

Title: Executive Team Meeting

Date of Meeting: 1 November 2017

Attendees:

Jeff James (JJ - chair)	TNA	Patrick Mallett (PJM - minutes)	TNA
Paul Davies (PD)	TNA	Claire McNulty (CM)	TNA
John Sheridan (JS)	TNA	Pauline Moore (PM)	TNA
Val Johnson (VJ)	TNA	Jane Craigie-Payne (JCP)	TNA
Caroline Ottaway-Searle (COS)	TNA		
Neil Curtis (NC)	TNA		

Apologies: Lucy Fletcher (LF)

		Action
1.0	<u>Minutes and Matters Arising</u>	
1.1	The minutes of the previous meeting held on 25 October 2017 were reviewed and approved subject to minor amendment.	
1.2	There were no conflicts of interest declared.	
2.0	<u>Developing our Future Workforce (DoFW) / budget discussion</u>	
2.1	The Executive Team was asked to note a DoFW update, the 6+6 forecast and look at the potential budget situation in 2018-19.	
2.2	The Executive Team noted the updates and the potential shape of the 2018/19 budget.	
3.0	<u>Any Other Business</u>	
3.1	PD advised that the Civil Service Staff Engagement Survey for 2017 had now closed. The Executive Team would review results when they were issued.	
3.2	<u>Action:</u> JJ requested a first look at the results at the November Board, PD to organise.	PD

3.3	VJ advised of a recent successful bid for grant funding.	
3.4	There being no other business the meeting was brought to a close.	

Title: Executive Team Meeting

Date of Meeting: 8 November 2017

Attendees:

Jeff James (JJ - chair)	TNA	Patrick Mallett (PJM - minutes)	TNA
Paul Davies (PD)	TNA	Anna Reynolds (AR)	TNA
John Sheridan (JS)	TNA	HR Manager - Organisational Development (HMOD)	TNA
Val Johnson (VJ)	TNA	Pauline Moore (PM)	TNA
Caroline Ottaway-Searle (COS)	TNA	Jane Craigie-Payne (JCP)	TNA
Neil Curtis (NC)	TNA		

Apologies: Lucy Fletcher (LF)

		Action
1.0	<u>Minutes and Matters Arising</u>	
1.1	The minutes of the previous meeting held on 1 November 2017 were reviewed and approved subject to minor amendment.	
1.2	There were no conflicts of interest declared.	
2.0	<u>Clore Short Course</u>	
2.1	The Executive Team was asked to agree TNA's involvement in Clore development programmes and to approve and give feedback on a Clore Short Course application.	
2.2	The HMOD took the Executive Team through the key points set out in the accompanying paper.	

2.3	COS explained that it was important for The National Archives to consider how we, as part of the archive sector, can also benefit from the Workforce Development Strategy for the Archive Sector in March 2018. Involvement in this would be particularly helpful with sharing learning with other organisations.	
2.4	The Executive Team supported continued involvement with the Clore Short Course and Emerging Leaders programmes.	
2.5	JJ noted that when considering how we promote the scheme internally we needed to explore lessons learned from other development opportunities.	
2.6	HMOD explained that discussion was needed with line managers before the application process began in order to consider outcomes.	
2.7	JJ stated that we needed to be clear that the needs of the business must always come first.	
2.8	The Executive Team considered an application.	
2.9	The Executive Team approved the application.	
2.10	<u>Action:</u> The Director to discuss the application with the candidate and provide guidance. Due 15/11/17	Director
2.11	NC said that we should consider this in a strategic way and if, as an organisation, we wished people to be successful then it was necessary to provide support that would assist in the production of polished applications.	
2.12	<u>Action:</u> The HMOD to provide the Executive Team with a paper setting out options around developing a more strategic and systematic approach to applications and considering links with succession planning. Due 15/12/17	HMOD
3.0	<u>Developing our Future Workforce (DoFW) - update</u>	
3.1	PD, JCP and PM updated on the current position and future plans.	
3.2	PM noted that the figures shown on screen were from a working document and these were based on a number of considerations and assumptions.	
3.3	The Executive Team noted the update and progress made.	
4.0	<u>Any Other Business</u>	
4.1	PD noted that this was likely to be the last time the current venue was used for Executive Team meetings with the conversion of the Blue Room to the Research Hub.	
4.2	JJ advised that he planned to blog on the subject of a recent archive accreditation.	
4.3	NC said that he had discussed issues around PSI with our Head of Information Policy and they would jointly bring a paper to the Executive Team for discussion.	

4.4	<u>Action:</u> NC to provide a paper looking at PSI issues to the Executive Team, PJM to add an hour session to planner. Due 31/12/17	NC
4.5	NC stated that discussion was ongoing around digitisation and the provision of conservation support.	
4.6	JS updated the Executive Team on work relating to our responsibilities resulting from Brexit.	
4.7	PD and COS gave an update on the small projects group. JJ reminded PD that the outside seating needs to be refreshed.	
4.8	There being no other business the meeting was brought to a close.	

Title: Executive Team Meeting

Date of Meeting: 14 November 2017

Attendees:

Caroline Ottaway –Searle (COS-chair)	TNA	Kristen Dilworth (KD - minutes)	TNA
Paul Davies (PD)	TNA	Briefing and Engagement Manager (BEM)	TNA
Jeff James (JJ)	TNA	HR Manager - Organisational Development (HRMOD)	TNA
Val Johnson (VJ)	TNA	Pauline Moore (PM)	TNA
		Jane Craigie-Payne (JCP)	TNA
		Mark Newman (MN)	TNA

Apologies: Lucy Fletcher (LF), Neil Curtis (NC), John Sheridan (JS)

		Action
1.0	<u>Minutes and Matters Arising</u>	
1.1	The minutes of the previous meeting held on 8 November 2017 were reviewed and approved subject to minor amendment.	

1.2	There were no conflicts of interest declared.	
2.0	<u>Dashboard</u>	
2.1	The Executive Team was asked to note the Corporate Dashboard for the month of October 2017.	
2.2	JJ queried if DH could plot standard deviation of the data points for the FOI metric. Action: PD said he would speak to DH.	PD
2.3	The Executive Team discussed a paper that provided historical information regarding unit costed areas of delivery that was published in previous Annual Reports.	
2.4	JJ suggested comparing the metrics with other comparable organisations such as LMA, BL and BFI and to look at other sector wide measures such as the Taking Part survey.	
2.5	<u>Action:</u> PD stated he would report the findings at a future Executive Team meeting.	PD
3.0	<u>October Financials</u>	
3.1	The Executive Team was asked to note the October management accounts.	
3.2	The Executive Team noted the October management accounts.	
4.0	<u>ATR discussion</u>	
4.1	CORE1 – Digital Transfer Adviser - approved	
5.0	<u>Developing our Future Workforce</u>	
5.1	PD, JCP and PM presented an updated draft of the options appraisal for the November Board meeting where the Executive Team will seek endorsement of their decision.	
5.2	The Executive Team agreed the options appraisal and approved the selection of option 4.	
6.0	<u>Staff Survey – high level results</u>	
6.1	DC presented the initial results of The Civil Service Staff Engagement survey. The National Archives achieved an engagement index score of 66% - a reduction of 1% from 2016, against a response rate of 61%.	
6.2	JCP presented a graph tracing The National Archives' engagement index score from 2010 to date, showing that scores had tracked from 65% in 2010, with highs of 70% in 2014 and 2015.	
6.3	The Executive Team discussed the breakdown of scores and significant results, good and bad, at Directorate and Departmental level. It was agreed that a verbal update would be provided to The National Archives Board on 22 November with a more	PD, DC

	detailed report to the Board in December.	
7.0	<u>Car Parking</u>	
7.1	PD advised that we were looking at how to best manage our car parking.	
7.2	The Executive Team discussed.	
8.0	<u>Any other business</u>	
8.1	JJ noted that he would appear on BBC breakfast talking about Explore Your Archives.	
8.2	COS stated that the 40 th Anniversary celebration of Q1 for staff will now be held in January.	
8.3	There being no other business the meeting was brought to a close.	

Title: Executive Team Meeting

Date of Meeting: 30 November 2017

Attendees:

Neil Curtis	TNA	Patrick Mallett (PJM - minutes)	TNA
Paul Davies (PD)	TNA	Anna Reynolds (AR)	TNA
Caroline Ottaway –Searle (COS)	TNA	Corp Performance & Transparency Manager (CPTM)	TNA
Lucy Fletcher (LF),	TNA	Pauline Moore (PM)	TNA
John Sheridan (JS)	TNA	Jane Craigie-Payne (JCP)	TNA

Apologies: Jeff James (JJ), Val Johnson (VJ)

		Action
1.0	<u>Minutes and Matters Arising</u>	

1.1	The minutes of the previous meeting held on 16 November 2017 were reviewed and approved subject to minor amendment.	
1.2	There were no conflicts of interest declared.	
2.0	<u>Changes to the Reading Room</u>	
2.1	The Executive Team was asked to note a number of changes to service provision in the reading rooms set out in the accompanying paper.	
2.2	COS advised that the Document Production Coordination Manager had recently outlined the changes to the User Forum and plans had been received well.	
2.3	NC asked if the reduced level of service would result in any savings.	
2.4	COS explained that we were already operating with reduced resource as part of DoFW plans and the changes being implemented simply allowed the finite resources we had to be utilised more effectively during periods of increased demand.	
2.5	The Executive Team noted the changes.	
3.0	<u>Outstanding Internal Audit report</u>	
3.1	The Executive Team was asked to review the status of internal audit recommendations arising from the 2017-18 Internal Audit plan, and suggest any amendments prior to these being presented to the Audit & Risk Committee on the 13 December 2017.	
3.2	CPTM advised that all recommendations that are due have been completed apart from the Royalty Calculation Review Ref: 7.16/17	
3.3	The Executive Team reviewed and discussed the report.	
3.4	The Executive Team noted the status of internal audit recommendations ahead of the report being presented to the Audit & Risk Committee.	
4.0	<u>RSM Progress Report</u>	
4.1	The Executive Team was asked to review the Progress Report Report 2017-18 from RSM, and suggest any amendments prior to it being presented to the Audit & Risk Committee on 13 December 2017.	
4.2	LF advised that a teleconference was planned with RSM representatives to discuss requirements.	
4.3	NC stated that we would need to allocate the remaining budget to suitable areas of the business.	
4.4	<u>Action:</u> Directors to report back on suggested areas for audit. Due 15/12/17	All
4.5	The Executive Team noted the report ahead of it being presented to the Audit &	

	Risk Committee.	
5.0	<u>Strategic Risk Discussion</u>	
5.1	The Executive team was asked to review the extract from the Strategic Risk Register showing risks out of appetite and to verify the out of appetite status of these risks ahead of this being presented to Audit and Risk Committee on 13 December.	
5.2	The Executive Team discussed and agreed that no changes were required.	
5.3	The Executive Team agreed the Developing our Future Workforce risk had moved out of appetite (red) due to the current affordability issues. The Executive Team also agreed to change the residual risk shift for both the commercial income and digital risks from stable to reducing in recognition of the progress made in both areas, despite both risks remaining red.	
6.0	<u>DoFW update</u>	
6.1	PD updated the Executive Team on progress	
6.2	The Executive Team noted the update.	
7.0	<u>Any other business</u>	
7.1	JS advised that Schedule 5 of the European Union (Withdrawal) Bill will be debated on Thursday 20 December. A Q&A is planned for the Lord's Committee (01/12/17) and the Commons Committee (05/12/17). The National Archives is providing Q&A material to DExEU.	
7.2	The Executive Team agreed that LF should be provided with diary support.	
7.3	There being no other business the meeting was brought to a close.	