The National Archives’ Board summary

22 March 2018

Executive Team Update

The Board was asked to note and discuss the March Executive Team update.

Director of Research and Collections noted that the Head of Archives Sector Development was keeping a close watching brief as well as scenario planning in response to the risk that other local authorities could face issues similar to Northamptonshire County Council.

Operations Director updated the Board on issues relating to catering.

Operations Director informed the Board of the reaction to the planned car park charging which was now necessary as the current free set up was a cost to The National Archives and this was unsustainable in these challenging financial times.

The Board noted the March Executive Team update.

February Financials

The Board was asked to note the month 11 report.

The Head of Finance took the Board through the report.

The Board noted the report.

Draft Budget 2018-19

The Board was asked to consider the 2018-19 Budget Proposal and the Medium Term Outlook to 2020-21 and to endorse the budget proposal as recommended by the Executive Team.

The Finance and Commercial Director noted that much work had been done in getting to this point.

A Non-executive Board Member commented that the Budget was very clear and well set out, no major surprises were evident.

A Non-executive Board Member highlighted the importance of the second phase of the voluntary exit programme being delivered smoothly. Decisions should be taken in the round and not in reaction to component parts being effected.

The Board endorsed the Draft Budget 2018-19.

Developing our Future Workforce - update

The Board was asked to note and discuss the update paper, endorse the Executive Team’s approach and agree the proposed next steps.

The Operations Director described the key aspects of the ongoing Voluntary Exit (VE) exercise.
A Non-executive Board Member commented that while it was understandable that plans were outlined at an aggregated level it would be helpful to see how revised plans map onto strategic objectives and to be advised on what slows and what speeds up as a result of these revised plans.

The Director of Public Engagement noted that we also needed to be aware of the impact on current business and the services we provide.

The Lead Non-executive Board Member said that thought and consideration needed to be given to the impact of exit schemes on those staying in the organisation.

**The Board noted the update, endorsed the approach and the next steps.**

**Business Priorities 2018-19**

The Board was asked to review, amend and approve the draft Business Plan for 2018-19.

The Operations Director advised that SMART objectives would be given to each priority and progress would, as is customary, be reported to the Board each quarter.

The Lead Non-executive Board Member noted the importance of getting across the scale of activity that is going on as well as areas where there was a stretch and a concerted aim to push boundaries.

The Board reviewed each of the Business Priorities for 2018-19.

A number of amendments were suggested to the draft Business Plan for 2018-19

**The Board approved the Business Priorities 2018-19 subject to the suggested amendments being incorporated.**

**Board effectiveness survey - proposals for enhancements**

Board members had provided a number of suggestions for the enhanced operation of the Board.

Board members were asked to state if they agreed, disagreed or thought further discussion was necessary for each suggestion.

**A number of proposals were agreed to be taken forward.**

**Archives Unlocked**

The Board was asked for the following: to note progress with delivery of Year 1 of the Archives Unlocked Action Plan. To endorse the new strategy for workforce development and to endorse the draft strategy for digital capacity-building.

The Head of Archives Sector Development updated on Year 1 progress and advised that in this first year we had received good positive feedback on our delivery under all three streams of the Action Plan. The Chief Executive and Keeper had been very visible in the sector.

The Head of Archives Sector Development noted that the issues being faced by Northampton County Council demonstrated that we needed to be ready to offer advice and guidance as part of our leadership role.
The Head of Archives Sector Development took the Board through the key aspects of the Workforce Development Strategy and the Digital Capacity-Building Strategy.

The Board noted progress of the Archives Unlocked Action plan and endorsed the strategy for workforce development and the draft strategy for digital capacity-building.

The Board thanked The Head of Archives Sector Development for all her work and wished her well for the future.

Research – Funding Strategy

The Board was requested to note and discuss The National Archives’ new Research Funding Strategy.

The Chief Executive and Keeper advised that in order to raise funding we needed to act strategically and this could eventually lead potentially to commercial opportunities.

The Lead Non-executive Board Member advised that this was a good initial strategy however more detail was needed on what the targets were and how success would be measured.

The Grants and Funding Manager noted that the plan was to develop definite milestones and targets as we progress.

The Chief Executive and Keeper said that we could aim to increase the probability of success through taking advice and guidance from those who already had a good track record of raising funds.

The Digital Director noted that it was very important to clearly demonstrate the real impacts that a funding stream could result in.

The Board noted the Strategy.

Any Other Business

The Board were updated on the internal audit tender process.

There being no further business, the meeting was closed.