

# Minutes

**Title:** Executive Team Meeting  
**Date of Meeting:** 10 September 2014  
**Location:** Blue Room, 1<sup>st</sup> Floor, Kew  
**Attendees:**

Clem Brohier (CB - Chair)	TNA	Patrick Mallett (PJM – minutes)	TNA
Carol Tullo (CT)	TNA	Peter Brooker (PB – item 3)	TNA
Mary Gledhill (MG)	TNA	Valerie Johnson (VJ – item 4)	TNA
Caroline Ottaway-Searle (COS)	TNA		
Rachel Murphy (RM)	TNA		

**Apologies:** Jeff James (JJ)

		Action
<b>1.0</b>	<b><u>Minutes and Matters Arising</u></b>	
1.1	The minutes of the previous meeting held on the 27 August were reviewed and approved.	
<b>2.0</b>	<b><u>Data Protection Paper</u></b>	
2.1	MG introduced the paper and explained that the Executive Team needed to be updated.	
2.2	MG took the Executive Team through the key themes of the paper.	
2.3	RM advised that information training at The National Archives' was very comprehensive.	
2.4	MG stated that a broader piece of work may be explored looking at information training in OGDs.	
2.5	Simon Lovett to be asked to investigate if The National Archives information training is used in OGDs.	SL
2.6	PJM to provide a copy of the Strategic Risk Register to RM.	PJM
2.7	<b>The Executive Team noted the paper and agreed the approach.</b>	

<b>3.0</b>	<b><u>Our Business Plan: ET away day 17/09 – The Agenda</u></b>	
3.1	PB outlined proposals for the Business planning day. Directors were assigned as leads to the six Business Priorities.	
3.2	Directors to draft a number of headline goals for their Business Priority ahead of discussion at the session next week.	All
<b>4.0</b>	<b><u>BIS – Creating the future</u></b>	
4.1	VJ explained that The National Archives had not taken the opportunity to respond to a consultation document between April and July. A second consultation in the form of a survey was now out for response and Executive Team agreement was being sought to send a response to BIS based on the survey questions and the previous consultation.	
4.2	The Executive Team discussed the draft response.	
4.3	VJ to redraft and consult the CEO's office ahead of seeking clearance from CB before sending the response.	VJ
4.4	<b>The Executive Team agreed to respond to the survey.</b>	
<b>5.0</b>	<b><u>AOB</u></b>	
5.1	MG advised that Richard Taylor would be giving a talk on his new book – The Secrets of The National Archives.	
5.2	CT stated that as a result of increased demand for certified copies of records from non departmental public bodies work was underway into planning a new solution to better meet demand. A paper would be added to the Executive Team agenda at a future date.	
5.3	RM to send her job description to Directors.	RM




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# Minutes

**Title:** Executive Team Meeting

**Date of Meeting:** 24 September 2014  
**Location:** Blue Room, 1<sup>st</sup> Floor, Kew  
**Attendees:**

Jeff James (JJ – Chair)	TNA	Patrick Mallett (PJM – minutes)	TNA
Clem Brohier (CB)	TNA	Jim Wretham (JW – item 3)	TNA
Carol Tullo (CT)	TNA	Paul Davies (PD – item 3)	TNA
Mary Gledhill (MG)	TNA	Jane Craigie-Payne (JCP – item 2)	TNA
Caroline Ottaway-Searle (COS)	TNA	Finance Business Partner (item 3 and 7)	TNA
		Lee Oliver (LMO – item 4)	TNA
		IMP Programme Manager (item 5)	TNA
		Peter Brooker (PB – item 6)	TNA

**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 10 September were reviewed and approved.	
<b>2.0</b>	<b><u>Proposed Manuscript Exhibition</u></b>	
2.1	CB advised that at a recent meeting of The Forum on Historical Manuscripts and Academic Research a proposal was put forward by a forum member. The outline of the proposal had been distributed to the Executive Team.	
2.2	CB advised that he had made clear that funding would be a requirement.	
2.3	The Executive Team discussed the proposal and agreed that there was potential mileage in the proposal and there may be a regional aspect to it.	
2.4	<b>The Executive Team agreed to a feasibility study into collaborating with partners for an exhibition around the time suggested in the paper.</b>	
<b>3.0</b>	<b><u>Norwich Project</u></b>	
3.1	JW explained that Executive Team was being asked to note progress and endorse a number of recommendations in the accompanying paper.	
3.2	JJ requested the Finance Business Partner seek assurances that all accounting processes were cleared by Treasury and NAO.	Finance Business Partner
3.3	<b>The Executive Team noted the progress and approved the next steps.</b>	

<p><b>4.0</b></p> <p>4.1</p> <p>4.2</p>	<p><b><u>Board of Trade Series BT 364</u></b></p> <p>LMO presented a paper to the Executive Team about BT 364.</p> <p><b>The Executive Team noted the paper.</b></p>	
<p><b>5.0</b></p> <p>5.1</p> <p>5.2</p> <p>5.3</p> <p>5.4</p> <p>5.5</p>	<p><b><u>Digital Transfer Project</u></b></p> <p>CT introduced the IMP Programme Manager explaining that the project had been running since October 2013 and cut across the business. There was a need for the entire organization to be prepared to receive files digitally and on a large scale.</p> <p>The IMP Programme Manager presented on the objectives and timelines of the Digital Transfer Project explaining that the project was split into two stages. A pilot phase to be completed by March 2015 followed by a strategy phase to deliver by March 2016.</p> <p>The IMP Programme Manager stated that she was in touch with the Honorary Research Fellow and aware of the important work he was doing relating to digital records and sensitivity; however the Digital Transfer Project aimed to deliver necessary practical solutions in the short to medium term.</p> <p>JJ requested that the make up of the Board for phase two be broadened and widened to include more views from across the organization. It was important to pause between phase one and two and fit this with our new Business Plan. The IMP Programme Manager to consult RM.</p> <p><b>JJ noted the work already done, future plans for phase one and thanked The IMP Programme Manager and all involved.</b></p>	<p>The IMP Programme Manager</p>
<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><b><u>August Dashboard.</u></b></p> <p>PB presented this item to the Executive Team.</p> <p>The Dashboard is a monthly reporting and monitoring mechanism for the Executive Team.</p> <p>The Dashboard is tabled for the Executive Team to review performance against published and internal Performance Indicators and acts as a prompt for action where performance is of concern. Performance indicators can be found in the 2011 – 2015 Corporate Business Plan.</p> <p>PB took the Executive Team through the various metrics covering the different areas of the organisation.</p> <p><b>Executive Team noted the Dashboard.</b></p>	
<p><b>7.0</b></p> <p>7.1</p>	<p><b><u>August Finance Report</u></b></p> <p>The Finance Business Partner took the Executive Team through the August</p>	

<p>7.2</p> <p>7.3</p> <p>7.4</p>	<p>finance report.</p> <p>CB advised that there may not be a reallocation at 6+6 and would speak to Alison Webster regarding whether or not an investment Bid process in the usual manner was warranted.</p> <p>CB to email Exec Reports in order to highlight the need for them to engage with the current forecasting process.</p> <p><b>The August finance report was noted and agreed.</b></p>	<p>CB</p> <p>CB</p>
<p><b>8.0</b></p> <p>8.1</p> <p>8.2</p> <p>8.3</p> <p>8.4</p> <p>8.5</p>	<p><b><u>AOB</u></b></p> <p>CT stated that the Re-closure Panel suggested that the wording on the website should make it clear to the public that they have a right of appeal to decisions made by the Panel. The proposed wording was agreed in principle subject to the procedures reflecting the current Director lead and the requirement that if the Chief Executive has been involved in the decision then he can delegate the review role to an impartial director:</p> <p>Should the member of public disagree with a Panel's decision, then they have the right to appeal to the Keeper and Chief Executive of The National Archives. Further details can be found at <a href="http://apps.nationalarchives.gov.uk/Contact/complaints.htm">http://apps.nationalarchives.gov.uk/Contact/complaints.htm</a> Appeals must be received within two months of the decision being notified to the member of public.</p> <p>CT updated the Executive Team on proposed changes to Knowledge Council / KIM profession.</p> <p>CB said that The National Archives now had a new contact at HM Treasury and a relationship was being developed.</p> <p>JJ informed the Executive Team that further ways to improve the ease of recruiting to posts were being explored.</p> <p><b>There being no other business the meeting was closed</b></p>	