

**Title:** Executive Team Meeting

**Date of Meeting:** 6 February 2019

**Attendees:**

|                               |     |                                   |     |
|-------------------------------|-----|-----------------------------------|-----|
| John Sheridan (JS - Chair)    | TNA | Patrick Mallett (PJM - minutes)   | TNA |
| Neil Curtis (NC)              | TNA | Louisa Green (LG)                 | TNA |
| Caroline Ottaway–Searle (COS) | TNA | Steve Burgess (SB)                | TNA |
| Val Johnson (VJ)              | TNA | Julian Muller (JM)                | TNA |
| Lucy Fletcher (LF)            | TNA | Project Delivery Apprentice (PDA) | TNA |
| Paul Davies (PD)              | TNA | Jane Craigie-Payne (JCP)          | TNA |
| Jeff James (JJ)               | TNA | Strategy Manager (SM)             | TNA |

**Apologies:** None.

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|     |   | Action |
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| 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 meetings held on 30 January 2019 were reviewed and approved subject to minor amendments.  |        |
| 1.3 | Executive Team reviewed and updated the Action Log.   |        |
| 2.0 | <b><u>Events and Exhibitions</u></b>  |        |
| 2.1 | Executive Team was asked to agree a rolling two year funding structure for the Events & Exhibitions department enabling mid-term planning (planning beyond a 12 month period) to commence.  |        |
| 2.2 | Executive Team were advised on the future plans and on the particular challenge faced when trying to plan events and exhibitions with funding only agreed for one year. The benefits of the proposed two year rolling structure were described. |        |
| 2.3 | VJ noted that it was common place for PhD students to contribute to the planning of exhibitions at most cultural institutions and this was something that could be explored at The National Archives.   |        |
| 2.4 | Executive Team noted that the success of Events and Exhibitions plans to attract visitors was of key importance to our strategic plans.   |        |
| 2.5 | <b>Executive Team agreed in principle a rolling two year funding structure for</b>  |        |

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| <p>2.6</p> <p>2.7</p> <p>2.8</p>                       | <p><b>Events &amp; Exhibitions.</b></p> <p>Executive Team noted the need to make a 3 year plan and a longer term interpretation vision.</p> <p>Executive Team noted that more detailed financial plans would need to be submitted and costings worked up after the budgeting exercise had taken place.</p> <p>Action: Executive Team requested that NC commission the Head of Finance to produce a 5 year forward look to inform the forthcoming discussion of the 2019-20 Budget. Due 12/02/19</p>  | <p>NC</p>           |
| <p>3.0</p> <p>3.1</p> <p>3.2</p> <p>3.3</p> <p>3.4</p> | <p><b><u>Portal Demo</u></b></p> <p>Executive Team was asked to note an update on the creation of a more flexible working environment and to view a demonstration of The Portal.</p> <p>Executive Team was updated on the flexible working initiative and on a number of work streams focusing on different types of users such as staff, developers and volunteers.</p> <p>Executive Team received a demonstration of The Portal that allows users on any device access to corporate applications in a fully secured, sandboxed environment.</p> <p><b>Executive Team noted the demo and expressed a desire to adopt.</b></p> |                     |
| <p>4.0</p> <p>4.1</p> <p>4.2</p> <p>4.3</p> <p>4.4</p> | <p><b><u>Civil Service People Survey (Staff Survey) – results and actions</u></b></p> <p>Executive Team were asked to review a summary results for the Board pack and agree areas where action was required and note next steps.</p> <p>Executive Team considered the level of staff engagement by grade and the comments from staff.</p> <p>Action: PD to produce an appropriate selection of staff comments for review at the February Board. Due 08/02/19</p> <p><b>Executive Team noted the results, agreed actions and noted the next steps.</b></p>  | <p>PD</p>           |
| <p>5.0</p> <p>5.1</p> <p>5.2</p> <p>5.3</p>            | <p><b><u>Any other business</u></b></p> <p><u>ICA Adelaide 2019</u> – Executive Team discussed ICA Adelaide 2019 and considered what contributions The National Archives should make.</p> <p>Action: SM to discuss with directors and draft suggestions for contributions ahead of further discussion at Executive Team. Due 20/02/19</p> <p>Action: SM to check with ICA if the date for submissions was likely to be extended and if The National Archives’ partner organisations, would be able to contribute to the event. Due 20/02/19</p>  | <p>SM</p> <p>SM</p> |

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| 5.4 | <u>Finance Team</u> – Executive Team congratulated the Finance Team who have been shortlisted in the Public Finance Awards in the Finance Team of the Year – Central Government and National Bodies category. |  |
| 5.5 | <b>There being no other business the meeting was brought to a close.</b>  |  |

**Title:** Executive Team Meeting

**Date of Meeting:** 13 February 2019

**Attendees:**

|                                       |     |                                 |     |
|---------------------------------------|-----|---------------------------------|-----|
| Caroline Ottaway–Searle (COS - Chair) | TNA | Kristen Dilworth (KD - minutes) | TNA |
| Neil Curtis (NC)                      | TNA | Louisa Green (LG)               | TNA |
| John Sheridan (JS)                    | TNA | Marketing Manager (MM)          | TNA |
| Val Johnson (VJ)                      | TNA | Lee Oliver (LMO)                | TNA |
| Lucy Fletcher (LF)                    | TNA | David Harding (DH)              | TNA |
| Paul Davies (PD)                      | TNA | Irene Griffin (IG)              | TNA |
|                                       |     | Helen Potter (HP)               | TNA |
|                                       |     | Pauline Moore (PM)              | TNA |
|                                       |     | Strategy Manager (SM)           | TNA |

**Apologies:** Jeff James (JJ)

|     |   | 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 6 February 2019 were reviewed and approved subject to minor amendments.   |        |
| 1.3 | Executive Team reviewed and updated the Action Log.   |        |
| 2.0 | <b><u>Extended Opening</u></b>  |        |
| 2.1 | Executive Team was asked to approve the trial for limited Sunday openings.  |        |
| 2.2 | It was explained that the trial would run from April until November, on a monthly basis, the reading rooms would not be open and each Sunday would have a different theme |        |

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| 2.3 | The Executive Team agreed that we need to set some goals and have measures of success in place.   |  |
| 2.4 | It was noted that the trial would be governed by the Project Welcome Board, which will review the trial at the midway point in July.        |  |
| 2.5 | <b>The Executive Team agreed to the trial in principle, providing some goals and measures of success were in place.</b>                     |  |
| 3.0 | <b><u>Dashboard</u></b>   |  |
| 3.1 | Executive Team was asked to review and approve the January Corporate Dashboard.   |  |
| 3.2 | The Executive Team reviewed the Dashboard and a number of amendments were suggested.  |  |
| 3.3 | The Executive Team reviewed the January update for the new framework for safeguarding records.  |  |
| 3.4 | <b>The Executive Team approved the January Dashboard.</b>   |  |
| 4.0 | <b><u>Benchmarking</u></b>  |  |
| 4.1 | The Executive Team were asked to review, amend and approve the proposed business metrics, to be used as a basis for benchmarking.           |  |
| 4.2 | DH explained that this paper follows on from the work undertaken by the Corporate Performance and Risk Team last year on corporate metrics. |  |
| 4.3 | COS stated that the report would be useful for the impending tailored review.   |  |
| 4.4 | <b>The Executive Team approved the proposed business metrics.</b>   |  |
| 5.0 | <b><u>Internal Review of the Freedom of Information Centre</u></b>  |  |
| 5.1 | The Executive Team were asked to discuss and endorse the recommendations from the review.   |  |
| 5.2 | The Executive Team reviewed the recommendations, around resource in the team and process improvements.                                      |  |
| 5.3 | COS asked about the recommendation to allocate additional staff resources to the team.  |  |
| 5.4 | LF suggested having some trained flexible resource to assist the FOI team at times of need  |  |
| 5.5 | The Executive Team agreed to recruit a FTA/ LPA Assessor for 12 months  |  |
| 5.6 | <b>The Executive Team endorsed the remaining recommendations.</b>   |  |

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| 6.0 | <b><u>Budget</u></b>  |        |
| 6.1 | The Executive Team was asked to review, comment on the draft Budget 2019-20.                                      |        |
| 6.2 | <b>The Executive Team agreed further work to continue, and the budget would be reviewed again on 27 February.</b> |        |
| 7.0 | <b><u>Any other business</u></b>  |        |
| 7.1 | <u>ICA Adelaide 2019</u> – It was agreed that JS and COS would draft abstracts for the call for submissions       | JS/COS |
| 7.2 | <b>There being no other business the meeting was brought to a close.</b>  |        |

**Title:** Executive Team Meeting

**Date of Meeting:** 27 February 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 | Pauline Moore (PM)              | TNA |
| John Sheridan (JS)            | TNA | Malcom Todd (MT) – (AOB only)   | TNA |
| Lucy Fletcher (LF)            | TNA | Media Manager (MM) – (AOB only) | TNA |
| Paul Davies (PD)              | TNA |                                 |     |

**Apologies:** Val Johnson (VJ)

|     |   | 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 meetings held on 13 February 2019 were reviewed and approved subject to minor amendments. |        |
| 1.3 | Executive Team reviewed and updated the Action Log.   |        |
| 2.0 | <b><u>Budget update 2019-20</u></b>   |        |
| 2.1 | Executive Team was asked to discuss and agree plans for reaching a balanced budget for 2019-20.                       |        |

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| 2.2  | PM presented plans to the Executive Team that would provide a balanced budget for 2019-20.   |    |
| 2.3  | Executive Team agreed that opportunities needed to be balanced against risks.  |    |
| 2.4  | Executive Team agreed that the senior leadership team should be commended for mobilising and planning expenditure and reminded to keep talking to Finance as we approach year end.   |    |
| 2.5  | <b>Executive Team agreed a draft balanced Budget for 2019-20.</b>  |    |
| 3.0  | <b><u>Draft Business Priorities 19-20</u></b>  |    |
| 3.1  | Executive Team were asked to review and discuss the attached draft business priorities table and agree one or more high level business priority statements for each goal to describe 'How we will achieve this (goal) in 2019-20'.   |    |
| 3.2  | PD noted Executive Teams efforts to reduce the number of business priorities each year of the <i>Archives Inspire</i> strategic plan and that continuing this positive intervention for the first year of <i>Archives for Everyone</i> would aid the clarity and certainty of our strategic goals. |    |
| 3.3  | Executive Team noted that priorities need not necessarily be linked to a particular directorate and shared endeavour may be required.  |    |
| 3.4  | Executive Team discussed potential priorities including some or all of a number of items.  |    |
| 3.5  | Executive Team agreed to the principle of a revised template for reporting in 2019-20 and for only top level reporting in to Executive Team in the same style as at Board.   |    |
| 3.6  | Action: PD to develop a fresh template for reporting on Business Priorities in 2019-20 with input from NEBMs, as necessary. Due 31/03/19   | PD |
| 3.7  | Executive Team noted the importance of the integration of our new Strategy with the Corporate Risk Register and Business Priorities.   |    |
| 3.8  | Executive Team agreed on the importance of having suitable metrics in place to monitor progress.   |    |
| 3.9  | Executive Team agreed the new methodology should be discussed with the Senior Leadership Team.   |    |
| 3.10 | Executive Team noted that a further business priorities session was planned on Wednesday 6 Mar 2019.   |    |
| 4.0  | <b><u>Corporate Risk Register (CRR)</u></b>  |    |
| 4.1  | Executive Team was asked to review the CRR, scoring and proposed demotions, deletions and additions.   |    |

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| 4.2 | Executive Team discussed the CRR, in light of the new strategy, and a number of alterations were proposed.  | Directors |
| 4.3 | Action: Directors to work with PD to provide necessary text ahead of preparation of updated CRR for the Board. Due 05/03/19   |           |
| 4.4 | <b>Executive Team reviewed the CRR.</b>   |           |
| 5.0 | <b><u>Any other business</u></b>  | LG        |
| 5.1 | Action: A blog to be prepared for JJ by LG in the Private Office to inform staff of the work being considered around our acquisitions policy. Due 31/03/19  |           |
| 5.2 | <u>Port of London Authority</u> – PD advised that Port of London Authority would be storing equipment in Occupation Road (adjacent to The National Archives) whilst work was carried out bolstering the river bank. |           |
| 5.3 | <b>There being no other business the meeting was brought to a close.</b>  |           |