

Title: Executive Team Meeting

Date of Meeting: 2 January 2019

Attendees:

Neil Curtis (NC – Chair)	TNA	Patrick Mallett (PJM – minutes)	TNA
Val Johnson (VJ)	TNA	Sam Whaley (SW)	TNA
Caroline Ottaway- Searle (COS)	TNA	Malcolm Todd (MT)	TNA
Paul Davies (PD)	TNA		

Apologies: Jeff James (JJ), Lucy Fletcher (LF), John Sheridan (JS)

		Action
1.0	<u>Minutes and Matters Arising</u>	
1.1	No conflicts of interest were declared.	
1.2	The minutes of the previous meeting held on 12 December 2018 were reviewed and approved subject to some minor amendments. The action log was reviewed.	
2.0	<u>AOB</u>	
2.1	<u>Strategy update</u> – SW updated Executive Team on the next steps.	
2.2	<u>Car Parking</u> – PD advised that all was in place and charging would commence on Thursday 3 January 2019.	
2.3	<u>Q1 Roof project</u> – PD updated on plans to present to Executive Team on 09/01/19.	
2.4	<u>New Year's Honours List</u> – Executive Team noted that Carol Anne Tullo, Formerly Queen's Printer of Acts of Parliament and Controller, Her Majesty's Stationery Office had been made an OBE for services to Official Publishing. Executive Team expressed their congratulations at the news.	
2.5	There being no other business the meeting was brought to a close.	

Title: Executive Team Meeting

Date of Meeting: 9 January 2019

Attendees:

Jeff James (JJ - Chair)	TNA	Patrick Mallett (PJM – minutes)	TNA
Val Johnson (VJ)	TNA	Sam Whaley (SW)	TNA
Caroline Ottaway-Searle (COS)	TNA	Malcolm Todd (MT)	TNA
Paul Davies (PD)	TNA	Pauline Moore (PM)	TNA
Neil Curtis (NC)	TNA	Strategy Manager (SM)	TNA
John Sheridan (JS)	TNA	Head of Financial Accounting (HFA)	TNA
Lucy Fletcher (LF)	TNA	HR Manager - Organisational Development (HRMOD)	TNA
		Mark Newman (MN)	TNA
		Darren Austin (DA)	TNA
		Catherine Elliot (CE)	TNA
		Senior Designer (SD)	TNA
		Management Accountant (MA)	TNA
		Gemma Maclagan Ram (GMR)	TNA

Apologies: None

		Action
1.0	<u>Minutes and Matters Arising</u>	
1.1	No conflicts of interest were declared.	
1.2	The minutes of the previous meeting held on 2 January 2018 were reviewed and approved subject to some minor amendments.	
2.0	<u>Budget 2019-20</u>	
2.1	Executive Team was asked to have a first look and discussion around the 2019-20 budget.	
2.2	PM noted that all figures and decisions were subject to the outcome of the 9+3 forecast process.	
2.3	PM advised that when the Budget was set for 2018-19 in February 2018 a balanced position was also presented to 2020-21. A number of assumptions had necessarily been made, however the position has now changed. Executive Team were advised of the key movements since February 2018, impacting 2019-20.	
2.4	Executive Team considered and discussed.	
2.5	Executive Team noted the budget indications for 2019-20.	

3.0	<p><u>Annual Report</u></p> <p>3.1 The Executive Team was asked to note and agree the timetable for the production of this year's annual report and accounts. The process will follow similar lines to the revised process that was established in 2018.</p> <p>3.2 Executive Team discussed the process.</p> <p>3.4 Action: The SM to seek clarity around how DCMS should to be involved in the process via the CEO's Private Office. Due 31/01/19</p> <p>3.5 Executive Team noted plans and agreed the timetable.</p>	The SM
4.0	<p><u>Staff Survey</u></p> <p>4.1 Executive Team was asked to note and discuss the Staff Survey and consider next steps.</p> <p>4.2 PD updated on the Pay Project.</p> <p>4.3 Executive Team agreed upon the need to focus on issues and noted that the three main areas of concern (pay and benefits, learning and development and leadership and managing change) were consistent with previous years.</p> <p>4.4 Executive Team agreed that the Staff Survey and planned next steps should be added to the February Board agenda.</p> <p>4.5 Executive Team agreed to discontinue mini surveys due to the benefits being minimal.</p>	
5.0	<p><u>Q1 Roof and Windows</u></p> <p>5.1 Executive Team was asked to approve plans for the Q1 Roof refurbishment and repository window replacement project.</p> <p>5.2 Executive Team agreed an approach.</p> <p>5.3 Action: PD to discuss Q1 Roof and Windows project with JJ ahead of submitting a paper to the January Board. Due 17/01/19</p>	PD
6.0	<p><u>Consumer subscription offer</u></p> <p>6.1 Executive Team was asked to discuss and agree the next steps for a potential Subscription Service on our website.</p> <p>6.2 The SD explained that the project had been approached as if it were a start-up and there was a need for it to be built on a basis of trust, openness and accountability.</p> <p>6.3 Executive Team were advised of work already done and future plans.</p>	

6.4	Executive Team agreed that there needed to be clear arguments in any full business case as to why this project should be taken forward with clear cost benefit analysis.	JS
6.5	Executive Team noted the need for the offer to be scalable and the requirement that the necessary enabling infrastructure needs to be in place.	
6.6	Executive Team noted the work done and approved the production of a full business case for review.	
6.7	Action: JS and the team to draft a full business case for a possible Consumer Subscription offer. Due 31/03/18	
7.0	<u>AOB</u>	
7.1	Strategy update – SW advised that a recent session with the Senior Leadership Team had been very positive and there was a feeling that the new strategy would work for all.	
7.2	Executive Team noted the positive feedback received from international peer organisations and other stakeholders.	
7.3	There being no other business the meeting was brought to a close.	

Title: Executive Team Meeting

Date of Meeting: 14 January 2019

Attendees:

John Sheridan (JS – Chair)	TNA	Kristen Dilworth (KD – minutes)	TNA
Caroline Ottaway- Searle (COS)	TNA	Malcolm Todd (MT)	TNA
Paul Davies (PD)	TNA	Sam Whaley (SW)	TNA
Neil Curtis (NC)	TNA	David Harding (DH)	TNA
Jeff James (JJ)	TNA	Irene Griffin (IG)	TNA
Lucy Fletcher (LF)	TNA	Gemma MacLagan Ram (GMR)	TNA
Val Johnson (VJ)	TNA	Tom Gregan (TG)	TNA
		Darren Austin (DA)	TNA
		Mark Sullivan (MS)	TNA
		Pauline Moore (PM)	TNA

Apologies: None

		Action
2.0	<u>December Dashboard</u>	

2.1	The Executive Team were asked to review and approve the December Dashboard.	
2.2	The Executive Team reviewed the breakdown of the top 10 page views on www.nationalarchives.gov.uk	
2.3	JJ noted the high number of people using the PSI – reuse pages.	
2.4	JS stated that there is a case for us thinking about how we present and use this information, so we meet user needs, as this is an important part of our digital service.	
2.5	IG and DH explained that the Customer Insight & Data Lead is developing the measures for visitors, including the overlap between categories ie exhibition goers, events etc – the manual click and count seems to be giving a fairly accurate view which may be the most reliable way forward	
2.6	COS stated that the individual categories clearly are important to know about.	
2.7	The Executive Team approved the December Dashboard.	
3.0	<u>Q3 Business Priorities</u>	
3.1	The Executive Team was asked to review, amend and approve Q3 updates to business priorities and the Q3 summary report ahead of submitting to the Board.	
3.2	The Executive Team reviewed and discussed the Business Priorities Report.	
3.3	Action: DH to make the agreed changes to the Q3 Business Priorities Reports.	DH
3.4	The Executive Team approved the Q3 updates to business priorities and the Q3 summary report ahead of submitting to the Board.	
4.0	<u>Pricing Paper – Fees Order</u>	
4.1	The Executive Team were asked to review the new pricing strategy and approve the new prices.	
4.2	GMR presented the pricing proposals for the items that are not in the Statutory Instrument.	
5.0	<u>Departmental Security Committee (DSC)</u>	
5.1	The Executive Team was asked to note the agenda and the verbal report of the DSC meeting in December.	
5.2	PD updated the Executive Team on the main points of the recent DSC meeting.	
5.3	PD shared the feedback from the Departmental Security Health Check, all cyber functions had exceeded. Report will be sent to the Chief Executive and Keeper.	
5.4	JS expressed the Executive Team’s appreciation to all those involved.	

5.5	Executive Team noted the DSC agenda and the verbal report of DSC business from PD.	
6.0	<u>Offsite Record Storage</u>	
6.1	The Executive Team were asked to consider the options for extending and/or recompeting The National Archive's Records Storage and Retrieval Services contract, and to provide direction on which of the options to take further.	
6.2	COS stated that if we agree option 4, a timetable needs to be in place.	
6.3	The Executive Team agreed to take forward option 4.	
7.0	<u>Smarter Working</u>	
7.1	The Executive Team were asked to discuss the options for implementation of Smarter Working at Kew.	
7.2	PD and MS gave an update on the government initiative which looks at new ways of working in a digital age, encouraging flexibility, collaborative working and better and more agile use of office space.	
7.3	PD noted that a number of HoDs have expressed a desire to change the way their departments work, with a particular focus on furniture layouts and collaborative space	
7.4	COS stated that it needs to fit our vision and strategy.	
7.5	PD noted that some aspects of the Smarter Working principle are already in place at TNA.	
7.6	MS stressed the importance of explaining the benefits of it to staff.	
7.7	PD stated that he would consider the principles we could work to across departments.	
8.0	<u>December Financials</u>	
8.1	The Executive Team was asked to note the December 2018 Management Accounts.	
8.2	PM presented the month 9 accounts. There was positive income to report as the potential contracts flagged at month 8 had now crystallised.	
8.3	PM stated that Gazettes is also performing well.	
9.0	<u>AOB</u>	
9.1	<u>There being no other business the meeting was brought to a close.</u>	

Title: Executive Team Meeting

Date of Meeting: 23 January 2019

Attendees:

Neil Curtis (NC - Chair)	TNA	Patrick Mallett (PJM - minutes)	TNA
Val Johnson (VJ)	TNA	Louisa Green (LG)	TNA
Jeff James (JJ – from item 2)	TNA	Pauline Moore (PM)	TNA
Caroline Ottaway–Searle (COS)	TNA		
John Sheridan (JS)	TNA		

Apologies: Paul Davies (PD), Lucy Fletcher (LF)

		Action
1.0	<u>Minutes and Matters Arising</u>	
1.1	No conflicts of interest were declared.	
1.2	The minutes of the previous meetings held on 9 January and 14 January 2019 were reviewed and approved subject to minor amendments.	
1.3	Executive Team reviewed and updated the Action Log.	
2.0	<u>Draft Management Accounts / 9+3 Forecast</u>	
2.1	Executive Team were asked to note the position of the current agreed 6+6 underspend plan, to note the position faced at the draft 9+3 Forecast and to consider potential plans in response to that position.	
2.2	Executive Team considered and noted the position of the 6+6 underspend plan.	
2.3	Executive Team noted the main movements from the 6+6 Forecast to the 9+3 position.	
3.0	<u>Any other business</u>	
3.1	There being no other business the meeting was brought to a close.	

Title: Executive Team Meeting

Date of Meeting: 30 January 2019

Attendees:

Jeff James (JJ - Chair)	TNA	Patrick Mallett (PJM - minutes)	TNA
Neil Curtis (NC)	TNA	Louisa Green (LG)	TNA
Caroline Ottaway–Searle (COS)	TNA	Claire McNulty (CM)	TNA
John Sheridan (JS)	TNA	Places of Deposit Manager (PDM)	TNA
Lucy Fletcher (LF)	TNA	Senior Conservation Manager (SCM)	TNA
		Juergen Vervoorst (JV)	TNA
		Pauline Moore (PM)	TNA

Apologies: Paul Davies (PD), Val Johnson (VJ)

		Action
1.0	<u>Minutes and Matters Arising</u>	
1.1	No conflicts of interest were declared.	
1.2	The minutes of the previous meetings held on 23 January 2019 were reviewed and approved subject to minor amendments.	
1.3	Executive Team reviewed and updated the Action Log.	
2.0	<u>Safeguarding framework</u>	
2.1	The Executive Team was asked to consider the potential benefits of communicating the principles of the new safeguarding framework.	
2.2	Executive Team discussed the issues set out in the accompanying paper.	
2.3	Executive Team agreed that a message should go out from The Keeper outlining the principles behind the framework, the transitional phase that we are in and the rationale we apply for recovering the costs of providing copies of records.	
2.4	Action: CEO's Office to work with LF and VJ to draft guidance message for Keeper's clearance and dissemination. Message to be distributed to other members of the Executive Team for information. Due 28/02/19	LF / VJ
3.0	<u>Use of digitised original documents after digitisation</u>	
3.1	Executive Team was asked to note the summary paper and a presentation given by SV.	
3.2	Executive Team noted the paper and the presentation.	

3.3	Executive Team noted that we were currently digitising but not for preservation purposes.	
3.4	JS noted that the privacy and data protection issues sometimes resulted in licensing partners needing to redact and select records before they could be accessed online, the outcome of this was that there is a difference between material viewed digitally online and the original physical records viewed in our reading rooms. There was also a benefit to be had in using partner's products for example indexes and Optical character recognition.	
3.5	Executive Team considered where the 'break even' point might be with digitised documents where the reduced use after digitisation offset the temporary spike in use arising during the digitisation processes.	
3.6	Executive Team noted a consistency in onsite document demand and the reader behaviour that resulted in a shift to other non-digitised document series once a particular series had been digitised and the option of ordering the physical copy onsite was not normally available. Executive Team noted that work had been done that had demonstrated this.	
3.7	Executive Team agreed that further consideration should be given to the issues around the secondary preservation benefits of digitisation highlighted and the presentation should be given at the next Discovery Board.	
3.8	Action: JV / SV to contact JS's team and arrange for a session at the next Discovery Board. Due 28/02/19	JV / SV
3.9	JJ advised that digitisation and preservation issues could be an interesting topic to discuss at Board in the future.	
4.0	<u>9+3 Forecast</u>	
4.1	Executive Team gave further consideration to the 9+3 Forecast and financial planning through to year end.	
5.0	<u>Any other business</u>	
5.1	<u>Q & A session</u> – LF announced that an all staff session was planned which she would facilitate featuring our Non-executive Board Member Baroness (Ros) Scott of Needham Market focusing on the Government audience. If successful a series could follow featuring other audiences and Non-executive Board Members.	
5.2	<u>Internal Audit</u> – NC advised on refreshed plans on the process around internal audit actions follow up.	
5.3	Post meeting note – Executive Team approval given 06/02/19	
5.4	There being no other business the meeting was brought to a close.	