

Title: Executive Team Meeting

Date of Meeting: 06 December 2017

Attendees:

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| John Sheridan (JS – chair) | TNA | Kristen Dilworth (KD - minutes) | TNA |
| Paul Davies (PD) | TNA | Government Relations Manager (GRM) | TNA |
| Caroline Ottaway – Searle (COS) | TNA | Principal Records Specialist (Medieval) (PRSM) | TNA |
| Lucy Fletcher (LF) | TNA | Early Modern Records Specialist (EMRS) | TNA |
| Neil Curtis (NC) | TNA | Jane Craigie-Payne (JCP) | TNA |
| Jeff James (JJ) | TNA | Pauline Moore (PM) | TNA |
| | | Mark Newman (MN) | TNA |
| | | Estates Operations Manager (EOM) | TNA |
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Apologies: Val Johnson (VJ)

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| 1.0 | <u>Minutes and Matters Arising</u> | |
| 1.1 | The minutes of the previous meeting held on 30 November 2017 were reviewed and approved subject to minor amendments. | |
| 1.2 | There were no conflicts of interest declared. | |
| 2.0 | <u>Beyond 2022 – Ireland’s National Memory</u> | |
| 2.1 | The EMRS explained that The National Archives was approached in September 2016 with a request for a letter of support for the then proposed project, “Beyond 2022 – Ireland’s National Memory”, which aims to virtually and intellectually re-construct the Public Record Office of Ireland as it was prior to its destruction in 1922. | |
| 2.2 | The Executive Team discussed the project. | |
| 3.0 | <u>Q1 Roof and windows</u> | |
| 3.1 | The Executive Team were asked to give permission to commence the Q1 roof repair and repository window replacement project approved by Executive Team and | |

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| | included in The National Archives' 2015 DSR funding with HM Treasury (HMT). This will cover financial years 2018/19 and 2019/20. | |
| 3.2 | MN explained that the extent of the works to the roof, gutters and windows will require the best part of a year and throughout the project, the building scaffold will cover most of the Q1 building. | |
| 3.3 | JJ expressed concerns surrounding the availability of the scaffolding, as there were some problems when we did work on Q2 and the risks are higher now. | |
| 3.4 | MN stated that we have started to look at scaffolding availability and storage, the key focus is management and design. | |
| 3.5 | The EOM stated that scaffold design work could result in sections of Q1 being scaffolded for shorter periods. | |
| 3.6 | The Executive Team gave approval for the work. | |
| 3.7 | The Executive Team were asked to give permission to develop and fund an Investment Grade proposal (IGP) for essential energy saving replacement work as part of our next CSR bid or funding discussions with HMT. | |
| 3.8 | MN explained the Investment Grade proposal (IGP) will allow us to identify and evaluate a recommended package of measures with associated energy savings and projected costs. The IGP information will allow us to review these potential savings alongside the building forward maintenance register. | |
| 3.9 | The EOM stated that photovoltaic (PV) is included in the overall planning of the roof project, as it would take advantage of the significant cost of installing access scaffolding. PV cost benefits will be analysed as one of the work strands of the IGP proposal, and will reduce our consumption of electricity from the grid. | |
| 3.10 | The EOM said that the IGP would identify and detail guaranteed energy savings, which the contractor will be required to achieve. Should the design or implementation not meet these targets, the contractor is required to refund these savings. | |
| 3.11 | JJ stated that he felt more information was required before Executive Team can make their decision. | |
| 3.12 | <u>Action:</u> JJ requested MN and the EOM to undertake an exercise to identify potential cost savings, then discuss with NC and PM before returning to Executive Team. Due 31/01/18. | MN / EOM |
| 4.1 | <u>DoFW update</u> | |
| 4.2 | PD updated the Executive Team on progress. | |
| 5.1 | <u>ATR discussion</u> | |
| 5.2 | CORE 1 Senior Conservation Manager – Deferred | |

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| 5.3 | CORE 2 Transfer Advisor x 2 – Approved | |
| 5.4 | CORE 3 Arabian Gulf Digital Archive Project – Approved | |
| 6.1 | <u>Any other business</u> | |
| 6.2 | NC stated the Reprographics team have won a digitisation job for Newfoundland. | |
| 6.3 | There being no other business the meeting was brought to a close. | |

Title: Executive Team Meeting

Date of Meeting: 20 December 2017

Attendees:

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| Val Johnson (VJ - Chair) | TNA | Patrick Mallett (PJM - minutes) | TNA |
| Paul Davies (PD) | TNA | Government Relations Manager (GRM) | TNA |
| Caroline Ottaway –Searle (COS) | TNA | Strategy Manager (SM) | TNA |
| Lucy Fletcher (LF) | TNA | Head of Financial Accounting (HFA) | TNA |
| Neil Curtis (NC) | TNA | Head of Standards and Improvements (HSI) | TNA |
| Jeff James (JJ) | TNA | Jane Craigie-Payne (JCP) | TNA |
| John Sheridan (JS) | TNA | | |
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Apologies: None

| | | Action |
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| 1.0 | <u>Minutes and Matters Arising</u> | |
| 1.1 | The minutes of the previous meeting held on 6 December 2017 were reviewed and approved subject to minor amendments. | |
| 1.2 | There were no conflicts of interest declared. | |
| 2.0 | <u>November Financials</u> | |
| 2.1 | The Executive Team was asked to note the November Management Accounts. | |
| 2.2 | NC summarised the November Management Accounts. | |

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| 2.3 | The Executive Team noted the November Management Accounts. | |
| 3.0 | <u>Year End Opportunity</u> | |
| 3.1 | The Executive Team was asked to note a paper on year-end planning which outlined two opportunities that have become available since the 6+6 forecast. | |
| 3.2 | The Executive Team was asked to agree the preferred course of action so that it can be reflected in the 9+3 forecast. | |
| 3.3 | The Executive Team approved a number of options set out in the paper. | |
| 4.0 | <u>Dashboard</u> | |
| 4.1 | 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. | |
| 4.2 | The Executive Team was asked to note the Corporate Dashboard for the month of November 2017. | |
| 4.3 | NC stated that there was a question around whether the role of the Dashboard was as a governance device or if it should be used more as a Management tool. | |
| 4.4 | The Executive Team noted the November Dashboard. | |
| 5.0 | <u>Annual report and accounts: refreshing the process and design</u> | |
| 5.1 | The Executive Team is asked to consider and approve a fresh approach to the drafting, production and design of the annual report and accounts. | |
| 5.2 | The annual report and accounts are a statutory obligation for The National Archives to produce and publish. They are also a strategic tool that informs our audiences and stakeholders of key achievements and highlights each financial year. The most recent reports have aligned with the branding and tone of Archives Inspire. In line with the general shift across government departments to deliver the same statutory, high-quality documents while keeping them as succinct as possible, this is an opportune time to re-evaluate how our report and accounts are produced and presented, both in print and online. | |
| 5.3 | The SM and the HFA took the Executive Team through the proposals. | |
| 5.4 | The GRM noted that it was a valuable tool internally as it provided a source of approved information that could be shared. | |
| 5.5 | JJ stated he was very supportive. Disaggregation could result in the web version effectively not having to meet a deadline and a process needed to be in place in order to remove the risk of delay in publishing the web version. | |
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| 5.7 | NC said that we should be conscious of the extra burden producing this in house would have on staff resource. | SM |
| 5.8 | <u>Action:</u> JJ requested that the Advisory Council on National Records and Archives be consulted on proposed changes. Due 17/01/18 | SM |
| 5.9 | <u>Action:</u> JJ requested this the proposals for change be added to the January Board agenda to note. Due 10/01/18 The Executive Team approved the approach. | |
| 6.1 | <u>Approach to Resourcing</u> | |
| 6.2 | PD updated the Executive Team on issues relating to resourcing. | |
| 7.0 | <u>Any other business</u> | |
| 7.1 | <u>Executive Team away days 2018/19</u> | |
| 7.2 | PD advised that the series of Executive Team away days 2017/18 had proved a positive venture and we should consider something similar in 2018/19. | |
| 7.3 | Executive Team discussed. | |
| 7.4 | The Executive Team decided on one session per quarter, internal facilitation and input from members of the SLT. | |
| 7.5 | <u>Action:</u> PD to arrange the quarterly Executive Team away days. Due 24/01/17 | PD |
| 7.6 | <u>Business Priorities 2018/19</u> | |
| 7.7 | PD suggested that it may be necessary to only have one priority per audience. | |
| 7.8 | COS made a point that BAU should also be considered if decisions were to be taken about what to stop or continue delivering, we need to look at what we do in the round if we want to be strategically effective. | |
| 7.9 | <u>Action:</u> Discussion to be had with the SLT around what our priorities might need to be for 2018/19. Due 10/01/18 | PD |
| 7.10 | <u>Cloud procurement</u> | |
| 7.11 | Executive Team was asked to note progress in the procurement of Cloud Backup for corporate, commercial and public storage requirements and to advise whether the financial implications of contract award to the preferred supplier are within appetite. | |
| 7.12 | PD asked if this was an item that required scrutiny at Executive Team level or should the directorate be autonomous enough to progress? | |
| 7.13 | VJ stated that it was right for Executive Team to discuss a project such as this, to test it and get answers to any questions. | |

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| 7.14 | <u>Our 40th anniversary in Kew</u> | |
| 7.15 | COS advised that we have organised a number of events for staff throughout January to celebrate our 40th anniversary in Kew. | |
| 7.16 | <u>Action:</u> JJ requested COS circulate details to the team and encouraged participation. | COS |
| 7.17 | There being no other business the meeting was brought to a close. | |