

Title: Executive Team Meeting
Date of Meeting: 4 January 2017
Location: Blue Room, 1st Floor, Kew
Attendees:

Neil Curtis (NC - Chair)	TNA	Kristen Dilworth (KD - minutes)	TNA
Paul Davies (PD)	TNA	Patrick Mallett (PJM – Item 2)	TNA
Caroline Ottaway-Searle (COS)	TNA	Samantha Evans (SE – Item 2)	TNA
Val Johnson (VJ)	TNA		

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

		Action
1.0	<u>Minutes and Matters Arising</u>	
1.1	The minutes of the previous meeting held on 21 December 2016 were reviewed and approved subject to minor amendments.	
1.2	There were no conflicts of interest declared.	
2.0	<u>Resource Realignment update</u>	
2.1	SE stated that concluding conversations are still to be had surrounding the Conservation function.	
2.2	NC said he is having a meeting with Head of Collection Care and the Head of Commercial Services tomorrow to continue the discussion.	
2.3	SE said information on critical posts is still needed but there is potential for more internal recruitment than first anticipated.	
2.4	SE stressed the importance of knowing when costs will arise in what financial year in terms of the implementation plan.	

<p>2.5</p> <p>2.6</p> <p>2.7</p> <p>2.8</p> <p>2.9</p>	<p>COS replied that she has had good conversations with the Head of Document Services and the Head of Advice and Records Knowledge and they have asked their teams to look at different scenarios..</p> <p>SE said she will update the Board on 12 January on the progress since the Board Away Day on 8 December. SE will also give an update of the outstanding issues after the December meeting and share the draft of the high level implementation plan and planned communications to staff.</p> <p>PD explained that he is working on the presentation for the all staff meeting on 16 January with Jeff James and the Strategic Communications Manager</p> <p><u>Action:</u> PD to share with the Exec Team by the end of the week. Due 6/01/17. The all staff presentation was subsequently discussed with the Executive Team on 11 January 2017.</p>	<p>PD</p>
<p>3.0</p> <p>3.1</p> <p>3.2</p> <p>3.3</p> <p>3.4</p> <p>3.5</p>	<p><u>AOB / Diary Review</u></p> <p>PD explained that the transfer of the Security Team has been completed. The Reader Invigilation team now report to Tom Gregan and 12 members of the TNA Building Security team transferred to Bouygues at midnight 31 December.</p> <p>PD highlighted the problem on 3 January with the boilers servicing Q2, resulting in the heating system not starting up properly.</p> <p>COS updated Exec Team on a potential collaboration with the BFI after having a meeting with them before Christmas.</p> <p>NC advised work is ongoing in the production of a paper relating to Board foresight, re: procurement.</p> <p>There being no other business the meeting was brought to a close.</p>	

Title: Executive Team Meeting
Date of Meeting: 18 January 2017
Time of meeting: 10.00 – 12.20
Location: Blue Room, 1st Floor, Kew
Attendees:

Jeff James (JJ - chair)	TNA	Patrick Mallett (PJM - minutes)	TNA
Paul Davies (PD)	TNA	Lucy Fletcher (LF)	TNA
Carol Tullo (CT)	TNA	Corporate Performance and Transparency manager (CPTM)	TNA
John Sheridan (JS)	TNA	Corporate Performance manager (CPM)	TNA
Val Johnson (VJ)	TNA	Media Manager (MM)	TNA
Caroline Ottaway-Searle (COS)	TNA	Juergen Vervoorst (JV)	TNA
Neil Curtis (NC)	TNA	Finance Business Partner (FBP)	TNA
		David Sawyer (DS)	TNA
		Sam Evans (SE)	TNA

Apologies: none

		Action
1.0	<u>Minutes and Matters Arising</u>	
1.1	The minutes of the previous meeting held on 04 January 2017 were reviewed and approved subject to minor amendment.	
1.2	There were no conflicts of interest declared.	
2.0	<u>Strategic Risk Register (SRR)</u>	
2.1	The Executive Team was asked to review the SRR.	
2.2	PD took the Executive Team through the draft changes outlined in the accompanying paper.	
2.3	CT noted that, in relation to Risk 1(Changes to the wider government operating environment...) we now knew the practical task that we would need to complete in regard to legislation.gov.uk and plans to incorporate all EU regulations into UK law.	
2.4	LF said that we did not yet know the scale of the task as work was ongoing in government regarding this issue.	
2.5	The Executive Team expressed a desire to thin out the text in the SRR.	
2.6	Action: Relevant Directors and LF to send changes to PD in order that an updated	All

2.7	<p>version can be reviewed at the Executive Team meeting to be held on 01/02/17. Due Date 25/01/16</p> <p>JJ advised that there was an appetite from the Audit and Risk Committee for a move away from the mechanics of the full SRR towards sessions with greater focus on the key issues and specific risks.</p>	
2.8	<p>NC suggested that it might be useful to have greater certainty around why and when the SRR is reviewed.</p>	
2.9	<p>The Executive Team approved the Strategic Risk Register subject to agreed changes.</p>	
3.0	<p><u>December Dashboard</u></p> <p>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 where achievement is under threat and where some remedial action may be necessary.</p> <p>The Executive Team was asked to note the Dashboard for the month of December 2016.</p> <p>The CPTM advised that the spike in the volume of digitised records was as a result of a significantly large microfilm backlog being pushed through in December as resource became available.</p> <p><u>Action:</u> JJ requested the CPTM provide a further breakdown of what the constituent parts of the Documents Delivered Online metric were. Due 01/02/17</p> <p><u>Action:</u> NC to provide a paper to the Executive Team for refining the Dashboard. Due 08/02/16</p> <p><u>Action:</u> CT to discuss with IG and approve a new name for the FOI Compliance 'upper limit'. Due 08/02/17</p> <p>The Executive Team noted the Dashboard.</p>	<p>CPTM</p> <p>NC</p> <p>CT / CPTM</p>
4.0	<p><u>Media Coverage</u></p> <p>The MM updated the Executive Team on recent media coverage.</p>	
5.0	<p><u>BFI Contract</u></p> <p>The Executive Team was asked to approve the suggested Agreement Variation Notice to TNA's current agreement with BFI with effect from 01/04/2017.</p> <p>CT explained that The National Archives and the BFI now enjoyed a positive, mutually beneficial relationship. A great deal of work had gone into this and the negotiating of the new contract.</p>	

5.3	DA confirmed that this contract was exempt from public contract rates.	
5.4	Directors noted that the final negotiated sum delivered value for money.	
5.5	The Executive Team approved the Agreement Variation Notice.	
6.0	<u>RRP update</u>	
6.1	The RRP began in June 2016 with the remit to look at, how The National Archives is organised to deliver current/future services and whether this is the best design for the organisation, how work flows into and through the organisation and whether resources are in the right places to support <i>Archives Inspire</i> .	
6.2	SE gave the Executive Team an update on the projects progress and outlined key milestones.	
6.3	PD took the Executive Team through the slides that were being worked on ahead of the all staff meeting on Monday 30 January.	
6.4	<u>Action:</u> PD to provide JJ with a breakdown of teams. Due 25/01/17	PD
6.5	<u>Action:</u> PD to speak to Directors to ensure that teams across the organisation were given clear and consistent messages. Due 25/01/17	PD
6.6	<u>Action:</u> PD to refine the net change sheet ahead of the SLT meeting on 20/01/17 and to check the figures with NC. Due 20/01/17	PD
6.7	The Executive Team noted the update.	
7.0	<u>Budget prioritisation</u>	
7.1	In order to achieve a balanced budget the Executive Team need to agree certain cost reductions. The accompanying paper detailed how this could be achieved through a reduction in non-staff spend and a reduction in Expenditure Business Case spend.	
7.2	The Executive Team discussed the proposals.	
7.3	<u>Action:</u> PD to investigate if any further savings can be found in item 12 - Other Property & Infrastructure. Due 01/02/17	PD
7.4	<u>Action:</u> JJ suggested that NC may wish to meet with the Head of Academic Engagement regarding DCDC planning to ensure that all possible sponsorship and commercial opportunities were thoroughly explored. Due 31/02/17	NC
7.5	JJ noted that a further £110K of savings needed to be found.	
7.6	<u>Action:</u> DS / NC to update the Executive Team on revised plans after the necessary discussions had taken place. Due 01/02/17	DS / NC
8.0	<u>Any Other Business</u>	

8.1	JJ wished the departing Head of Finance every success with the new challenge and thanked him for all his hard work.	
9.0	<u>Vacancy Management</u>	
9.1	The Executive Team reviewed a recruitment request.	
9.2	CORE1 IT Supply Chain Administrator – Approved	
9.3	There being no other business the meeting was brought to a close.	

Title: Executive Team Meeting
Date of Meeting: 25 January 2017
Time of meeting: 10.00 – 13.00
Location: Blue Room, 1st Floor, Kew
Attendees:

Jeff James (JJ – chair, except item 9)	TNA	Patrick Mallett (PJM - minutes)	TNA
Carol Tullo (CT – chair, item 9)	TNA	Lucy Fletcher (LF)	TNA
Neil Curtis (NC)	TNA	Corporate Performance & Transparency Manager (CPTM)	TNA
Val Johnson (VJ)	TNA	David Sawyer (DS)	TNA
Caroline Ottaway-Searle (COS)	TNA	Sam Evans (SE)	Contractor
	TNA	Corporate Performance & Transparency Manager (CPTM)	TNA
		Marcia Jackson (MJ)	TNA
		HR Manager - Organisational Development (HRMOD)	TNA
		Jane Craigie-Payne (JCP)	TNA
		Head of Public History (HPH)	TNA
		Partnership and Programme Manager (PPM)	TNA

Apologies: John Sheridan (JS), Paul Davies (PD)

		Action
1.0	<u>Directors session</u>	
1.1	The Chief Executive held a short closed session with Directors to discuss accommodation issues.	

<p>2.0</p> <p>2.1</p> <p>2.2</p> <p>2.3</p> <p>2.4</p>	<p><u>Minutes and Matters Arising</u></p> <p>Apologies were received from JS and PD.</p> <p>There were no conflicts of interest declared.</p> <p>The minutes of the previous meeting held on 18 January 2017 were reviewed and approved subject to minor amendment.</p> <p>The actions log was reviewed.</p>	
<p>3.0</p> <p>3.1</p> <p>3.2</p> <p>3.3</p> <p>3.4</p> <p>3.5</p> <p>3.6</p> <p>3.7</p> <p>3.8</p> <p>3.9</p>	<p><u>December Management Accounts / 9+3</u></p> <p>DS presented the December Management Accounts.</p> <p>It was noted that after the first nine months of the year our non ring-fenced net expenditure is £709k / 3% lower than our 6+6 forecast. This under spend is £150k higher than in November.</p> <p>The Executive Team noted the December Management Accounts.</p> <p>DS outlined the position at the 9+3 point noting that he and his team were working with departments on potential plans for capital and revenue spend to address the underspend.</p> <p><u>Action:</u> DS to bring back to Executive Team next week in order that interim plans can be presented for approval. Due 01/02/17</p> <p>JJ advised that work to professionalise the atrium coffee bar and open up access into the reading rooms should be considered alongside other actions this financial year.</p> <p>JJ advised that the work on balancing the budget needed scrutiny and assurance needed to be given to the Executive Team.</p> <p><u>Action:</u> DS to provide a verbal update of budget planning on 01/02/17 at the Executive Team meeting and to present detailed plans by the end of February. Due 28/02/17.</p> <p>The Executive Team noted the 9+3 Forecast.</p>	<p>DS</p> <p>DS</p>
<p>4.0</p> <p>4.1</p> <p>4.2</p>	<p><u>Business Priorities</u></p> <p>The Executive Team was asked to review, amend and approve Quarter 3 updates to business priorities.</p> <p>The report provides the Executive Team with details of progress against the published business priorities in Quarter 3 of 2016-17. The report is completed by business owners and approved by directors and provides details of performance and achievement against deliverables, percentage completion rate, RAG assessment and overall delivery confidence at year end.</p>	

4.3	<u>Action:</u> The CPTM to check status of Priority 4 with the Head of Information Policy.	CPTM
4.4	CT advised that Priority 6 had been agreed as Green.	
4.5	<u>Action:</u> The CPTM to check Priority 6 status.	CPTM
4.6	JJ noted surprise at Priority 26 being rated amber.	
4.7	The Executive Team reviewed the amended report following discussion and was satisfied that this reflected our position subject to minor clarifications noted above.	
4.8	The Executive Team was asked to review and approve draft business priorities for 2017-18.	
4.9	Business owners have drafted their priorities for 2017-18; drafts have been reviewed by the Chief Executive and amended by Directors.	
4.10	JJ said that we needed to ensure that all priorities were outcome focused and could clearly be demonstrated with the necessary evidence as completed or otherwise at year end.	
4.11	JJ reminded the team that two priorities per audience or strategic area was what we were aiming for, it was perfectly acceptable to have one priority. Each priority would have within it a number of constituent parts.	
4.12	JJ suggested that NC may wish to add in more details, particularly around the commercial strategy and income targets.	
4.13	<u>Action:</u> Draft business priorities for 2017-18 progress update to the Executive Team 15/02/16. Due 15/02/16	PD
4.14	The Executive Team approved the current iteration of the draft business priorities for 2017-18.	
5.0	<u>RRP update</u>	
5.1	The RRP began in June 2016 with the remit to look at how The National Archives is organised to deliver current/future services and whether this is the best design for the organisation, how work flows into and through the organisation and whether resources are in the right places to support Archives Inspire.	
5.2	SE gave the Executive Team an update on the project's progress and outlined key milestones.	
5.3	SE noted that the implementation team had held their first meeting and weekly updates to the Executive Team were planned.	
5.4	<u>Action:</u> SE to contact the Strategic Communications Manager to confirm version of slide pack to be reviewed by JJ ahead of the all staff meeting next week.	SE

5.5	JJ said that this was SE's last meeting with the Executive Team as she was leaving the organisation next Monday. JJ thanked SE for all the work she had put in to this project and the support and leadership she had provided.	
5.6	The Executive Team noted the update.	
6.0	<u>Review of the Collections policy</u>	
6.1	The National Archives' Records Collection Policy was last reviewed in 2012. It was predicated on a paper world and is now dated; it needs to reflect the pace of change in the digital world and new digital realities. The policy has far reaching implications across TNA.	
6.2	The Executive Team was asked to support a project, which would be appropriately resourced, to take a fundamental look at the existing Records Collection Policy and related processes or policies.	
6.3	The HCI noted the huge changes occurring as a result of the transition from paper to digital, and that this needed to be reflected in the refreshed policy.	
6.4	MJ explained that it would take some time to set up a team, resource and set the scope of the project.	
6.5	The Executive Team discussed timing and agreed that with the Digital teams under development, and the need for this piece of work to be run in conjunction with the digital strategy this piece of work would not be started until later in the year.	
6.6	The Executive Team supported the proposals and noted the importance of the work.	
7.0	<u>RTR Autumn 2016 / forward planning</u>	
7.1	The Executive Team was asked to note a paper that updated on the findings from the recent Records Transfer Report (RTR) Autumn 2016, and on Information Policy and Services (IPS) forward planning for the transfer of paper and digital records.	
7.2	CT advised that the team had worked with stakeholders from across government in the preparation of merging the RTR with the Digital Questionnaire. We continue to publish the RTR while collecting data on the digital side but not publishing.	
7.3	The Executive Team noted the paper.	
8.0	<u>Government Communication Service Talent Programmes</u>	
8.1	Run by the Government Communication Service and launched in January 2015, the programme aims to identify and up-skill a group of high potential individuals likely to become successful future communications leaders within government.	
8.2	The Executive Team was asked to review, give feedback on two applications.	

8.3	JCP described the application process.	
8.4	The Executive Team discussed the applications.	
8.5	The Executive Team approved the applications.	
9.0	<u>What's On / FWW100 update</u>	
9.1	The Executive Team was asked to note the highlights and plans for the immediate future.	
9.2	The HPH advised that the next Archives at Night was planned for Friday 19 May and the title was Culture, Revolution and Scandal – the 1960's.	
9.3	The HPH took the Executive Team through the key statistics from quarter 3 and outlined plans for quarter 4.	
9.4	The HPH said that an effort was being made to involve people from all areas of The National Archives in the What's On programme.	
9.5	The PPM updated on FWW100 events and future plans.	
9.6	NC advised that it would be useful to be able to analyse net costings on an event by event basis, in addition to sales numbers.	
10.0	<u>Any Other Business</u>	
10.1	NC advised that the Interim Head of Commercial Services was planning to speak at an upcoming FCO event.	
10.2	<u>Action:</u> NC to ensure speaker consults with CEO office and shares delegation list when available.	NC
10.3	VJ updated the Executive Team on the recent valuation of one of our iconic documents, Domesday.	
10.4	COS noted that she had enjoyed attending a successful Museums Showoff event in which members of The National Archives had participated.	