

# Minutes

**Title:** Executive Team Meeting  
**Date of Meeting:** 4 February 2014  
**Location:** Blue Room, 1<sup>st</sup> Floor, Kew  
**Attendees:**

Jeff James (JJ - Chair)	TNA	Patrick Mallett (PJM - minutes)	TNA
Carol Tullo (CT)	TNA	Sam Whaley (SW)	TNA
Clem Brohier (CB)	TNA	Peter Brooker (PB - item 2 and 5)	TNA
Rachel Murphy (RM)	TNA	David Sawyer (DS – item 3 and 4)	TNA
Caroline Ottaway-Searle (COS)	TNA	Alison Webster (AW – item 6 and 9)	TNA
Valerie Johnson (VJ)	TNA	Jane Craigie-Payne (JCP – item 7)	TNA
		Emma Allen (EA – item 8)	TNA
		IT Service Delivery (Strategy) (item 9)	TNA
		Alec Mulinder (AM – item 9)	TNA

**Apologies:** Mary Gledhill (MG).

		Action
<b>1.0</b>	<b><u>Minutes and Matters Arising</u></b>	
1.1	The minutes of the previous meeting held on the 28 January 2015 were reviewed and approved. There were no conflicts of interest declared.	
<b>2.0</b>	<b>December Dashboard</b>	
2.1	The Dashboard is a monthly reporting and monitoring mechanism for the Executive Team. The Executive Team is being asked to note and approve ahead of publication on our intranet.	
2.2	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.	
2.3	PB noted the Cataloguing metric was currently down on the previous year due to that year being atypical.	
2.4	Action: JJ requested an update meeting on complaints handling twice a year with the Service Quality & Complaints Manager and Lee Oliver.	PJM

2.5	Action: Availability of key internal systems metric – PB to produce a supplementary report focusing on the constituent parts of this metric.	PB
2.6	Action: Availability of key internal systems – PB to add narrative outlining any red incidents.	PB
2.7	<b>The Executive Team noted and approved the December Dashboard.</b>	
3.0	<b>December Financials and 6+6 forecast</b>	
3.1	DS took the Executive Team through the December finance report.	
3.2	DS stated the forecast cash levels will need to be managed carefully until the end of the financial year.	
3.3	<b>The Executive Team noted and approved the December Financial Report.</b>	
4.0	<b>9+3 Forecast</b>	
4.1	DS advised that the main requirement of the 9+3 forecast was to build up a required buffer to protect ourselves against potential breaches of control totals; our current buffer achieves this.	
4.2	CB noted that the external audit was progressing well.	
4.3	<b>The Executive Team noted and approved the 9+3 Forecast.</b>	
5.0	<b>Third quarter Business Priority Report</b>	
5.1	PB took the Executive Team through the Business Priorities and their RAG status.	
5.2	JJ noted all the hard work that had gone in to PSI and getting to a position of workable solutions. JJ asked for this is to be cascaded to teams.	CT
5.3	Action: JJ asked PB to standardise the colours used in the report with the quarter three project report.	PB
5.4	Action: Naval record cards – MG / RM to add planned project end date.	RM / MG
5.5	<b>The Executive Team noted the report.</b>	
6.0	<b>Q2 Investment Bid Report</b>	
6.1	AW presented this report for the Executive Team to note and approve.	
6.2	AW looked at projects by exception where they had an amber RAG status.	
6.3	Action: JJ requested AW to contact all project owners and agree dates for outstanding Closure Reports.	AW

6.4	<u>Network Project</u>	
6.5	CB said that a new firewall would be installed on 10 February 2015 between 5.00am and 9.00am.	
6.6	JJ stressed the importance of having a clearly communicated cut off point in order to leave enough recovery time to restore the old system, should there be any issues.	
6.7	RM advised that there was indeed a 'no go' plan in place.	
6.8	<u>Record Copying Review</u>	
6.9	Action: JJ to speak to the Advisory Council Secretary regarding the Fees Order and Advisory Council.	JJ
6.10	<u>Web Archiving</u>	
6.11	AW stated she had met with GDS in order to discuss how we can work together and engage.	
6.12	<b>The Executive Team noted the report.</b>	
<b>7.0</b>	<b>Managing Vacancies Corporately</b>	
7.1	JJ set out a method of managing directorate vacancies previously used when he was Director of Operations and Services. A similar arrangement could be adopted corporately, subject to agreement.	
7.2	CT noted that there was already a great deal of rigour in managing vacancies in directorates.	
7.3	CB advised that it would be very useful to see an overview report showing all the posts.	
7.4	JCP said that further work would be done after the resource plan and budget had been produced.	
<b>8.0</b>	<b>Growing digital and technology talent</b>	
8.1	The Executive Team was being asked to support plans set out in the paper for growing the digital and technology talent pool.	
8.2	JJ noted his support both generally and in particular for the apprentice scheme and said that he would be willing to act as a 'champion' in support of the scheme.	
8.3	Action: EA to set up a workshop with Exec Reports to investigate other ways in which can be brought into The National Archives.	EA
8.4	Action: EA to update the Executive Team post workshop.	EA

8.5	<b>The Executive Team supported the paper.</b>	
<b>9.0</b>	<b>Network support and Management</b>	
9.1	The Technology team is seeking Executive Team approval to identify a supplier (through an appropriate Government procurement framework), that will partner with TNA to provide support and management of our network infrastructure.	
9.2	JJ advised that a clearer estimate of costs was needed including current cost, transitional costs and ongoing costs and that a substantive discussion was needed at Executive Team on support.	
9.3	The IT Service Delivery (Strategy) staff member to contact AW in order to request a project template to use in setting out costs.	IT Service Delivery (Strategy) staff member / AM
9.4	The IT Service Delivery (Strategy) staff member / AM to bring back to the Executive Team for further discussion.	
<b>10.0</b>	<b><u>AOB</u></b>	
10.1	CB updated on planned changes in Petty France. CB to circulate details to Directors.	
10.2	<b>There being no further business the meeting was brought to a close.</b>	

# Minutes

**Title:** Executive Team Meeting  
**Date of Meeting:** 11 February 2015  
**Location:** Blue Room, 1<sup>st</sup> Floor, Kew  
**Attendees:**

Jeff James (JJ - Chair)	TNA	Patrick Mallett (PJM - minutes)	TNA
Carol Tullo (CT)	TNA	Sam Whaley (SM)	TNA
Clem Brohier (CB)	TNA	David Sawyer (DS – item 2)	TNA
Mary Gledhill (MG)	TNA	Jane Craigie-Payne (JCP – item 2)	TNA
Caroline Ottaway-Searle (COS)	TNA	Peter Brooker (PB – item 3)	TNA
Valerie Johnson (VJ)	TNA	Deputy Corporate Planning and Transformation Manager (item 4)	TNA
		Baker Tilly Representative 1 (MC – item 5)	Baker Tilly
		Baker Tilly Representative 2 (MP –	Baker Tilly

		item 5)	

**Apologies:** Rachel Murphy (RM)

		Action
<b>1.0</b>	<b><u>Minutes and Matters Arising</u></b>	
1.1	The minutes of the previous meeting held on the 4 February 2015 were reviewed and approved.	
1.2	There were no conflicts of interest declared.	
<b>2.0</b>	<b><u>BAU &amp; EBC work identifying any resource issues</u></b>	
2.1	CB updated the Executive Team on the work that had been done on identifying resource issues relating to planned Business as usual and Expenditure Business Case activity for 2015/16.	
2.2	CB advised that the position described in the paper was essentially a 'snapshot' as the budgeting process was not yet complete and it was highly likely that additional costs and savings would arise. The budget would need to be balanced.	
2.3	JCP noted the importance of keeping tight controls on the use of contractors due to the higher costs of agency staff.	
2.4	JJ stated it should be assumed – The Budget will be balanced, we will keep below our stated maximum core headcount, we would test non staff expenditure and attempts to make procurement savings would be investigated.	
2.5	JJ said that this process needed to be managed corporately ahead of coming back to the Executive Team for a decision.	
2.6	<b>The Executive Team noted the current position and future plans.</b>	CB
<b>3.0</b>	<b><u>First draft of the 2015/16 business priorities</u></b>	
3.1	SW stated that we were currently in the process of seeking the Lord Chancellor's approval of our Strategic Priorities for the next four years.	
3.2	SW advised that Executive Team were being asked to note the first draft of the 2015-16 Business Priorities ahead of them being tabled at Management Board and which are planned to be published as part of our Business Plan.	
3.3	JJ noted that there was work to be done around expressing over-arching goals around efficiency, sustainability and staff.	
3.4	SW to speak to Estates regarding incorporating a sustainability goal into the Business Plan.	SW

3.5	JJ requested the 'Traces Through Time' entry be re-worded.	VJ/MG
3.6	JJ suggested that measurable goals be added relating to the new Research and Collections directorate.	VJ
3.7	JJ noted the need for our organization to have the necessary digital records infrastructure in place in readiness for the increasing amounts of open data that will need to be processed.	
3.8	PB to distribute the updated draft to Executive Reports for review and comment.	PB
3.9	PB to prepare a covering paper and table the updated document at the February Management Board.	PB
3.10	<b>The Executive Team noted the first draft Business Priorities subject to the agreed changes being incorporated.</b>	
4.0	<b><u>Internal audit - recommendations update</u></b>	
4.1	The Deputy Corporate Planning and Transformation Manager presented this report to the Executive Team seeking sign off ahead of tabling at Audit Committee.	
4.2	JJ stated that the TOR review for Management and sub committees should occur after the governance review is complete.	
4.3	JJ advised that a substantive discussion on risk was planned for the March Management Board agenda.	
4.4	Governance – 5.14/15: Wording to be altered.	
4.5	Performance Management – 9.14/15: JJ advised that there was a risk in moving from guidance to a policy.	
4.6	JJ requested that all due dates are standardised.	
4.7	<b>The Executive Team noted and approved the report subject to the agreed changes.</b>	
5.0	<b><u>Internal Audit Progress Report / future planning reports</u></b>	
5.1	The Baker Tilly representatives presented these reports for the Executive Team to note and approve.	
5.2	It was noted all assignments were amber / green or better.	
5.3	JJ requested Baker Tilly to give a verbal update on payroll at Audit Committee.	
5.4	<b>The reports were noted and approved.</b>	

<p><b>6.0</b></p> <p>6.1</p> <p>6.2</p> <p>6.3</p> <p>6.4</p> <p>6.5</p> <p>6.6</p> <p>6.7</p> <p>6.8</p>	<p><b><u>Work Placement Policy</u></b></p> <p>VJ explained that approval was being sought for The National Archive’s Student Placement Scheme policy.</p> <p>JJ noted the need to link the policy to the wider archive sector in order to remove any chance of it being viewed as only relating to The National Archives.</p> <p>JJ requested the repetitive use of ‘The National Archives’ be reduced.</p> <p>VJ to add text relating to the wider archive sector and to make clear no academic disciplines would be excluded.</p> <p>JJ advised that our agreement will prevail.</p> <p>VJ to contact the Finance team to seek reassurance there were no potential tax or legal issues with the way the programme would be run.</p> <p>VJ said that a new post of Academic Programme Manager was being proposed who would run the scheme.</p> <p><b>The policy was approved by the Executive Team, any discussions on resources to be discussed and agreed with the COO.</b></p>	
<p><b>7.0</b></p> <p>7.1</p> <p>7.2</p> <p>7.3</p> <p>7.4</p>	<p><b>AOB</b></p> <p>The decisions of the January 2015 Reclosure Panel were noted by the Executive Team.</p> <p>PJM to liaise with Chris Ransted and Stuart Abraham to ensure all those who worked on the Victims Project were thanked for all their hard work with the often difficult and challenging file content.</p> <p>PJM to facilitate a weekly look ahead at Director’s diaries as part of the Executive Team AOB item.</p> <p><b>There being no further business the meeting was brought to a close.</b></p>	

# Minutes

**Title:** Executive Team Meeting

**Date of Meeting:** 26 February 2015

**Location:** Blue Room, 1<sup>st</sup> Floor, Kew

**Attendees:**

Jeff James (JJ - Chair)	TNA	Patrick Mallett (PJM - minutes)	TNA
Carol Tullo (CT)	TNA	Alison Webster (AW – item 2)	TNA
Clem Brohier (CB)	TNA	Medieval Records Specialist (item 3)	TNA
Mary Gledhill (MG)	TNA	IA Architect (item 4)	TNA
Caroline Ottaway-Searle (COS)	TNA	Recruitment Advisor (item 6)	TNA
Valerie Johnson (VJ)	TNA		
Rachel Murphy (RM)	TNA		

**Apologies:** Sam Whaley (SM)

		Action
<b>1.0</b>	<b><u>Minutes and Matters Arising</u></b>	
1.1	The minutes of the previous meeting held on the 11 February 2015 were reviewed and approved.	
1.2	There were no conflicts of interest declared.	
1.3	RM introduced SM, visiting from GDS, who was gaining experience through shadowing her for the day.	
<b>2.0</b>	<b><u>Discovery Content Strategy Board (DCSB)</u></b>	
2.1	Executive Team were being asked to note the first annual review of the DCSB.	
2.2	AW advised that the Chairs of groups and panels that sit under DCSB generally attend DCSB and are therefore well briefed on issues.	
2.3	JJ noted that multiple resubmission should not be commonplace.	
2.4	MG advised that DCSB stuck to precedent and resubmission was kept to a minimum.	
2.5	VJ said that at Grants Panel, projects would only be resubmitted if invited back by the panel and only when the panel believed the project could be signed off with improvement(s).	
2.6	MG stated that there had been a blurring of lines and it was sometimes difficult to separate decisions on content from functionality.	
2.7	<b>The Executive Team noted the review as part of the currently on-going wider review of boards and panels.</b>	
<b>3.0</b>	<b><u>Grants Panel</u></b>	



3.1	Executive Team support was being sought for a project on early ecclesiastical records, using the extensive records at The National Archives to produce a systematic analysis of the interaction between Church and State.	The Medieval Records Specialist
3.2	VJ noted it was encouraging to have a research application from ARK.	
3.3	VJ advised that the university would be employing the research assistant.	
3.4	<u>Action:</u> The Medieval Records Specialist to check on document access arrangements with the Head of DSD.	
3.5	VJ said that there was no scope for digitization projects.	
3.6	<u>Action:</u> JJ asked The Medieval Records Specialist to check with the Head of Education and Outreach on potential linkage with Education's work on medieval history.	
3.7	<b>The Executive Team supported the proposal.</b>	
4.0	<b><u>Choose your own device</u></b>	IA Architect
4.1	CB introduced The IA Architect and explained that this item was being presented for information.	
4.2	MS briefly summarised the paper.	
4.3	JJ advised that great improvements had been made and while the direction of travel was encouraging the user experience was not as good as it needed to be.	
4.4	<u>Action:</u> The IA Architect to discuss with the acting head of ICT and arrange feedback sessions with those taking part in the trial of tablets.	
4.5	<u>Action:</u> A thorough understanding of the business needs must be acquired. Product and service levels that then meet those needs must be in place before further role out.	
4.6	JJ stated that the Executive Team are keen to continue taking part in the trial and the big improvements already achieved were noted and those involved should be thanked.	
4.7	<b>The Executive Team noted the progress made and next steps.</b>	
5.0	<b><u>AOB</u></b>	
5.1	CB updated the Executive Team on progress with the current 2015/16 Budget exercise.	
5.2	<u>Action:</u> MG asked the team to cascade that next week was Tech week.	
5.3	CT noted that it now seemed likely there would be one main record release a year.	

<p><b>6.0</b></p> <p>6.1</p> <p>6.2</p> <p>6.3</p>	<p><b><u>Recruitment</u></b></p> <p>The Executive Team reviewed a number of recruitment ATRs’.</p> <p>Action: JJ requested Directors cascade the new deadline for submitting ATRs’ to HR for review by the Executive Team.</p> <p>There being no further business the meeting was drawn to a close.</p>	<p>All</p>