

Title: Executive Team Meeting

Date of Meeting: 7 June 2017

Location: Blue Room

Attendees:

Val Johnson (VJ - chair)	TNA	Kristen Dilworth (KD - minutes)	TNA
Paul Davies (PD)	TNA	Sam Whaley (SW)	TNA
John Sheridan (JS)	TNA	Pauline Moore (PM)	TNA
Neil Curtis (NC)	TNA	Darren Austin (DA)	TNA
		Matthew Bell (MB)	TNA
		Emma Markiewicz (EM)	TNA
		Head of Strategic Operations & Volunteers (HOSOV)	TNA

Apologies: Jeff James (JJ), Caroline Ottaway-Searle (COS) Carol Tullo (CT)

		Action
1.0	<u>Minutes and Matters Arising</u>	
1.1	The minutes of the previous meeting held on 31 May 2017 were reviewed and approved subject to minor amendments.	
1.2	The actions log was reviewed and updated.	
2.0	<u>Finance Structure</u>	
2.1	PM asked the Executive Team to consider the Finance structure proposal and, if agreeable, approve the submission of ATRs to Executive Team meeting on 19 June.	
2.2	The Executive Team noted and approved the Finance structure proposal and submission of ATRs to Executive Team on 19 June.	
3.0	<u>Legislation Services Procurement</u>	
3.1	The Executive Team were asked to consider and approve the extension of the existing contract with TSO/Williams Lea Tag by 6 months.	
3.2	MB stated that Stage 1 of the procurement process for a new contract has just been completed.	

<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>MB said the additional 6 months extension would improve the procurement process and allow sufficient time for supplier negotiation and contract transition.</p> <p>SW asked if we need to report this in the Annual report.</p> <p><u>Action:</u> NC will check with Susan Martin if this needed to be reported in the Annual Report. Due 13/06/17</p> <p>The Executive Team approved the extension with the caveat that NC checks with the Head of Financial Accounting.</p> <p>Post meeting note from the Head of Financial Accounting:</p> <p><i>Additional text reflecting the extension of the Legislation contract would in my opinion not enhance the readers' knowledge of the business and would not be significant enough to be included in the risk section. So I suggest we do not make reference to it.</i></p>	<p>Done</p>
<p>4.0</p> <p>4.1</p> <p>4.2</p> <p>4.3</p> <p>4.4</p> <p>4.5</p> <p>4.6</p> <p>4.7</p>	<p><u>Paid search</u></p> <p>The Executive Team were asked to consider options available for the future of The National Archives' paid search service, and whether it was still appropriate for us to offer this service at this time.</p> <p>PD stated that this review was a recommendation from Resource Realignment that was in a presentation to staff on 30 January 2017.</p> <p>The HOSOV explained that The National Archives has provided an in-house paid search service since the Freedom of Information Act came into force in 2005. The service is run through ARK and undertakes research into all areas of the collection.</p> <p>The HOSOV stated that enquiries are handled within the statutory timescales and at full cost recovery, but we cannot make a profit.</p> <p>EM said this infrastructure was important for access purposes, also that only The National Archives staff can search closed records.</p> <p>The National Archives makes available a list of independent researchers who are able to undertake research at a more competitive rate.</p> <p>The Executive Team agreed on Option 2.</p>	
<p>5.0</p> <p>5.1</p> <p>5.2</p> <p>5.3</p>	<p><u>Any Other Business</u></p> <p>Directors discussed forthcoming diary engagements.</p> <p>DA asked the Executive Team to consider the procurement process undertaken for a new Architect Design Partner Service Contract – to start 1 July – and to give authority to proceed to Contract award</p> <p>DA stated that by 12 June 2017 we are due to conclude the procurement process for a</p>	

	new Architect Design Partner Service Contract and to identify our preferred supplier. The tender submissions have been evaluated by a cross departmental team comprising colleagues from Operations, Public Engagement and Finance & Commercial Directorates.	
5.4	DA said that on 12 June 2017 we intend to advise the successful bidder on the outcome of the HLF bid. There will then be a mandatory ten day standstill period before we can progress to Contract award.	
5.5	JS asked how the successful bidder was decided.	
5.6	DA said the evaluation criteria was based on 4 different categories and how well they met our requirements. The criteria was robust, transparent and competitive.	
5.7	VJ stated that this needs to be shared with JJ.	
5.8	<u>Action:</u> PD to email JJ details of this procurement exercise and outcomes. Due 19/06/17	PD
5.9	The Executive Team agreed the proposal, subject to agreement of JJ.	
5.10	NC shared the new souvenir guidebook for The National Archives.	
5.11	PD said the Volunteers day was very successful.	
5.12	There being no other business the meeting was brought to a close.	

Title: Executive Team Meeting

Date of Meeting: 19 June 2017

Location: Conference room H

Attendees:

Jeff James (Chair)	TNA	Patrick Mallett (PJM - minutes)	TNA
Neil Curtis (NC)	TNA	Sam Whaley (SW)	TNA
Caroline Ottaway-Searle (COS)	TNA	Pauline Moore (PM)	TNA
Paul Davies (PD)	TNA	Jane Craigie-Payne (JCP)	TNA
		Marcia Jackson (MJ)	TNA
		Information Management Consultant (IMC)	TNA
		Lee Oliver (LMO)	TNA

Apologies: Carol Tullo (CT), John Sheridan (JS), Val Johnson (VJ)

		Action
1.0	<u>Minutes and Matters Arising</u>	
1.1	The minutes of the previous meeting held on 7 June 2017 were reviewed and approved subject to minor amendments and a final check by VJ.	
1.2	The actions log was reviewed.	
2.0	<u>Dashboard</u>	
2.1	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.	
2.2	The Executive Team was asked to note the Corporate Dashboard for the month of May 2017.	
2.3	JJ requested that the Total Records Accessioned and Available on Discovery metric be looked at in order that trends could be viewed. The current 'reset' at the start of the year does not allow trends to be seen.	
2.4	JJ requested that reporting on the summary sheet should be by exception only and not all metrics required narrative.	
2.5	<u>Action:</u> PD to discuss changes with the Corporate Performance & Transparency Manager. Due 28/06/17	PD
2.6	<u>Action:</u> NC to assess if the UAE project should be given a separate project line in the accounts for greater transparency and clarity. Due 28/06/17	NC
2.7	<u>Action:</u> NC and PD to investigate any possible inconsistency between figures in the two reports. Due 15/07/17	NC / PD
2.8	<u>Action:</u> NC to speak to LMO about Air Ministry downloads. Due 28/06/17	NC
2.9	The Executive Team noted and approved the May 2017 Corporate Dashboard.	
3.0	<u>May Management Accounts.</u>	
3.1	The Executive Team was asked to note the May Management Accounts.	
3.2	<u>Action:</u> JJ asked PM to check the plans around the planned dual running of the old and new internet archiving services. Due 28/06/17	PM

3.3	NC noted that the team was striving for consistency and it was likely that more narrative lines would be needed to fully explain issues.	
3.4	The Executive Team noted the May Management Accounts.	
4.0	<u>Authority To Recruit (ATR) discussion</u>	
4.1	JJ advised that we needed to question if we should always recruit to Developing our Future Workforce (DOFW) posts ahead of core posts.	
4.2	CORE2 - Procurement & Contract Management Business Partner – Approved	
4.3	CORE5 - Partnership Contract Executive – Approved	
4.4	CORE7 - Partnerships Manager – Approved	
4.5	CORE9 - 4 x LPA Document Services Operator (1 FTE in total) – Approved subject to further discussion.	
4.6	CORE1 - Digital Development Officer – Deferred	
4.7	CORE3 - Management Accountant – Deferred	
4.8	CORE4 - Head of Commercial Partnerships – Deferred	
4.9	CORE6 - Head of TNA Commercial Services – Deferred	
4.10	CORE8 - Business Analyst – Deferred	
4.11	DOFW1 - Procurement & Contract Management Business Partner – Deferred	
4.12	DOFW2 - Academic Communications & Impact – Deferred	
4.13	DOFW3 - Devops Lead Engineer – Deferred	
4.14	DOFW4 - Digital Preservation Specialist – Deferred	
4.15	DOFW5 - Technical Architect – Deferred	
4.16	DOFW6 - Head of Business Development - Deferred	
4.17	Deferred posts to be reviewed by the Executive Team 28/6/17.	
4.18	JJ advised that it would be prudent to delay the July Authority To Recruit (ATR) discussion until the 3+9 Forecast was available.	
4.19	JJ stated that we would need to attempt to maximise income and minimise costs in this time of austerity, we would need to take a pragmatic view of the world we were in when discussing ATRs.	
4.20	Post meeting note: PJM added 1 hour session to the Executive Team agenda on the	

	26/7/17 when the 3+9 Forecast would be available to help inform the July ATR discussion.	
5.0	<u>Hillsborough Inquest</u>	
5.1	The IMC and MJ took the Executive Team through the issues and background outlined in the paper.	
5.2	The Executive Team discussed.	
5.3	The IMC advised that we will be offering our full support to the recently announced Public Inquiry into the Grenfell Tower tragedy.	
6.0	<u>Proposal for The National Archives to become a licensed premises for the sale of alcohol and other regulated activity.</u>	
6.1	The Executive Team were asked to note the paper and authorise engaging a specialist service provider to make an application on our behalf, and then manage the ongoing relationship with the licensing authority.	
6.2	The Executive Team discussed the proposals.	
6.3	JJ asked if the proposed license would cover the Sports & Social Club bar?	
6.4	<u>Action:</u> LMO to check if the proposed license would cover the Sports & Social Club bar and discuss with the current Sports and Social club license holder. Due 28/06/17	LMO
6.5	The Executive Team noted the paper and approved proposals.	
7.0	<u>Any Other Business</u>	
7.1	The Executive Team noted the decisions of the May 2017 Reclosure Panel.	
7.3	JJ advised that we had received a membership invitation for the ICA Expert Group on Research Services and Outreach.	
7.4	<u>Action:</u> SW to email the Senior Leadership Team asking for expressions of interest from members keen to be involved. Due 28/06/17	SW
7.5	There being no other business the meeting was brought to a close.	

Title: Executive Team Meeting

Date of Meeting: 28 June 2017

Location: Conference room T

Attendees:

Paul Davies (PD - Chair)	TNA	Patrick Mallett (PJM - minutes)	TNA
Jeff James (JJ)	TNA	Lucy Fletcher (LF)	TNA
Neil Curtis (NC)	TNA	Pauline Moore (PM)	TNA
Caroline Ottaway-Searle (COS)	TNA	Jane Craigie-Payne (JCP)	TNA
John Sheridan (JS)	TNA	Education Operations Manager (EOM)	TNA

Apologies: Carol Tullo (CT), Val Johnson (VJ)

		Action
1.0	<u>Minutes and Matters Arising</u>	
1.1	The minutes of the previous meeting held on 19 June 2017 were reviewed and approved subject to minor amendments.	
1.2	<u>Action:</u> JJ requested an update be given to the Executive Team on Hillsborough Inquest records. Due: 26/07/17	LF
1.3	The actions log was reviewed.	
2.0	<u>Authority To Recruit (ATR) discussion</u>	
2.1	The Executive Team was asked to consider Business as Usual Authority to Recruit (ATR) requests or CORE requests, Developing our Future Workforce (DOFW) ATR requests and our approach to recruitment given the current headcount restraints.	
2.2	NC advocated the that CORE posts should be split into three types, those that were a direct replacement, those that were being repurposed and budgeted for and those that were new and not budgeted for.	
2.3	JCP advised that the Establishment and Staff in Post (ESIP) list will be reviewed and any vacant posts not budgeted for will be removed, and line management will be informed.	
2.4	PD suggested it may be useful to hold a Senior Leadership Team meeting in order to explain how vacant posts are identified and budgeted and answer any concerns.	

2.5	JJ said that it would be helpful to have the DOFW posts numbered from the beginning of the year so that we can readily see how many have already been worked through.	JCP	
2.6	<u>Action:</u> JCP to renumber all the DOFW posts. Due 21/07/17		
2.7	The Executive Team noted that 8 vacancies were able to be recruited to.		
2.8	DOFW1 - Procurement & Contract Management Business Partner – Approved - 1		
2.9	DOFW2 - Academic Communications & Impact – Approved - 2		
2.10	DOFW3 - Devops Lead Engineer – Approved - 3		
2.11	DOFW4 - Digital Preservation Specialist - Deferred		
2.12	DOFW5 -Technical Architect – Approved - 4		
2.13	DOFW6 - Head of Business Development - Approved as cost neutral - 5		
2.14	CORE1 - Digital Development Officer – Approved - 6		
2.15	CORE2 - Procurement & Contract Management Business Partner – Approved - 7		
2.16	CORE3 - Management Accountant – Approved - 8		
2.17	CORE4 - Head of Commercial Partnerships – Approved - 9		
2.18	CORE5 - Partnership Contract Executive Deferred		
2.19	CORE6 - Head of TNA Commercial – Deferred		
2.20	CORE7 - Partnerships Manager – Previously approved as cost neutral - 10		
2.21	CORE8 - Business Analyst - Deferred		
2.22	CORE9 - 4 x LPA Document Services Operator (1 FTE in total) – Approved (two posts released) - 11		
3.0	<u>Vulnerable Persons’ Protection Policy and the introduction of a Behaviour Policy statement</u>		
3.1	The Executive Team was asked to review and approve an amendment to the Vulnerable Persons’ Protection Policy and the introduction of a Behaviour Policy Statement.		
3.2	COS explained that with our increasing number of new events there was a need to review the Vulnerable Persons’ Protection Policy and introduce a Behaviour Policy statement.		
3.3	JJ suggested that it would be useful to check if there were any areas of overlap with our Rules of The National Archives that we ask all visitors to adhere to.		

3.4	<u>Action:</u> The EOM to discuss any overlap with our rules with the Head of Venue Management & Services. Due 12/07/17	EOM
3.5	JJ advised that the Behaviour Policy statement could be shortened and more boldly state the delegated authority from the Keeper gave staff custodial responsibilities to our collection.	
3.6	<u>Action:</u> COS to speak to the incoming Head of Events about a potential training programme. 31/07/17	COS
3.7	NC noted a preference for viewing edited documents with track changes visible.	
3.8	The Executive Team approved subject to the suggestions above being incorporated	
3.9	<u>Action:</u> The EOM to bring the two documents back to the Executive Team ahead of publication after being reviewed by the Policy Review Committee. Due 31/08/17	EOM
4.0	<u>Any Other Business</u>	
4.1	JJ updated on plans for the upcoming visit of our Minister and Secretary of State.	
4.2	COS advised on plans to take part in the Open House event in September and hold a local Stake-holder event to celebrate the fortieth anniversary of the opening of Kew one in November 2017.	
4.3	COS agreed to become The National Archives' LGBTQ+ network Champion.	
4.4	PD informed the Executive Team that energy costs for quarter one were higher than last year due to both increased energy use and increased energy prices. Work was ongoing to investigate further energy saving initiatives.	
4.5	There being no other business the meeting was brought to a close.	