

**Title:** Executive Team Meeting

**Date of Meeting:** 1 August 2018

**Attendees:**

Jeff James (JJ - Chair)	TNA	Patrick Mallett (PJM – minutes)	TNA
Lucy Fletcher (LF)	TNA	Pauline Moore (PM)	TNA
Paul Davies (PD)	TNA	Matt Bell (MB – item 3 only)	TNA
John Sheridan (JS)	TNA	Jane Craigie-Payne (JCP – item 4 only)	TNA
Val Johnson (VJ)	TNA	HR Manager - Organisational Development (HROD – item 4 only)	TNA
Neil Curtis (NC – item 2 onwards)	TNA	Malcolm Todd (MT – AOB only)	TNA
Caroline Ottaway–Searle (COS)	TNA		

**Apologies:** None

**Welcome:** JJ welcomed PM from NC’s Senior Team.

		Action
1.0	<b><u>Minutes and actions</u></b>	
1.1	No conflicts of interest were declared.	
1.2	The minutes of the previous meeting held on 25 July 2018 were reviewed and approved subject to minor amendments.	
1.3	The actions log was reviewed and updated.	
2.0	<b><u>3+9 Forecast – second draft</u></b>	
2.1	NC presented the revised 3+9 forecast for Executive Team consideration.	
2.2	Executive Team noted the closing final position – reduction in requirement against the budget.	
2.3	<u>Action:</u> NC to lead work on scenario planning and report back to the Executive Team at an appropriate point. Due 31/10/18	NC
2.4	JJ commented that it would be advisable to update the Board in November outlining potential budget scenarios.	
2.5	<b>Executive Team noted the forecast.</b>	
3.0	<b><u>Legislation Drafting Tool project</u></b>	
3.1	Executive Team was asked to discuss The National Archives ongoing participation in a	

	joint project to deliver a new Legislation Drafting, Amending and Publishing Service (LDAPP), in partnership with both Houses of Parliament, the Office of the Parliamentary Counsel (Cabinet Office), the Scottish Government and the Scottish Parliament.	
3.2	JS noted that a Memorandum of Understanding between the partners was the normal way by which different parts of government make business commitments to each other.	
3.3	JJ advised that careful consideration of the risks was required to ensure that The National Archives could meet the contractual obligations, manage its liabilities and operate within 'Managing Public Money'.	
3.4	JJ highlighted the need for the Audit and Risk Committee to be sighted on the project and for a paper to be put to the September Board meeting for sign-off.	
3.5	<u>Action:</u> NC to seek the NAO's confirmation about our proposed accounting treatment for this project. Due 31/08/18	NC
3.6	<u>Action:</u> JS to provide a paper to Audit and Risk Committee in September setting out the risks and mitigations. A parallel paper to be submitted to the September Board for agreement to proceed with the project.	JS
3.7	<b>Executive Team supported the proposals set out in the paper, supported the project subject to scrutiny by Audit and Risk Committee and approval by Board and noted all the hard work that had been invested in the project so far to get to this point.</b>	
4.0	<b><u>Learning and Development (L&amp;D) – update and future plans</u></b>	
4.1	Executive Team was asked to note an update on the current L&D offer and to give a steer on future plans.	
4.2	Executive Team discussed the current situation and options.	
4.3	<u>Action:</u> JCP / DC to provide an options paper to Executive Team looking at options, outlining value for money and potential risks. Due 31/08/18	JCP / HROD
4.4	<b>Executive Team noted the update and agreed the next steps.</b>	
5.0	<b><u>AOB / Diary Review</u></b>	
5.1	Archive Accreditation – JJ suggested that thought should be given to what the best fit would be when deciding on which directors attend future events.	
5.2	IICSA Interim Report – MT stated that the Home Office has asked The National Archives to assist it in compiling a response to one recommendation in the IICSA Interim Report which was published in late April.	
5.3	Website - PD informed Executive Team that we will be carrying out essential maintenance work from 08:00 to 12:00 on Sunday 5 August. We anticipate that all our	

	online and web services will be disrupted during this time.	
5.4	November Board – Executive Team noted that it was now planned to hold the November Board at the DCDC conference in Birmingham.	
5.5	JJ requested a mid-morning start in order to allow travel to the venue in the morning.	
5.6	New Burdens – NC advised on the current position and planned next steps to expedite payment.	
5.7	Better Information For Better Government – JS updated on The National Archives involvement with the project.	
5.8	Archives at Night – COS advised that we are currently pausing to review our offer for a 'Lates' programme as a regular feature of What's On, and so will not be staging Archives at night in October.	
5.9	JJ advised Executive Team on the process for applying the Section 36 exemption for FOI requests.	
5.10	<u>Action:</u> PD to request the acting Head of FOI Centre provide a briefing on Section 36 to the Executive Team for information. Due 31/08/18	PD
5.11	<b><u>There being no other business the meeting was brought to a close.</u></b>	

**Title:** Executive Team Meeting

**Date of Meeting:** 16 August 2018

**Attendees:**

Val Johnson (VJ - Chair)	TNA	Patrick Mallett (PJM – minutes)	TNA
Paul Davies (PD)	TNA	Sam Whaley (SW)	TNA
John Sheridan (JS)	TNA	David Harding (DH)	TNA
		Irene Griffin (IG)	TNA
		Malcolm Todd (MT)	TNA
		Head of Standards and Improvement (HSI)	TNA

**Apologies:** Neil Curtis (NC), Jeff James (JJ), Lucy Fletcher (LF), Caroline Ottaway–Searle (COS)

		Action
1.0	<b><u>Minutes and Matters Arising</u></b>	
1.1	No conflicts of interest were declared.	
1.2	The minutes of the previous meeting held on 8 August 2018 were reviewed and approved subject to some minor amendments.	
1.3	The action log was reviewed and updated.	
2.0	<b><u>July Dashboard</u></b>	
2.1	The Executive Team was asked to note the Corporate Dashboard for the month of July 2018 and to agree to a selection of metrics being published on the Transparency website	
2.2	VJ noted that many of the metrics that were planned to be published were from COS's directorate and COS's agreement should be sought before publication.	
2.3	<u>Action:</u> IG to seek agreement from COS ahead of publishing the metrics from that directorate. Due 29/08/18	IG
2.4	Metric 2 - Quarterly Planned V Actual DoFW Posts Filled	
2.5	PD noted that a number of Research posts were to be deferred and would contact the Head of Finance and ensure that a 're-cut' list of posts planned was sent through to directors.	
2.6	Metric 5 - Digital Services Activity - daily page views	
2.7	Executive Team noted the sharp drop in activity resulting from the recent outage.	
2.8	Executive Team agreed to stick with this chart for the moment and see how this metric develops	
2.9	Metric 7 - Staff Sickness and Turnover - rolling 3 year	
2.10	JS noted that an increase in sickness from 0.5 days to 0.75 days was clearly visible and stated it was useful to have visibility of this and to continue to monitor any continued trend.	
2.11	JS said that it would be helpful to be able to view the staff turnover line with the Voluntary Exit impact removed in order to get a better understanding of trend.	
2.12	<u>Action:</u> DH to add in a staff turnover line to the graph with Voluntary Exit impact removed. Due 21/09/18	DH
2.13	Metric 9 - Number of Student Visitors to Site and Online	
2.14	Executive Team discussed and it was agreed to change the metric's name from	

2.15	Student visitors to Education visitors in order better to reflect the content of the metric. PD said that we needed to be careful with the terminology that is used to describe the number of visitors to our site, in order to ensure that we are clear exactly what the measurement refers to.	IG
2.16	<u>Action:</u> IG to discuss terminology and measurement with the Head Of Events & Exhibitions. Due 21/09/18	
2.17	<b>Executive Team noted the Corporate Dashboard for the month of July 2018 and agreed (subject to approval from COS) to a selection of metrics being published on the Transparency website.</b>	
3.0	<b><u>Collections at Risk</u></b>	
3.1	Executive Team discussed issues relating to collections at risk.	
4.0	<b><u>AOB / Diary Review</u></b>	VJ
4.1	Flexible working – VJ advised of an increased level of requests for flexible working from job applicants.	
4.2	Collaborative doctoral partnerships – VJ advised that a bid was being prepared for submission to AHRC and that she would be looking for support from Executive Team for the required resource in terms of allowing staff to host students and act as supervisors.	
4.3	Executive Team requested a short paper be submitted outlining the benefits, potential commitment and procedure for dealing with under-performing students.	
4.4	<u>Action:</u> VJ to commission the Academic Programmes Manager to provide Executive Team with a short paper on the Collaborative Doctoral Partnerships application. Due 5/09/18	
4.5	<b>There being no other business the meeting was brought to a close.</b>	

**Title:** Executive Team Meeting

**Date of Meeting:** 22 August 2018

**Attendees:**

Paul Davies (PD - Chair)	TNA	Patrick Mallett (PJM – minutes)	TNA
Jeff James (JJ)	TNA	Sam Whaley (SW)	TNA
John Sheridan (JS)	TNA	Sonia Ranade (SR)	TNA
Val Johnson (VJ)	TNA	Steve Burgess (SB – item 5 only)	TNA
Neil Curtis (NC),	TNA	Malcolm Todd (MT – item 6 only)	TNA

Caroline Ottaway–Searle (COS)	TNA	Legislation Services Manager (LSM – item 6 only)	TNA
Lucy Fletcher (LF)	TNA	Darren Austin (DA– item 6 and 7 only)	TNA
		Matt Bell (MB– item 6 only)	TNA
		Head of Financial Accounting (HFA – item 6 only)	TNA
		Estates Customer Service Manager (ECSM – item 7 only)	TNA

**Apologies:** None

		Action
1.0	<b><u>Minutes and Matters Arising</u></b>	
1.1	No conflicts of interest were declared.	
1.2	The minutes of the previous meeting held on 16 August 2018 were reviewed and approved subject to some minor amendments.	
1.3	The action log was reviewed and updated.	
2.0	<b><u>July Financials</u></b>	
2.1	The Executive Team was asked to note the July Management Accounts.	
2.2	NC took the Executive Team through the July Management Accounts.	
2.3	JJ noted that the position of the Management Accounts would be strongly affected by the Voluntary Exit exercise that was on-going.	
2.4	<u>Action:</u> JJ requested that the Board are updated in September with regard to the effect VE may have on the financial position and any consequences that may be faced. Due 05/09/18	PD / NC
2.5	<b>Executive Team noted the July Management Accounts</b>	
3.0	<b><u>Future plans for Events &amp; Exhibitions</u></b>	
3.1	Executive Team was asked to note and comment on future plans for Events & Exhibitions.	
3.2	COS explained that we were currently transforming our offer and finding new ways of engaging with audiences and that feedback on approach was sought from Executive Team	
3.3	SB explained that our strategic drivers are Reach, Revenue, Reputation and Relevance.	

3.4	SB outlined a number of novel ways that we could engage with audiences.	
3.5	LF said that these future plans were very interesting and this was timely as we were in the process of creating our next business strategy.	
3.6	<u>Action:</u> SB to provide a Future plans for Events & Exhibitions session for the Senior Leadership Team. Due 30/09/18	
3.7	<b>Executive Team noted the Future plans for Events &amp; Exhibitions.</b>	
4.0	<b><u>Retendering the Gazette concession</u></b>	
4.1	The Gazette is formally the combination of three publications, the London Gazette, the Belfast Gazette and the Edinburgh Gazette. The Gazettes are the official journals of record. The London Gazette is claimed to be the world's oldest continually published newspaper. It has been "Published by Authority" since 1665.	
4.2	Executive Team was asked to note and discuss a number of elements linked to the corporate business priority goal of awarding a new contract by 31 March 2019 as set out in the accompanying paper.	
4.3	JS talked Executive Team through the paper.	
4.4	<b>Executive Team noted the paper and agreed the goals for awarding a new contract.</b>	
5.0	<b><u>Catering</u></b>	
5.1	The Executive Team discussed catering issues and agreed a way forward.	
6.0	<b><u>Corporate Risk Register (CRR)</u></b>	
6.1	The Executive Team was asked to review the CRR, current risk scores, and amendments to the text and mitigation measures.	
6.2	PD noted that discussion had not been possible with all directors due to a number of factors.	
6.3	Executive Team reviewed and discussed the CRR.	
6.4	NC stated that it would be worth considering if there might be too many risks on the register?	
6.5	PD advised that we were looking at how risk management was conducted.	
6.6	VJ said it would be interesting to see alternative methodologies and risk management documents.	
6.7	<u>Action:</u> PD to collate agreed changes and update document. Due 30/09/18	PD

6.8	<b>Executive Team agreed the CRR subject to agreed changes being incorporated.</b>	
7.0	<b><u>AOB / Diary Review</u></b>	
7.1	The Department for Business, Energy and Industrial Strategy - Executive Team discussed the contribution being prepared for an International Research piece.	
7.2	New burdens – NC updated on progress.	
7.3	<b>There being no other business the meeting was brought to a close.</b>	