

Title: Executive Team Meeting

Date of Meeting: 11 April 2018

Attendees:

Val Johnson (VJ - Chair)	TNA	Patrick Mallett (PJM – minutes)	TNA
Paul Davies (PD)	TNA	Anna Reynolds (AR)	TNA
Neil Curtis (NC)	TNA	QCG representative 1 (QCG1)	TNA
Caroline Ottaway–Searle (COS)	TNA	QCG representative 2 (QCG2)	TNA
Lucy Fletcher (LF)	TNA	Jane Craigie–Payne (JCP)	TNA
		Head of Strategic Operations & Volunteers (HSOV)	TNA

Apologies: Jeff James (JJ), John Sheridan (JS)

		Action
1.0	<u>Declarations of interest</u>	
1.1	There were no conflicts of interest declared.	
2.0	<u>Pay project</u>	
2.1	QCG representatives had been working on scenario modelling a number of options for improving The National Archives pay structure.	
2.2	Executive Team was asked to consider the options available.	
2.3	JCP explained that work had been ongoing since April 2017 and lots of work had gone into the modelling of the options.	
2.4	JCP noted that any changes still needed to adhere to HM Treasury’s pay remit for Civil Service pay.	
2.5	The QCG1 stated that the guiding principles as previously agreed with the Chief Executives & Keeper were fairness, competitiveness and transparency.	
2.6	<u>Action:</u> JCP to commission QCG to produce a slide pack, which includes key high-level messages, and to distribute to Directors. Due 25/04/18	JCP
2.7	Executive Team approved the next steps.	
3.0	<u>User Participation Strategy</u>	
3.1	Our existing approach to Volunteering at The National Archives was published in	

<p>3.2</p> <p>3.3</p> <p>3.4</p> <p>3.5</p> <p>3.6</p> <p>3.7</p> <p>3.8</p> <p>3.9</p> <p>3.10</p> <p>3.11</p> <p>3.12</p>	<p>2012 and is in need of a full review and refresh, alongside the associated webpages.</p> <p>Executive Team was asked to approve a refreshed approach set out in the paper and agree to the commitments set out in each section.</p> <p>HS- OV explained that the paper asks us to think and act more creatively about how volunteers can help us deliver our strategic objectives, set out in <i>Archives Inspire</i>.</p> <p>HS- OV noted that a key aim was to increase the diversity of our volunteers as our surveys regularly report a very similar volunteer profile, while we hugely appreciate all our volunteers there are demographics that are not well represented.</p> <p>COS added that volunteering at The National Archives was a great opportunity to gain experience; especially for those looking to begin careers in the cultural heritage sector.</p> <p>HS-OV advised that volunteering was oversubscribed and it was often the case that individuals would ask in what ways they could assist.</p> <p>HS_OV advised that we were currently looking at ways volunteers could supply support across all directorates as well as looking at how remote volunteering could be developed further.</p> <p>VJ highlighted the great schemes already being run in the wider archive sector and suggested we could learn from their successes.</p> <p>NC said that he was very supportive of sufficient importance to warrant a more overtly corporate / organisational backing.</p> <p><u>Action:</u> HS_OV to discuss issues around volunteering with JS and the Head of Commercial Partnerships with the aim of developing a more corporate approach. Due 25/04/18</p> <p>LF noted that there could be good linkage into our International Strategy.</p> <p><u>Executive Team fully supported the plans and approach set out in the paper.</u></p>	<p>HS-OV</p>
<p>4.1</p> <p>4.2</p> <p>4.3</p>	<p><u>AOB / Diary Review</u></p> <p>PD said that the FOI team were facing an unprecedented number of cases to manage. Limited contingency measures were now being adopted and temporary resource support may be asked for from other directorates.</p> <p><u>There being no other business the meeting was brought to a close.</u></p>	

Title: Executive Team Meeting

Date of Meeting: 18 April 2018

Attendees:

Neil Curtis (NC - Chair)	TNA	Kristen Dilworth (KD – minutes)	TNA
Paul Davies (PD)	TNA	Claire McNulty (CM)	TNA
John Sheridan (JS)	TNA	Pauline Moore (PM)	TNA
Caroline Ottaway–Searle (COS)	TNA	Corporate Performance Manager (CPM)	TNA
Lucy Fletcher (LF)	TNA	Corp Performance & Transparency Manager (CPTM)	TNA
		HR Manager - Organisational Development (HR- OM)	TNA
		Head of Strategic Operations & Volunteers (HSOV)	TNA
		Media Officer (MO)	TNA
		Records Specialist - Family History (RS – FH)	TNA

Apologies: Jeff James (JJ), Val Johnson (VJ)

		Action
1.0	The minutes of the previous meeting held on 11 April 2018 were reviewed and approved subject to minor amendments.	
1.1	There were no conflicts of interest declared.	
2.0	March Financial Report	
2.1	The Executive Team was asked to note the March Management Accounts.	
2.2	PM presented the draft management accounts for the year. The figures are subject to audit and some movement is anticipated as we have sought technical advice on a number of income lines, in light of changes to financial reporting standards (IFRS15).	
2.3	Thanks were expressed to all budget holders for managing their outturn positions so close to the forecast.	
2.4	Executive Team noted the March Management Accounts.	
3.0	<u>Dashboard</u>	
3.1	The Dashboard provides an easy reference of how the Performance Indicators for The National Archives have performed and alerts the Executive Team to those areas where achievement is under threat and where some remedial action may be necessary.	

3.2	The Executive Team was asked to note the Corporate Dashboard for the month of March 2018.	
3.3	PD noted this was the last time this format would be used.	
3.4	CPTM stated that Digital services and Visitors to site would be added to the new Dashboard.	
3.5	JS said he has told his team he would like things measured the same way for all digital services	
3.6	NC stated he is meeting with COS, Lee Oliver and Tim Steffens-Dyke to discuss and agree the best way to capture visitor numbers	
3.7	Executive Team noted the March Dashboard.	
4.0	Q4 – Business Priorities Report	
4.1	The Executive Team was asked to review, amend and approve the Q4 Business Priorities Report ahead of review by Board on 21 May 2018.	
4.2	Executive Team reviewed and discussed the Q4 Business Priorities Report.	
4.3	Executive Team reviewed the Q4 Business Priorities report, a further discussion will be held at Executive Team on 25th April.	
5.0	Strategic Risk Register	
5.1	The Executive Team was asked to review the Strategic Risk Register (SRR), inherent risk scores, target risk scores and residual risk scores.	
5.2	Mitigation measures were reviewed and amendments to the text were made.	
5.3	The Executive Team reviewed the risk register and suggested some further changes and movement in the risk scoring	
5.4	Executive Team agreed the SRR subject to agreed changes being incorporated.	
6.0	L & D Policy Review	
6.1	The Executive Team was asked to approve the Learning and Development Policy prior to submitting the policy for TUS review at Policy Review Group.	
6.2	HR- OM stated the section that she would like to draw attention to is 5.4 Reimbursement of Learning costs, as this represents a more significant change.	
6.3	HR- OM noted that currently we only require learning agreements to be signed for Further or Higher education courses, and we have, on occasion, recovered costs from staff who have resigned part way through a course of this type. The change	

	represents an extension to that practice; hence, Exec Team approval is required.	
6.4	The Executive Team discussed the proposals and asked HR- OM a number of questions.	
6.5	HR- OM said she would look into the points raised, resolve, and agree changes by write round.	
7.0	<u>AOB / Diary Review</u>	
7.1	JS updated Executive Team that this week a major landmark was reached in the project to provide fully updated legislation on legislation.gov.uk. 95% of all primary legislation. This is an impressive achievement and the hard work of the team was recognised and praised by all.	
7.2	PD said he intends to post a news item on Narnia and write a blog to bust some myths about how the building responds in a power cut.	PD
7.3	HS- OV and RS- FH provided an update on relevant records held at TNA relating to the Windrush generation. There are passenger lists which incorporate arrivals from the Windrush generation, which are available to the public.	
7.4	MO gave an update on the handling of the current press enquiries.	
7.5	COS noted that a Crowd sourcing tool is being launched by National Archives and Library of Canada.	
7.6	<u>There being no other business the meeting was brought to a close.</u>	

Title: Executive Team Meeting

Date of Meeting: 25 April 2018

Attendees:

Neil Curtis (NC)	TNA	Kristen Dilworth (KD – minutes)	TNA
Paul Davies (PD - Chair)	TNA	Briefing and Engagement Manager (BEM)	TNA
John Sheridan (JS)	TNA	Senior Conservation Manager (SCM)	TNA
Caroline Ottaway–Searle (COS)	TNA	Corporate Performance Manager (CPM)	TNA
Lucy Fletcher (LF)	TNA	Corp Performance & Transparency Manager (CPTM)	TNA
		Information & Legislative Policy Manager (ILPM)	TNA
		Head of Strategic Operations & Volunteers (HSOV)	TNA

		Data Protection Officer (DPO)	TNA

Apologies: Jeff James (JJ), Val Johnson (VJ)

		Action
1.0	The minutes of the previous meeting held on 18 April 2018 were reviewed and approved subject to minor amendments.	
1.1	There were no conflicts of interest declared.	
2.0	<u>Preservation Policy</u>	
2.1	The Executive Team was asked to note and approve the proposed Preservation Policy.	
2.2	The SCM explained that Collection Care in collaboration with Digital Preservation has written a new Preservation Policy. This sets out the principles according to which The National Archives will preserve and care for its archival collections, both digital and physical.	
2.3	The SCM stated that the policy reflects the changes in practice, professional standards, and business priorities that have occurred since our present policy was created 9 years ago. Specifically, it covers our approaches to security, storage, production, access, and management of the collection, as well as emergency planning and surrogates.	
2.4	The SCM noted that importantly, through working with Digital Preservation and Collection Care this has ensured that this policy will be sector leading. Unlike other heritage institutions to date, it gives significant attention to the preservation and care of digital as well as physical collections.	
2.5	The Executive Team reviewed the policy and suggested a number of amendments.	
2.6	Executive Team approved the policy, subject to a number of amendments being incorporated.	
2.7	PD stated that once the policy has been finalised, Marianne Stout should be informed so the policy can be shared with the Policy Review Group and with Clarissa Angus so she can include a link to this on the ICA – FAN website.	
2.8	<u>Action:</u> The SCM to share Preservation Policy with the HR Business Partner and Clarissa Angus. Due 11/05/18	SCM
3.0	<u>Subject Access</u>	

3.1	The Executive Team was asked to agree The National Archives future policy for the provision of information for subject access enquiries.	
3.2	The Executive Team reviewed and discussed the three options presented.	
3.3	The DPO advised that the preferred option was option one, continue as we are: providing personal data so long as we have enough information to locate it and in the case of closed archival data, if we believe necessary for people to claim their rights and entitlements	
3.4	LF expressed concern around the wording 'we believe necessary' and suggested changing it to 'where necessary' as the current wording implies that it is a matter of opinion.	
3.5	PD stated that JJ agreed with option 1 but questioned whether continuing to do what we do currently under General Data Protection Regulation will create any perverse leadership precedent for the sector, and would it leave us in a difficult position compared to other archives.	
3.6	The DPO noted that they didn't feel The National Archives would be setting a precedent as we are so much better resourced and The National Archives, given that it has answered subject requests and given its duty to make information available, could hardly argue that continuing to answer them would render impossible or seriously impair its achievement of archiving in the public interest, but other archives must make their own interpretation according to their own capabilities.	
3.7	The Executive Team agreed on Option 1.	
3.8	The Executive Team was asked to consider whether to charge for the provision of information for subject access enquiries.	
3.9	The Executive Team reviewed and discussed the three options presented.	
3.10	The DPO advised the preferred option was option one: replace the £10 fee with no fee; with the caveat that there is a review in December 2018 should the resource burden involved in handling such requests increase significantly.	
3.11	The Executive Team agreed on Option 1.	
3.12	The DPO stated she would work with the web team to amend the information on our website and remove the fee and payment links as well as the reference to £10.	
3.13	LF asked that the media team would be fully briefed on any changes and the accompanying rationale.	
3.14	The Executive Team was asked to consider and approve The National Archives Data Protection Policy under General Data Protection Regulation.	
3.15	The DPO explained like the General Data Protection Regulation itself, it builds on our current policy, of taking Data Protection seriously as an organisation and as a leader in the archiving and information management fields.	

<p>3.16</p> <p>3.17</p> <p>3.18</p> <p>3.19</p> <p>3.20</p> <p>3.21</p>	<p>The DPO stated that because we have such a strong Data Protection compliance culture here, and because the current, partial, exemptions for material in the archives remain, there is very little that staff will have to do differently. Nonetheless the coming of General Data Protection Regulation is an opportunity to embed a cradle to grave culture of consulting the Data Protection Officer whenever new processing of personal data, or new suppliers are being considered.</p> <p>LF suggested adding a link to GOV.UK under The National Archives' commitment to data protection section.</p> <p>The DPO asked for the Executive Team's support in disseminating the requirement to involve the Data Protection Officer in all the National Archives endeavours that process personal data.</p> <p>The Executive Team approved The National Archives Data Protection Policy under General Data Protection Regulation subject to a few minor changes.</p> <p>It was agreed that this should be reviewed by the Policy Review Group.</p> <p><u>Action:</u> PD to share The National Archives Data Protection Policy with the Policy Review Group. Due: 11/05/18</p>	<p>PD</p>
<p>4.0</p> <p>4.1</p> <p>4.2</p> <p>4.3</p>	<p><u>Amended Q4 Business Priorities</u></p> <p>The Executive Team was asked to review, amend and approve Q4 year-end updates to business priorities on detailed and Board summary reports.</p> <p>The Executive Team reviewed and discussed the Q4 Business Priorities Report.</p> <p>The Executive Team approved the Q4 Business Priorities report</p>	
<p>5.0</p> <p>5.1</p> <p>5.2</p>	<p><u>AOB / Diary Review</u></p> <p>LF expressed her thanks to the group of volunteers that presented a document display on the record cards of British Allied Prisoners of War from the Second World War (WO 416).</p> <p><u>There being no other business the meeting was brought to a close.</u></p>	