

## **The National Archives' Board summary**

**20 February 2017**

### Audit and Risk Update

The Board noted the minutes of The National Archives' Audit Committee Meeting held on 12 December 2016 and the Agenda of the meeting held earlier in the day.

The Chair of the Audit and Risk Committee gave an update on the meeting held earlier.

### **The Board noted the update.**

### Corporate Reports

The Board was asked to note a number of reports.

### Financial Report and 9+6

The Finance and Commercial Director noted that we were confident that we would deliver 16/17 accounts within the required buffer and that work on the 2017/18 Budget was progressing well.

The Chief Executive and Keeper advised that we had identified non staff savings from next year and agreed areas where spend can be reduced.

The Lead Non-executive Board Member said that it would be useful to see savings and the movement of funding set out in the original budget plus any savings that were a one off highlighted.

### Business Priorities

The Corporate Performance & Transparency Manager advised that the report had been reviewed by the Executive Team and it was predicted that two priorities would remain red at year end.

The Lead Non-executive Board Member suggested that it would be useful to be shown, at a strategic level, where the changes were and what priorities had moved the furthest.

### Dashboard

The Board reviewed the Dashboard.

### **The Board noted the reports.**

### Improving Board Performance – Suggestions, Proposed Changes & Actions

Board members were asked to agree the proposed actions and changes, with the aim of improving Board Performance.

The Board noted a desire to have certainty of when Board and Audit and Risk papers would be available and to reduce the overall size of the board pack.

A Non-executive Board Member advised that reports should be by exception, Board time should be focused on key issues and strategy.

Further work to implement changes is planned.

#### Board – work plan 2017 review

The Board was asked to review and note the proposed items on the draft Board work plan for 2017.

The Lead Non-executive Board Member advised that a Board session in April might be useful for strategic thinking.

#### **The Board approved the workplans.**

#### Legislation Services Procurement

The Board was asked to note and comment on The National Archives' proposed approach to re-procuring the Legislation Services support and hosting contract.

The Head of Legislation noted that it was a statutory duty to register and publish legislation for the UK (England and Wales, Scotland, and Northern Ireland).

The Board was taken through the various responsibilities and activities and plans and approach to re-procuring noting that it was envisaged that the volume of legislation to be published would increase over the coming years.

#### **The Board noted the approach and progress made.**

#### BREXIT – legislation implication

The Board was asked to note and comment on The National Archives' proposed Legislation Services offer to government regarding changes to the UK statute book on exiting the European Union. And to agree that The National Archives should pursue its aim of becoming the official publisher of this new material, within a clearly defined remit.

The Head of Legislation advised that we needed to be ready to provide practical solutions to government and also provide the public with a good service; there was a hard deadline of April 2018 by which time all needed to be in place.

#### **The Board noted and agreed plans and supported the work.**

#### Information fair trader scheme

The Board was asked to comment and advise on the options presented, following an internal review of the Information Fair Trader Scheme.

The Board discussed the issues involved.

The Board requested further work to be done examining options.

#### Archive Sector Vision

The Board was asked to note progress with the development of the Vision, and to approve the approach taken with audience, pitch, core themes and visual design.

The Chief Executive and Keeper explained that this had been discussed by the Executive Team and there had been small changes suggested.

The Head of Archives Sector Development stated that post launch we would deliver an action plan, working with the sector.

The Chief Executive and Keeper thanked all those involved for the hard work, commitment and effort invested in this impressive piece of work.

#### AOB

The Board approved a short additional paper outlining changes to HLF bid funding proposals.

The Lead Non-executive Board Member congratulated the Director Information Policy and Services on winning the Whitehall and Industry Group's (WIG) inaugural Leadership Impact Award.

The Chief Executive and Keeper updated the Board on plans to loan Domesday Book to Lincoln Castle as part of a major exhibition for 2017. Assurance that all relevant procedures and safeguards were in place was being sort.

There being no other business the meeting was drawn to a close.