was impressive and suggested that we should be striving to reach our maximum capacity.	
3.6	JJ advised that it would be useful to get intelligence on the impact of any locally targeted marketing on ticket sales.	
3.7	JJ noted that we were now a member of the local Chamber of Commerce and the Leader of Richmond Council had recently visited as part of a drive for localism.	
3.8	<u>Action:</u> The MM to inform DCMS of the programme. Due 26/04/17	MM
3.9	The HPH informed the Executive Team of possible themes for future events of this nature.	
3.10	The Executive Team noted the update and were supportive of the work being done by all those involved.	
4.0	<u>Turing's law</u>	
4.1	The National Archives is considering the impact on our collection of legislation around posthumous pardons or miscarriages of justice, for example Section 359 of the Armed Forces Act 2006 and the Policing and Crime Act 2017.	
4.2	The Executive Team was asked to consider options for us to acknowledge these pardons in our Collection.	
4.3	JS noted that we should be aware of the differences between the terms pardoning, quashing and disregarding.	
4.4	JJ noted that the recent Compliance Board had suggested a further 'do nothing option' could also be considered.	
4.5	JJ noted that the huge resource implications of options 1 and 2 ruled them out on affordability grounds.	
4.6	The Executive Team approved the investigation of feasibility options.	
4.7	<u>Action:</u> JS to check on the status of the legislation's explanatory notes with Matt Bell. Due 26/04/17.	JS

4.8	<u>Action:</u> The HAD to discuss the approved approach at the Senior ARK team meeting and update COS on their opinion of the proposed way ahead. Due 26/04/17	HAD
5.0	<u>Developing our Future Workforce (DOFW)</u>	
5.1	The Executive Team was asked to note the update.	
5.2	PD noted that work was advancing with the culture work stream that sought to align DOFW with actions coming out of our most recent staff survey.	
5.3	The Executive Team noted the update.	
6.0	<u>Any Other Business</u>	
6.1	Directors discussed forthcoming diary engagements.	
6.2	<u>Action:</u> PJM to request SW send EBNA paper to Directors for information. Due 26/04/17	PJM
6.3	The Executive Team noted the Development of Standards – Collection Care involvement paper.	
6.4	<u>There being no other business the meeting was brought to a close.</u>	

Title: Executive Team Meeting

Date of Meeting: 26 April 2017

Location: Blue Room

Attendees:

Val Johnson (VJ – chair)	TNA	Kristen Dilworth (KD - minutes)	TNA
Neil Curtis (NC)	TNA	Lucy Fletcher (LF)	TNA
Caroline Ottaway-Searle (COS)	TNA	Pauline Moore (PM)	TNA
Paul Davies (PD)	TNA	Corp Performance & Transparency Manager (CPTM)	TNA
	TNA	Corporate Performance Manager (CPM)	TNA
	TNA	Head of Programmes and Policy (HPP)	TNA
		Cultural Property Officer (CPO)	TNA
		Jane Craigie- Payne (JCP)	TNA
		HR Manager - Organisational Development (HMOD)	TNA

Apologies: Jeff James (JJ), John Sheridan (JS), Carol Tullo (CT)

		Action
1.0	<u>Minutes and Matters Arising</u>	
1.1	The minutes of the previous meeting held on 19 April 2017 were reviewed and approved subject to minor amendments.	
1.2	The Executive Team decided that the Web version of the minutes does not need to be reviewed at the meeting	
1.3	Action: LF will work with PJM on the editing and reviewing of the web minutes.	LF/ PJM
1.4	The actions log was reviewed and updated.	
2.0	<u>Finance Report</u>	
2.1	PM presented with NC.	
2.2	PM noted that we have ended the year in a significantly healthier position than in previous years.	
2.3	The Executive Team acknowledged the outstanding result and congratulated the team on their performance	
3.0	<u>Dashboard</u>	
3.1	The Dashboard provides an easy reference of how the Performance Indicators for The National Archives have performed in the month and alerts the Executive Team to those areas where achievement is under threat and where some remedial action may be necessary.	
3.2	The Executive Team was asked to review the March 2017/ end of year Corporate Dashboard	
3.3	The end of year figures will go into the annual report.	
3.4	VJ complimented the format but an improvement in performance should be as prominent as a drop.	
3.5	NC questioned whether we are presenting the right things in the dashboard	
3.6	PD said that he is aware there are different dashboards across the organisation, and is keen to see what they contain and how they are used, and identify any gaps.	PD
3.7	The Executive Team noted the Dashboard for March	
4	<u>Q4 Business Priorities Report</u>	

4.1	The Executive Team was asked to review, amend and approve the Q4 year-end updates to Business Priorities for 2016-17.	
4.2	The Executive Team approved the Business Priorities Report	
5.0	<u>Accountability Statement – summary</u>	
5.1	The Executive Team was asked to review the year end Accountability Statement summary.	
5.2	CPM highlighted the point that any persistent reds will be investigated by the Audit and Risk Committee.	
5.3	VJ questioned how well the benefit and purpose of completing the statements were understood by HOD's.	
5.4	The Executive Team agreed that there may be a need to have a cover note, especially for new recruits to HOD roles, to understand their responsibilities and to provide context on how it fits into the wider assurance framework.	
5.5	The Executive Team noted the Accountability statement	
6.0	<u>Archives Revealed – new funding scheme</u>	
6.1	HPP explained the rationale for the relaunch of our sector-focussed Cataloguing grants schemes.	
6.2	HPP stated that in Autumn 2017 we will work with The Pilgrim Trust to launch two new schemes under the overarching brand, Archives Revealed. These schemes will separately fund both cataloguing and also the scoping of large collections.	
6.3	NC asked HPP for clarification on resource.	
6.4	HPP stated that would be no extra resource needed as this would be shared by two permanent members of staff.	
6.5	NC questioned if this was purely cataloguing or whether there might be digitisation ancillary benefits as well.	
6.6	LF stated that JJ was keen to open up access on digital records.	
6.7	NC asked if the catalogues from the grants go up on Discovery.	
6.8	HPP replied that though this usually happens, it has not been mandated, because the technology to upload has been limited. She would be working with Managing Collections team to ensure that catalogues were uploaded as the technology developed.	
6.9	HPP said she would like to ask JJ as Keeper, to launch Archives Revealed.	
6.10	HPP stated she would ask colleagues for thoughts on the best approach for the	

6.11	launch. The Executive Team were fully supportive and signed off the paper.	
7.0	<u>Staff Survey / IPP Clare application</u>	
7.1	JCP requested that the Staff Survey paper is postponed until JJ returns.	
7.2	NC questioned the need for the Clare applications to come to the Executive Team meeting.	
7.3	The Executive Team agreed that Human Resources should deal with Clare short course applications.	
8.0	<u>Developing our Future Workforce (DOFW)</u>	
8.1	PD updated on the work of the Developing our Future Workforce team	
8.2	PD explained that the core team met with TUS to review the Job prioritisation list and have agreed to release it to staff. This will be shared on the Narnia page.	
8.3	PD said that Debbie French and Will O'Brien attended the Developing our Future Workforce team meeting to give an update on the new DSD team.	
8.4	LF said that JJ asked that the Developing our Future Workforce team look at the recruitment exemptions, i.e. the backfill of secondments and maternity leave.	
8.5	The Executive Team agreed that the exemptions should stay in place under close scrutiny from PM and JCP and that JCP would email the SLT to remind them of the nature and extent of these exemptions.	
8.6	The Executive Team noted the update.	
9.0	<u>Any Other Business</u>	
9.1	Directors discussed forthcoming diary engagements.	
9.2	COS stated that HLF will not make an announcement on the outcome of the bid until 12 June because of purdah	
9.3	<u>Action:</u> NC asked the Directors for feedback on the Management Accounts document	
9.4	<u>There being no other business the meeting was brought to a close.</u>	ALL