

**Title:** Executive Team Meeting

**Date of Meeting:** 6 March 2019

**Attendees:**

Jeff James (JJ - Chair)	TNA	Patrick Mallett (PJM - minutes)	TNA
Neil Curtis (NC)	TNA	Sam Whaley (SW)	TNA
Caroline Ottaway–Searle (COS)	TNA	Corp Performance & Transparency Manager (CPTM)	TNA
John Sheridan (JS)	TNA	Corporate Performance Manager (CPM)	TNA
Lucy Fletcher (LF)	TNA	BDO representative (via telephone)	TNA
Paul Davies (PD)	TNA	Academic Programmes Manager (APM)	TNA
Val Johnson (VJ)	TNA	Academic Engagement Manager (AEM)	TNA
		Grants and Funding Manager (GFM)	TNA
		Media Manager (MM)	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 27 February 2019 were reviewed and approved subject to minor amendments.	
1.3	Executive Team reviewed and updated the Action Log.	
1.4	NC advised that work on the 2019-2020 Budget was ongoing and it would not now be reviewed at this Executive Team, alternative arrangements were in place.	
2.0	<b><u>Internal Audit recommendations</u></b>	
2.1	Executive Team was asked to review the status of the internal audit recommendations update for presentation to the Audit and Risk Committee on 19 March 2019.	
2.2	Executive Team reviewed the update report.	
2.3	<u>Action:</u> CPTM to visually demonstrate in the report which recommendations were from RSM and which were from BDO. Due 12/03/19	CPTM
2.4		

2.5	Executive Team discussed the benefits of having this separate internal document noting that additional items could be added and tracked on this, such as recommendations from the recent review of our complaints handling procedures.	
2.6	Executive Team discussed the Assurance Mapping methodology used by BDO. <b>Executive Team noted the update ahead of the March Audit and Risk Committee.</b>	
3.0	<b><u>BDO - internal audit plan</u></b>	
3.1	Executive Team was asked to approve the Progress Report for presentation to the Audit and Risk Committee on 19 March 2019.	
3.2	Executive Team reviewed the report.	
3.3	<u>Action:</u> CPTM to send VJ the 'Technical debt in legacy systems' report. Due 13/03/19	CPTM
3.4	Executive Team requested that BDO update on progress with the GRS and Procurement reports at the March Audit and Risk Committee.	
3.5	<u>Action:</u> BDO representative to be asked to provide an update on progress with the GRS and Procurement reports at the March Audit and Risk Committee. Due 19/03/19	BDO rep
3.6	<b>Executive Team approved the Progress Report for presentation to the Audit and Risk Committee on 19 March 2019.</b>	
4.0	<b><u>Business Priorities</u></b>	
4.1	Executive Team was asked to review the draft Business Priorities for 2019-20.	
4.2	Executive Team agreed to remove column two <i>Business Priority (Board and Published)</i> .	
4.3	Executive Team agreed to combine column three <i>Smart Measurable activities 2019-20 (published)</i> with column four <i>Deliverables &amp; Outcomes by End of March (not published)</i> .	
4.4	Executive Team agreed to provide a small number of exciting and impactful deliverables that will be transformative as measurable activities for 2019-20.	
4.5	<b>Executive Team agreed a number of amendments and requested further review and discussion at Executive Team ahead of sign off for review at Board.</b>	
4.6	<u>Action:</u> PD to work with directors on Business Priorities ahead of further discussion at Executive Team. Due 12/03/19	
4.7	<u>Action:</u> PJM to arrange further Executive Team review of Business Priorities. Due 12/03/19	PJM
5.0	<b><u>Researcher Development Programme / Research Sabbatical Scheme</u></b>	

5.1	Executive Team was asked to note and comment on an update on the Researcher Development Programme and the Research Sabbatical Scheme.	
5.2	<u>Researcher Development Programme</u>	
5.3	Executive Team were given a presentation by APM and AEM on the programme.	
5.4	VJ advised that the Publication Team had expressed an interest in engaging in research to provide content for publications.	
5.5	Executive Team noted that there may be benefit in the team presenting to Heads of Departments at team meetings to better inform them of possibilities.	
5.6	<u>Research Sabbatical Scheme</u>	
5.7	Executive Team were given a presentation by JC on the scheme.	
5.8	Executive Team noted that there had been no digital research sabbaticals, to date.	
5.9	Executive Team noted the challenges faced when applying for funding and agreed there was a need to provide suitable training and support for those applying.	
5.10	Discussion was had by the Executive Team on the ways in which value may be extracted from research for the organisation.	
5.11	<b>Executive Team noted the presentations and commended the work.</b>	
6.0	<u>Any other business</u>	
6.1	<u>Strategic Priorities</u> – Executive Team noted that we had received Ministerial sign-off for the strategic priorities set out in <i>Archives for Everyone</i> .	
6.2	Executive Team thanked all those involved for all their hard work.	
6.3	<u>Security clearance</u> - PD advised on issues relating to the processing of Security Check (SC) clearances by the United Kingdom Security Vetting (UKSV) service and that processing is taking considerably longer than it had been.	
6.4	Executive Team agreed that PD would draft a paper for Executive Team looking at security clearance levels.	
6.5	<u>Reclosure Panel</u> – Executive Team noted the decisions of the Reclosure Panel 4/2018.	
6.6	Executive Team thanked those involved for this important work and noted the challenging nature of the work.	
6.7	<b>There being no other business the meeting was brought to a close.</b>	

**Title:** Executive Team Meeting

**Date of Meeting:** 12 March 2019

**Attendees:**

Jeff James (JJ - Chair)	TNA	Patrick Mallett (PJM - minutes)	TNA
Neil Curtis (NC)	TNA	Sam Whaley (SW)	TNA
Caroline Ottaway–Searle (COS)	TNA		
John Sheridan (JS)	TNA		
Lucy Fletcher (LF)	TNA		
Paul Davies (PD)	TNA		
Val Johnson (VJ)	TNA		

**Apologies:** None

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		Action
1.0	<b><u>Minutes and Matters Arising</u></b>	
1.1	No conflicts of interest were declared.	
2.0	<b><u>Draft Business Priorities 2019-20</u></b>	
2.1	Executive Team was asked to review the updated draft Business Priorities and agree any changes ahead of them being submitted to Board.	
2.2	Executive Team reviewed the Draft Business Priorities 2019-20.	
2.3	Executive Team considered the degree to which the priorities needed to be task focused and agreed that the priorities needed to be measurable in order that the Executive Team could be held to account and progress monitored.	
2.4	Executive Team agreed a number of changes to the draft.	
2.5	<b>Executive Team agreed the Draft Business Priorities 2019-20</b>	
2.6	Action: PD to review Draft Business Priorities 2019-20 with SW ahead of distribution to Board. Due 12/03/19	PD / SW

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**Attendees:**

Jeff James (JJ - Chair)	TNA	Kristen Dilworth (KD - minutes)	TNA
Neil Curtis (NC)	TNA	Sam Whaley (SW)	TNA
Caroline Ottaway–Searle (COS)	TNA	Corp Performance & Transparency Manager (CPTM)	TNA
John Sheridan (JS)	TNA	Corporate Performance Manager (CPM)	TNA
Lucy Fletcher (LF)	TNA	Media Manager (MM)	TNA
Paul Davies (PD)	TNA	Pauline Moore (PM)	TNA
		Julie Taylor (JT)	TNA
		Louisa Green (LG)	TNA
		Malcolm Todd (MT)	TNA
		Hemmingwaydesign Rep 1 (H1)	HD
		Hemmingwaydesign Rep 2 (H2)	HD
		Hemmingwaydesign Rep 3 (H3)	HD

**Apologies:** Val Johnson (VJ)

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		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 March 2019 were reviewed and approved subject to minor amendments.	
1.3	Executive Team reviewed and updated the Action Log.	
2.0	<b><u>The National Archives Brand Review</u></b>	
2.1	The Executive Team were asked to discuss and give feedback to the team with the aim of choosing one concept for further development.	
2.2	HemmingwayDesign presented a rationale and outlined the design concepts for The National Archives' new visual identity.	
2.3	The Executive Team selected 2 concepts for HemmingwayDesign to develop further.	
2.4	The Executive Team suggested the team seek feedback from a small focus group of appropriate staff.	
2.5	The two agreed concepts will be shared with the Board on 19 March.	

2.6	Post meeting update 27/03/19 – One concept chosen and signed off at rebrand session that preceded the Board held on 19/03/19	
3.0	<b><u>International Communications Strategy</u></b>	
3.1	The Executive Team were asked to endorse the International Communications strategy.	
3.2	The MM stressed the importance of making the most of opportunities to communicate our key messages.	
3.3	The MM stated she will work with CEO's Office, other TNA colleagues and the FCO to ensure the key messages provided for these individual strategies are appropriate and in line with UK government views.	
3.4	LF questioned how we are coordinating international engagement across the organisation.	
3.5	The Executive Team decided a more in-depth conversation on the International Strategy was required.	
3.6	<u>Action:</u> KD to organise an Executive Team meeting on International Strategy. Due 27/03/2019	KD
4.0	<b><u>February Dashboard</u></b>	
4.1	The Executive Team was asked to review and approve the February Corporate Dashboard.	
4.2	The Executive Team reviewed the Dashboard and a number of amendments were suggested.	
4.3	Chart 5 – Digital Services Activity (page views) – It was noted that the education pages make up 10% of the overall views. The Executive Team stated that this was a great statistic and contribution to our web presence and asked that congratulations be recorded and passed to the Education team on this aspect of their work	
4.4	The Executive Team reviewed the February update for the new framework for safeguarding records.	
4.5	<b>The Executive Team approved the February Dashboard.</b>	
5.0	<b><u>February Financials</u></b>	
5.1	PM gave a verbal update of the early month 11 position. The report with full commentary will be circulated offline before the end of the week.	
5.2	<u>Action:</u> PM to circulate the February financial report to Executive Team. Due 22/03/2019	PM
5.3		

	COS asked when the year end guidance would be circulated, PM confirmed this would be on Narnia as a news article by Monday 18 March.	
6.0	<b><u>Any other business</u></b>	
6.1	JJ noted that Sarah Healey has been appointed as the new permanent secretary at the Department for Digital, Culture, Media and Sport	
6.2	<b>There being no other business the meeting was brought to a close.</b>	

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**Attendees:**

Neil Curtis (NC - Chair)	TNA	Kristen Dilworth (KD - minutes)	TNA
Caroline Ottaway–Searle (COS)	TNA	Sam Whaley (SW)	TNA
John Sheridan (JS)	TNA	Jane Craigie-Payne (JCP)	TNA
Paul Davies (PD)	TNA	Julie Taylor (JT)	TNA
Val Johnson (VJ)	TNA	Darren Austin (DA)	TNA
Jeff James (JJ)	TNA	Matt Bell (MB)	TNA
		Sector Grants & Development Manager (BA)	TNA
		Customer Insight & Data Lead (TSD)	TNA
		Customer Insight Officer (MI)	TNA
		Legislation Services Manager (JR)	TNA

**Apologies:** Lucy Fletcher (LF)

		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 12 March 2019 and 13 March 2019 were reviewed and approved subject to minor amendments.	
1.3	Executive Team reviewed and updated the Action Log.	
1.4	Action: Executive Team agreed to arrange a series of additional monthly, 2 hour sessions for directors to discuss key strategic issues, outside of the normal Executive Team meeting format. Due 30/04/19	NC

<p>2.0</p> <p>2.1</p> <p>2.2</p> <p>2.3</p> <p>2.4</p> <p>2.5</p> <p>2.6</p> <p>2.7</p> <p>2.8</p>	<p><b><u>Collaborate and Innovate</u></b></p> <p>The Executive Team was asked for their agreement that the Collaborate and Innovate programme could launch in April 2019.</p> <p>Executive Team were advised that this programme's new and innovative approach was designed to strengthen the offer that The National Archives gives to the archives sector.</p> <p>Executive Team noted that there was a clear ask from the sector and this programme was a clear response to that, an attempt to meet a funding gap.</p> <p>Executive Team agreed that the language used need to be carefully considered and this needed to fit with our new Strategic Plan and our rebrand.</p> <p>Action: BA to discuss communications planning with the Interim Head of Marketing and Communications. Due 30/04/19</p> <p>Executive Team requested clarity around the accounting treatment of funding being released, particularly in the final quarter of any financial year.</p> <p>Action: NC to seek clarity from Finance around the accounting treatment of any funding and provide this to BA and VJ. Due 30/04/19</p> <p><b>It was agreed by Executive Team that Collaborate and Innovate programme could launch. Thought needed be given around launch date to sync with the new Strategic plan and brand.</b></p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p>BA</p> <p></p> <p>NC</p> <p></p>
<p>3.0</p> <p>3.1</p> <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><b><u>Corporate apprenticeship policy</u></b></p> <p>Executive Team was asked to discuss the options for apprenticeships at The National Archives and to consider and discuss our strategic approach to apprenticeships.</p> <p>Executive Team noted the real opportunities that apprenticeship schemes offer.</p> <p>Executive Team agreed that there was a need to have the correct mix of experienced staff alongside apprentices.</p> <p>Action: PD to send through details of the apprentice event to the SLT. Due 30/04/19</p> <p>Executive Team noted the importance of giving consideration to how we promote any future apprenticeship schemes.</p> <p>Executive Team noted the importance of taking a strategic approach, running a planned resourcing programme in which apprentices are recruited.</p> <p>Executive Team approved the development of a Policy Statement and the development of a full Apprenticeship Strategy.</p>	<p></p> <p></p> <p></p> <p></p> <p>PD</p> <p></p> <p></p> <p></p>



	Action: PD to work with JCP to produce a Policy Statement on apprenticeships ahead of further work to develop a full Apprenticeship Strategy. Due 31/05/19	PD
4.0	<b><u>Onsite Satisfaction Survey Results 2018</u></b>	
4.1	Executive Team was asked to note the Onsite Satisfaction Survey Results 2018 and contribute to general discussion points raised about our readers, services and how we obtain insight now and for the future. We achieved an overall satisfaction rate of 92% from 537 responses.	
4.2	TSD and MI presented the survey results to the Executive Team.	
4.3	Executive Team noted that while a significant percentage of respondents reported high levels of satisfaction, the often emotive language used in both a positive and negative way on certain subjects, suggests a strong user allegiance with The National Archives.	
4.4	Executive Team considered what the optimum period of time to run the survey might be to produce the most accurate results.	
4.5	TSD advised that we had used the Archives and Records Association survey as this fitted well with The National Archives leadership role in the sector.	
4.6	Executive Team noted the results and thanked the team for an interesting and informative presentation.	
5.0	<b><u>Gazette Concession Contract Procurement</u></b>	
5.1	Executive Team was asked to approve the award of a new Gazette Concession Contract.	
5.2	Executive Team approved the award of a new Gazette Concession Contract to the preferred bidder.	
6.0	<b><u>Any other business</u></b>	
6.1	<b>There being no other business the meeting was brought to a close.</b>	