

Executive Team Summaries

Executive Team Publication Scheme

4 February 09

The National Archives – Sustainability Terms of Reference

The Environment and Sustainability Manager presented a draft Sustainable Development Policy statement for Executive Team review and approval. The Executive Team endorsed the policy statement to make sustainable operating reductions that would benefit the environment and reduce our carbon footprint.

The future of the Sorting Office site

The Head of Estates outlined redevelopment plans for the former Inland Revenue sorting office site located at the corner of the Kew site. He went on to highlight issues that were of particular interest to The National Archives. The Executive Team agreed proposals to safeguard the impact on our site.

11 February 09

Financial update and review 2008/09

The Executive Team reviewed the Year End forecast report with the Interim Head of Finance.

Pricing Strategy - review

The Head of Commercial Delivery gave an outline of the scope and proposed action plan around the project to review and re evaluate external and internal pricing at The National Archives. The Executive Team discussed and agreed next steps and a proposed timetable.

Strategic risk refresh

The Executive Team began an early review of The National Archives' strategic risks to identify those broad areas of risk that would have a significant effect on The National Archives over the next two years. They went on to determine the impact and likelihood of each risk to the organisation and to agree an approach for Management Board debate at the March Board meeting.

18 February 09

Flash Finance reporting – Month 10

Executive Team noted the key points of the flash financial report for 10 months to 31 January 09. The full year forecast is being tightly managed to ensure that we end the year on budget.

Balanced scorecard – January 09

The Executive Team reviewed the January 09 Balanced scorecard taking particular note of those indicators that were now under stress.

Leadership Programme

The Executive Team confirmed the list of participants for the first phase of the programme.