

Title: Executive Team Meeting

Date of Meeting: 10 January 2018

Attendees:

Jeff James (JJ - Chair)	TNA	Patrick Mallett (PJM - minutes)	TNA
Paul Davies (PD)	TNA	Briefing and Engagement Manager (BEM)	TNA
Caroline Ottaway –Searle (COS)	TNA	Sam Whaley (SW)	TNA
Neil Curtis (NC)	TNA	Corporate Performance Manager	TNA
Val Johnson (VJ)	TNA	Corporate Performance and Transparency Manager (CPTM)	TNA
John Sheridan (JS)	TNA	Jane Craigie-Payne (JCP)	TNA
		Pauline Moore (PM)	TNA

Apologies: Lucy Fletcher (LF)

		Action
1.0	<u>Minutes and Matters Arising</u>	
1.1	The minutes of the previous meeting held on 20 December 2017 were reviewed and approved subject to minor amendments.	
1.2	There were no conflicts of interest declared.	
2.0	<u>Archives Inspire – mid-term review</u>	
2.1	The Executive Team was asked to note the Archives Inspire – mid-term review.	
2.2	JJ advised that when this is reviewed at Board the key question would be ‘Are we achieving what we set out to achieve in Archives Inspire?’	
2.3	JS stated it was important to question if we had the original diagnosis correct.	
2.4	JJ said that we needed to be mindful of the fact that much of what was set out in Archives Inspire was never meant to be achieved in 2 to 4 years.	
2.5	JJ suggested that the diagnosis seemed sound, that it was right to think and organise ourselves differently, to meet the needs of each of our major audiences and to	

2.6	highlight our biggest challenge, digital. The Executive Team noted the review.	
3.0 3.1 3.2 3.3 3.4	<u>Review Q3 Business Priorities</u> The Executive Team was asked to review, amend and approve the Q3 Business Priorities Report ahead of review by Board on 17 January 2018. Executive Team reviewed and discussed the Q3 Business Priorities Report. Executive Team approved the Q3 Business Priorities report subject to the changes agreed above being incorporated. <u>Action:</u> JJ requested that for the Q4 reporting the commentary should clearly answer the questions set out in what we stated we would achieve, how we have progressed against our stated deliverables in each Business Priority. Commentary should be year to date rather than exclusively focused on the specific quarter. Due 30/04/18	Directors
4.0 4.1 4.2 4.3 4.4 4.5	<u>Dashboard</u> 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. The Executive Team was asked to note the Corporate Dashboard for the month of December 2017. The CPTM advised that minor discrepancies relating to the FOI metric figures had now been resolved. <u>Action:</u> The CPTM to advise the Head of Financial Accounting of the FOI figures issue so as to be fully informed when drafting our Annual Report and Accounts. The Executive Team noted the December Dashboard.	CPTM
5.0 5.1 5.2	<u>DoFW and Voluntary Exit (VE) update</u> JCP updated on the take up of the VE offer and progress. Executive Team noted the update.	
6.1 6.2 6.3 6.4	<u>Any other business</u> PD said that a meeting was planned with the Baxter Storey Managing Director. Audit – Executive Team agreed not to audit DoFW at present but wait until the two phases of the early release programme had been completed. JJ requested that the briefing document produced for our new Ministers is shared	

	with SLT and Board members.	
6.5	<u>Action:</u> SW and PJM to share new Ministers briefing document with SLT and Board members. Due 24/01/18	PJM
6.6	JJ noted two recent decision notices by the ICO.	
6.7	NC commented that it would be useful to have a resource where information on all of The National Archives related organisations could be found in a chart or pictorial form.	
6.8	<u>Action:</u> PJM to discuss resource showing related organisations with SW.	PJM
6.9	There being no other business the meeting was brought to a close.	

Title: Executive Team Meeting

Date of Meeting: 24 January 2018

Attendees:

Caroline Ottaway –Searle (COS - Chair)	TNA	Patrick Mallett (PJM - minutes)	TNA
Paul Davies (PD)	TNA	Briefing and Engagement Manager (BEM)	TNA
Lucy Fletcher (LF)	TNA	Jane Craigie-Payne (JCP)	TNA
Neil Curtis (NC)	TNA	Pauline Moore (PM)	TNA
Val Johnson (VJ)	TNA		
John Sheridan (JS)	TNA		
Jeff James (JJ)	TNA		

Apologies: None

		Action
1.0	<u>Minutes and Matters Arising</u>	
1.1	The minutes of the previous meeting held on 10 January 2018 were reviewed and approved subject to minor amendments.	

1.2	There were no conflicts of interest declared.	
2.0	Finance Report - December	
2.1	The Executive Team was asked to note the December Management Accounts.	
2.2	NC advised that since this report work has been done on the 9+3 forecast, however Executive Team was required to formally note this report, ahead of distribution to Board.	
2.3	PM took the Executive Team through the December Management Accounts.	
2.4	NC stated that work was ongoing to simplify and enhance usability of the monthly accounts to improve its effectiveness as a management tool.	
2.5	<u>Action:</u> NC asked directors to send through feedback on what they would want in a newly designed Management Accounts report. Due 07/02/18	Directors
2.6	The Executive Team noted the December Management Accounts.	
3.0	<u>Authority to recruit (ATR) discussion</u>	
3.1	The Executive Team considered a number of ATRs for 'business critical' roles presented for discussion.	
3.2	CORE1 – Commercial Partnerships Manager - Approved	
3.3	CORE2 – Head of Collection Care - Approved	
3.4	CORE3 – Conservator – Paper / Archives – Approved	
3.5	CORE4 – Transforming Archives Bridging the Digital Gap: Programme Manager – Approved	
4.0	<u>Any other business</u>	
4.1	GSI: PD updated Executive Team on the planned move away from the GSI network.	
4.2	Culture is Digital: Culture is Digital project being run by DCMS. The National Archives may lead part of this, and there was agreement on the need to ensure a sufficiently broad approach incorporating work force development alongside standards.	
4.3	European Union (Withdrawal) Bill: JS updated on planned progress through Parliament and The National Archives' potential involvement.	
4.4	There being no other business the meeting was brought to a close.	

Title: Executive Team Meeting

Date of Meeting: 31 January 2018

Attendees:

Val Johnson (VJ - Chair)	TNA	Patrick Mallett (PJM - minutes)	TNA
Paul Davies (PD)	TNA	Sam Whaley (SW)	TNA
Lucy Fletcher (LF)	TNA	Pauline Moore (PM)	TNA
Neil Curtis (NC)	TNA	HR Manager - Organisational Development (HROD)	TNA
John Sheridan (JS)	TNA	Matt Bell (MB)	TNA
Jeff James (JJ)	TNA	Darren Austin (DA)	TNA
Caroline Ottaway-Searle (COS)	TNA		

Apologies: None

		Action
1.0	<u>Minutes and Matters Arising</u>	
1.1	The minutes of the previous meeting held on 24 January 2018 were reviewed and approved subject to minor amendments.	
1.2	There were no conflicts of interest declared.	
2.0	<u>9+3 Forecast</u>	
2.1	The Executive Team was asked to note the 9+3 Forecast.	
2.2	PM took the Executive Team through the forecast, noting that the forecast was in line with what we expected. A Buffer was in place with funding available for the VE scheme.	
2.3	JJ noted the importance of fully briefing the Board on our position at the February Board.	
2.4	PM requested that all budget managers are reminded to seek guidance from Finance ahead of entering into any contracts.	
2.5	NC said that the team would be working closely with HR to progress VE and the utilisation of the reserve list.	
2.6	PM explained guidance on Budget setting would be added to our intranet and the Senior Leadership Team would be emailed.	

2.7	The Executive Team noted the 9+3 Forecast.	
3.0	<u>Legislation Procurement</u>	
3.1	Executive Team was asked to approve the award of the new Legislation Publishing contract to the preferred bidder subject to Cabinet Office spend control approval. There is a proposed contract period with options to extend.	
3.2	MB advised that the move to Cloud hosting gives us greater control over costs and follows Government policy.	
3.3	Executive Team commended the team for all the hard work and a successful procurement exercise.	
3.4	<u>Action:</u> MB and DA to provide a paper 'out of committee' to the Board outlining the Legislation Procurement process and outcome. Due 20/02/18	MB / DA
3.5	Executive Team approved the award of the new Legislation Publishing contract to the preferred bidder.	
4.0	<u>Any other business</u>	
4.1	<u>Security awareness session</u> – PD informed Executive Team that there would be three sessions held on 12/02/18 relating to security awareness.	
4.2	<u>Archival context</u> – Executive Team discussed issues around the provision of archival context to our users.	
4.3	<u>Action:</u> VJ to discuss archival context provision further offline with NC. Due 28/02/18	VJ / NC
4.4	<u>Non-executive board member recruitment</u> – JJ updated on the current recruitment campaign.	
4.5	There being no other business the meeting was brought to a close.	