

Title: Executive Team Meeting

Date of Meeting: 6 September 2017

Attendees:

Val Johnson (VJ - Chair)	TNA	Patrick Mallett (PJM - minutes)	TNA
Paul Davies (PD)	TNA	Sam Whaley (SW)	TNA
Caroline Ottaway-Searle (COS)	TNA	RSM representative	RSM
John Sheridan (JS)	TNA	Corporate Performance and Transparency Manager (CPTM)	TNA
Jeff James (JJ)			

Apologies: Neil Curtis (NC), Lucy Fletcher (LF)

		Action
1.0	<u>Minutes and Matters Arising</u>	
1.1	No declarations of interest were declared.	
1.2	The minutes of the previous meeting held on 30 August 2017 were reviewed and approved subject to minor amendments.	
1.3	JJ requested PD provide a version of the IIP paper for discussion at the September Board meeting.	
1.4	<u>Action:</u> PD to provide PJM with updated paper for the September Board. Due 08/09/17	Done
1.5	The actions log was reviewed.	
2.0	<u>RSM progress report</u>	
2.1	The Executive Team were asked to note progress against the 2017-18 audit plan to date and suggest any amendments prior to this being presented to the Audit & Risk Committee on 19 September 2017.	
2.2	<u>Action:</u> JJ requested that Andrew Payne attend the Audit & Risk Committee on 19 September 2017 in order to provide context. Due 19/09/17	CPTM
2.3	The RSM Tenon representative took the Executive Team through the report.	
2.4	<u>Action:</u> VJ asked that references to the numbering and outcomes of reviews be made	CPTM

	consistent throughout the report. Due 12/09/17	
2.5	VJ sought clarification on what the 'Management costs' referred to.	
2.6	The RSM representative explained that this included attendance at meetings and preparation of the plans and reports by RSM.	
2.7	<u>Action:</u> RSM representative to add in an explanatory footnote into report to explain Management costs.	CPTM
2.8	PD gave some background on the Risk Management audit.	
2.9	JJ asked how the total fee agreed to deliver the plan compared to our Budget and the costs in the previous years.	
2.10	<u>Action:</u> The CPTM to provide details of Budget and previous year's Audit fees. Due 13/09/17	CPTM
2.11	The Executive Team noted and approved the report subject to the agreed changes.	
3.0	<u>Internal audit update</u>	
3.1	The Executive Team was asked to review the status of outstanding recommendations from completed internal audits, and suggest any amendments prior to these being presented to the Audit & Risk Committee on the 19 September 2017.	
3.2	The Executive Team reviewed and discussed the report.	
3.3	The CPTM advised that all the recommendations that were due had been completed and there were no extension requests planned.	
3.4	<u>Action:</u> The CPTM to additionally provide the abridged version of the report, which goes to the Audit & Risk Committee, at future meetings. Due 10/12/17	CPTM
3.5	The Executive Team noted the report.	
4.0	<u>Any Other Business</u>	
4.1	Job Vacancy – (Externally Funded) for the Arabian Gulf Digital Archive Project Cataloguer (x3) - was approved	
4.2	The Executive Team noted that the above ATR had been approved via email by PD, COS, JS and VJ out of committee as an exception.	
4.3	Keeping primary legislation up-to-date - JS told the Executive Team that the Legislation team had been making great progress with applying legislation amendments and it would soon reach the 90% completion point on legislation.gov.uk.	
4.4	PD outlined plans, including timelines, for Business Planning 2018 – 19.	

4.5	JJ stated that it was important to keep directors briefed on the overall progress of the Business Planning work.	
4.6	COS said that the recent UAG induction day had been a huge success.	
4.7	SW asked directors for any potential topics for discussion at the upcoming annual meeting with the British Library.	
4.8	There being no other business the meeting was brought to a close.	

Title: Executive Team Meeting

Date of Meeting: 13 September 2017

Attendees:

Jeff James (JJ - Chair)	TNA	Kristen Dilworth (KD - minutes)	TNA
Paul Davies (PD)	TNA	Lucy Fletcher (LF)	TNA
Neil Curtis (NC)	TNA	Corporate Performance Manager (CPM)	TNA
	TNA	Corporate Performance & Transparency Manager (CPTM)	TNA
		Jane Craigie-Payne (JCP)	TNA
		Pauline Moore (PM)	TNA

Apologies: Val Johnson (VJ), Caroline Ottaway-Searle (COS), John Sheridan (JS)

		Action
1.0	<u>Minutes and Matters Arising</u>	
1.1	No declarations of interest were declared.	
1.2	The minutes of the previous meeting held on 6 September 2017 were reviewed and approved subject to minor amendments.	
1.3	The actions log was reviewed.	
2.0	<u>Outstanding Business Plan Activities 2016-17</u>	
2.1	The Executive Team were asked to note the status of outstanding activities from 2016 – 17.	
2.2	JJ asked what the plan is for philanthropic archives.	
2.3	<u>Action:</u> VJ to inform ET of progress. Due 27/09/17	VJ

2.4	Post meeting update – 27/09/17: VJ responded that we have reshaped the approach and role under a regional team structure in which each member has a regional role and a specialism. A new staff member has been recruited to act as development manager for the North West with a specialism in charity archives.	
2.5	JJ questioned why there are a few priorities that have no outstanding actions listed against them.	
2.6	<u>Action:</u> The CPM stated he would get updates and share with the Executive Team.	CPM
3.0	<u>August Dashboard</u>	
3.1	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.	
3.2	The Executive Team was asked to review and approve the Dashboard for August 2017 and note the Digital Record Dashboard Glossary.	
3.3	The CPTM stated that public productions have fluctuated over the 15 year period but are roughly the same level as they were in 2002. Staff productions are increasing due to cataloguing and internal / LIA scanning projects.	
3.4	The CPTM noted that a breakdown of staff sickness by each department was provided.	
3.5	The CPTM stated there is one long staff absence within TNA, if this was removed, the AWDL would fall to 4.5 days per FTE.	
3.6	The Executive Team reviewed the Digital Record Dashboard Glossary.	
3.7	JJ queried the 'Digital Surrogate heading' and suggested Digital Accessioned would be more accurate.	
3.8	<u>Action:</u> The CPTM to discuss with the digital teams.	CPTM
3.9	The Executive Team noted the report.	
4.0	<u>August Financials</u>	
4.1	NC apologised for the delay in publishing the financial report and explained that he questioned some of the narrative but stated there had been no changes of note to the numbers that the management accountants had previously shared.	
4.2	NC stated that the figures show we are currently in a breakeven position.	
4.3	<u>Action:</u> NC said he would share the completed report by the end of the day so Directors could give any comments before submitting it to the Board on Friday.	NC
5.0	<u>ATR Review</u>	

5.1	DOFW1 – Head of Digital Selection & Transfer – Deferred	
5.2	DOFW2 – Digital Preservation Lead Specialist – Deferred	
5.3	CORE1 – Sector Development Manager Emerging Archives – Deferred	
5.4	CORE2 – Cultural Property Officer – Deferred	
5.5	CORE3 – 20 Year Rule Senior Adviser – Deferred	
5.6	CORE4 – Recruitment & Apprenticeships Manager - Approved	
5.7	CORE5 – Recruitment Advisor – Approved	
5.8	CORE6 – UX Researcher – Approved	
5.9	CORE7 – Online Editor - Deferred	
5.10	CORE8 – Web Archiving Assistant - Approved	
5.11	CORE9 – Document Services Manager – Approved	
5.12	CORE10 – Staff Reading Room & Business Liaison Manager – Approved	
5.13	CORE11 – GRS Delivery Manager - Deferred	
5.14	CORE12 – Document Production Advisor – Approved	
5.15	CORE13 – Senior Infrastructure Analyst - Approved	
5.16	CORE14 – Information Access & Compliance Lead – Approved	
5.17	CORE15 – Senior Conservation Manager, Digitisation - Deferred	
6.0	<u>AOB / Diary review</u>	
6.1	PD highlighted the Open House event on Saturday.	
6.2	JJ stated the interviews for the Associate Director will be held on Monday 18 September.	
6.3	<u>There being no other business the meeting was brought to a close.</u>	

Title: Executive Team Meeting

Date of Meeting: 27 September 2017

Attendees:

Neil Curtis (NC - Chair)	TNA	Patrick Mallett (PJM)	TNA
Paul Davies (PD)	TNA	Lucy Fletcher (LF)	TNA
Jeff James (JJ)	TNA	Sam Whaley (SW)	TNA
Val Johnson (VJ),	TNA	Julian Muller (JM)	TNA
Caroline Ottaway-Searle (COS),		IT Engagement & Service Delivery Manager (IESDM)	TNA
John Sheridan (JS)		Senior Project and Business Change Manager (SPBCM)	TNA
		Pauline Moore (PM)	TNA

Apologies: none

		Action
1.0	<u>Minutes and Matters Arising</u>	
1.1	No declarations of interest were declared.	
1.2	The minutes of the previous meeting held on 13 September 2017 were reviewed and approved subject to minor amendments.	
1.3	The actions log was reviewed.	
2.0	<u>GSI planning update</u>	
2.1	The Executive Team was updated on issues around PSN and GSi.	
2.2	The Executive Team approved the plans set out in the paper.	
3.0	<u>Windows 10 – demo</u>	
3.1	The Executive Team was asked to note an update on progress against the objectives in the IT Strategic Plan relating specifically to the Windows 10, Office 2016 and smartphone deployment.	
3.2	The Executive Team were given a demonstration in the model office of the new user devices, Windows 10 and Office 2016.	
3.3	IESDM explained that an audit of ICT equipment was currently underway, there would be an option of either a laptop or a Tablet/Laptop Hybrid.	
3.4	The Executive Team noted the update.	
4.0	<u>Review of the e-Learning</u>	

<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>The Executive Team were asked to review the report about the E – Learning function.</p> <p>PD advised that this work was a result of a recommendation from the Resource Realignment project.</p> <p>The Executive Team noted the report.</p> <p>SPBCM stated that the proposed option retains content creators within departments, but with hosting, administration, support, expertise and consultancy outsourced to a specialist third party supplier. This option is considered to be the most cost effective, provides expertise and best practice, while standardising TNA’s approach to e-Learning. It removes dependency of in-house expertise for a non-core service.</p> <p>JJ stated that if there was a desire to improve and expand our webinar offer a thorough business case would be needed that would evidence the return on the investment.</p> <p>The Executive Team agreed the proposed option.</p>	
<p>5.0</p> <p>5.1</p> <p>5.2</p> <p>5.3</p> <p>5.4</p> <p>5.5</p> <p>5.6</p>	<p>AOB / Diary review</p> <p><u>ATR 1:</u> Secretary to the Advisory Council on National Records and Archives. - Approved.</p> <p>The Executive Team noted the decisions outlined in the paper, Reclosure Panel – Summary of decisions where reclosure is recommended (August 2017).</p> <p><u>Action:</u> PD was asked to express the Executive Team’s appreciation to the members of the Reclosure Panel and others involved in the review of records that contain harrowing and shocking details of crimes and events.</p> <p><u>Action:</u> PJM to distribute the paper previously reviewed at the Executive Team that looked at resource requirements and other reclosure issues. Due 11/10/17</p> <p>The Executive Team noted that Lucy Fletcher would start new Associate Director role on Monday 2 October.</p> <p>There being no other business the meeting was brought to a close.</p>	