

Title: Executive Team Meeting

Date of Meeting: 3 April 2019

Attendees:

Paul Davis (PD) - Chair	TNA	Ailsa Vigrass (AV - minutes)	TNA
Caroline Ottaway–Searle (COS)	TNA	Louisa Green (LG)	TNA
John Sheridan (JS)	TNA	Malcom Todd (MT)	TNA
Val Johnson (VJ)	TNA	Policy Intern (PI)	TNA
Jeff James (JJ)	TNA	Head of Standards and Improvement (HSI)	TNA
Lucy Fletcher (LF)	TNA	Media Manager (MeM)	TNA
		Marketing Manager (MM)	TNA
		Internal & Stakeholder Communications Officer (ISCO)	TNA
		Retail Manager (RM)	TNA
		Customer Insight & Data Lead (CIDL)	TNA
		Julie Taylor (JT)	TNA

Apologies: Neil Curtis (NC)

		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 27 March 2019 were reviewed and approved subject to minor amendments.	
1.3	Executive Team reviewed and updated the Action Log.	
2.0	<u>Digital Cultural Property Review</u>	
2.1	The Executive Team was asked for their comments on the accompanying summary report of the Digital Cultural Property Review	
2.2	PI outlined the report's findings and recommendations to ET prior to its being submitted to the DCMS Working Party on Manuscripts Documents and Archives. The key findings highlight that many institutions are still navigating their way through caring for digital cultural assets and as a result both the actions and knowledge of institutions are disjointed. In addition the public are generally unaware that an export licence would be required for them sell a digital asset overseas.	
2.3	ET discussed whether location or how enjoyment and benefit could best be derived from an intangible digital asset should be a priority when considering how best to	

	protect it. It was noted that for reasons of security and financial value that location would still be an important consideration.	
2.4	It was agreed that the current export policy and supporting mechanisms for valuing assets would not appear to be appropriate.	
2.5	Executive Team noted the contents of the report and agreed to provide any further feedback directly to PI for 10 th April.	
3.0	<u>TNA/HMRC Memorandum of Understanding (MOU)</u>	
3.1	Executive Team was asked to discuss the accompanying draft Memorandum of Understanding with HMRC's Wealthy Mid-Sized Business Compliance Assets Heritage team. This enables the sharing of customer data in support of TNA's advisory work drafting Conditional Exemption cases involving archives.	
3.2	HSI confirmed that IT have advised that sharing HMRC's electronic shared workspace area would be appropriately secure. The Data Protection Officer has reviewed the draft to ensure it can be accommodated within the General Data Protection Regulations.	
3.3	ET discussed whether the use of an MOU or a Data Sharing Agreement would be the most appropriate instrument.	
4.0	<u>Cold War</u>	
4.1	ET were asked to acknowledge the integrated approach adopted by the Marketing and Communication team in supporting the Cold War Season and provide feedback. Marketing, media, internal communications, customer insight and data and retail worked together from last summer to maximise efficiencies and impact.	
4.2	JT highlighted the collaboration between teams and new approaches introduced for the exhibition: the use of visitor evaluation in the design process and improvements in visitor number counting. ISCO described how there has been increased engagement with staff through internal communications, the call out for staff donations for exhibits and the staff preview on the 2 nd April.	
4.3	MM advised that the marketing campaign is focusing on key rail and tube stations in South West London, including a banner at Richmond Station. Bus back advertisements are also being used and postcards with four different designs have been distributed locally. Volunteers from 'Visit Richmond' have been invited to see the exhibition.	
4.4	CIDL advised that a suite of digital content has been created for social media including a video and a Spotify play list, the popularity of which has led to a further user-generated list. A programme of blogs and podcasts with CEE has also been prepared. Offering priority access for the first time to subscribers booking events has proved very popular.	

4.5	RM advised that an exhibition brochure and two bespoke product ranges ('Shoot, Spook, Snoop, Scoop' and 'Keep it Dark') have been designed to be colourful and attractive whilst respectful and indicative of the exhibition content.	
4.6	MM advised that the team had begun to promote the exhibition early in December and this had been followed by a programme of events through to launch.	
4.7	Executive Team congratulated the team for their exciting and professional campaign which they feel marks a real step change in the impact and creativity of TNA's exhibition capacity.	
5.0	<u>Any other business</u>	
5.1	There being no other business the meeting was brought to a close.	

Title: Executive Team Meeting

Date of Meeting: 10 April 2019

Attendees:

Lucy Fletcher - Chair	TNA	Ailsa Vigrass (AV - minutes)	TNA
Caroline Ottaway-Searle (COS)	TNA	Head of Private Office (HPO)	TNA
Val Johnson (VJ)	TNA	Strategy Manager (SM)	TNA
Paul Davis (PD)	TNA		
Neil Curtis (NC)	TNA		

Apologies: Jeff James (JJ), 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 3 April 2019 were reviewed and approved subject to minor amendments.	
1.3	Executive Team reviewed and updated the Action Log.	
2.0	<u>Departmental Security Committee (DSC) Meeting report</u>	
2.1	ET was asked to note the accompanying DSC minutes of the 21 st March 2019 and the verbal report of DSC business, commenting and discussing as necessary.	
2.2	PD advised that in March of the 250,000 incoming emails, 25,000 or 10% was malware. Cyber defence and staff vigilance are the primary defences. The IT Security Officer is available to give talks on IT Security to teams.	

2.3	A secure self-service key cabinet is to be installed in the lobby which will permit access to keys for meeting room cupboards, subject to a pass swipe and pin code entry.	COS
2.4	<u>Action:</u> COS to check that the Venues team have made suitable arrangements for the storage of audio visual kit. Due 17/04/19	
2.5	The reading room CCTV system was updated to digital in March and digital cameras will be rolled out in the reading room this financial year.	
3.0	<u>International Council on Archives (ICA) governance meetings 2020</u>	PD
3.1	ET was asked to note and approve that TNA hosts the ICA governance meetings in Spring 2020 and to note the logistical and financial considerations involved.	
3.2	SM advised that a lot of planning will be required but that the meetings present a valuable opportunity for colleagues to hear from and network with international members. The event will also provide an opportunity for TNA to discuss and further the organisation's objectives with members of the Forum of National Archivists (FAN).	
3.3	ET discussed how best to resource and support the event. It was agreed that the CEO's Office will require support from across the organisation and planning must ensure that the work is equitably spread.	
3.4	<u>Action:</u> PD to speak with the Head of Corporate Programmes to create a governance framework and plan. Due date 30/4/2019.	
3.5	The support of the Department of Digital, Culture, Media and Sport and the Foreign and Commonwealth Office were agreed to be key and the CEO's Private Office would ensure they were engaged.	
3.6	ET approved the hosting of the ICA meeting by TNA.	
4.0	<u>AOB</u>	
4.1	Sunday opening. COS advised that TNA's first Sunday opening on the 7 th April went very well. 298 visitors were counted with 65% of those coming to TNA for first time. The overall demographics showed an increase in younger visitors, couples and families despite competition from other events in Kew that day. The exhibition was very well attended. Graysons are to review their menu offering, possibly to include providing brunch.	
4.2	Benchmarking. PD advised that the external benchmarking grid with standard measurements is now complete. The Corporate Performance Manager will circulate this next week, populated with 2018 data for illustrative purposes. Subject to ET's approval, the CEO's Office will then circulate this to national and international archives.	
4.3	There being no further business, the meeting was brought to a close.	

Title: Executive Team Meeting

Date of Meeting: 17 April 2019

Attendees:

Val Johnson (VJ - Chair)	TNA	Patrick Mallett (PJM - minutes)	TNA
Caroline Ottaway–Searle (COS)	TNA	Kristen Dilworth (KD)	TNA
Paul Davis (PD)	TNA	Early Modern Records Specialist (EMRS)	TNA
Neil Curtis (NC)	TNA	Principal Records Specialist (PRS)	TNA
Jeff James (JJ)	TNA	Mark Newman (MN)	TNA
John Sheridan (JS)	TNA	Darren Austin (DA)	TNA
Lucy Fletcher (LF)	TNA	Procurement & Contract Management Business Partner (PCMBP)	TNA
		Corporate Performance Manager (CPM)	TNA
		Pauline Moore (PM)	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 10 April 2019 were reviewed and approved subject to minor amendments.	
1.3	Executive Team reviewed and updated the Action Log.	
2.0	<u>Beyond 2022 - Phase 2 proposals</u>	
2.1	Executive Team was asked to approve proposals for The National Archives' involvement in Phase 2 of Beyond 2022: Ireland's Virtual Record Treasury.	
2.2	EMRS and PRS took Executive Team through the proposals.	
2.3	Executive Team noted that this project aimed to provide mutual benefit to all those involved through collaboration.	
2.4	Executive Team noted the importance of an open and joined up approach with all partners that would be involved.	
2.6	<u>Action:</u> SW to arrange for discussion between JJ and his counterparts in the other partner institutions. Due 03/05/19	SW
3.0	<u>Roof Project update</u>	

3.1	Executive Team was asked to approve the award of a roof refurbishment works contract to the preferred bidder and to approve the project budget.	
3.2	Executive Team were advised on the different constituent parts to this procurement exercise and the different cost profile.	
3.3	Executive Team approved the award of the contract to the preferred bidder and thanked the team for all their hard work.	
4.0	<u>Business Priorities 2018-19 Year End</u>	
4.1	Executive Team was asked to review, amend and approve Q4 year-end updates to business priorities on detailed and Board summary reports.	
4.2	Executive Team reviewed the reports.	
4.3	BP1 – Executive Team agreed this had been achieved	
4.4	Executive Team agreed that in cases of partially achieved Business Priorities the commentary needed to clearly explain why.	
4.4	Executive Team approved the year end Business Priorities 2018-19.	
5.0	<u>Dashboard</u>	
5.1	Executive Team was asked to review and approve the March Corporate Dashboard.	
5.2	Executive Team reviewed the Dashboard.	
5.3	Executive Team noted the high number of Crown Copyright page visits.	
5.4	<u>Action:</u> JS to perform a confidence check on the Crown Copyright page visits figure and report back to Executive Team. Due 31/05/19	JS
5.5	Executive Team noted the superb effort behind primary legislation being almost 99% up to date by year-end especially with the ongoing EUWA (European Union (Withdrawal) Act 2018) work.	
5.6	<u>Action:</u> Executive Team requested LF provide a paper on the Safeguarding of records recommendations, advising on the current position and next steps. Due 30/06/19	LF
5.7	Executive Team approved the Dashboard.	
6.0	<u>End of year Financials</u>	
6.1	Executive Team was asked to approve the end of year Financial report.	
6.2	Executive Team noted the tremendous outcome achieved and thanked all those involved who had committed much effort to reaching this positive outcome.	

6.3	Executive Team approved the report.	
7.0	<u>AOB</u>	
7.1	International – Executive Team agreed to review international engagement on a monthly basis at Executive Team.	
7.2	Travel – PD advised that he would send the new international travel guidance through to the team.	
7.3	Corporate Secretary – Executive Team thanked PJM for his contribution over the years and wished him success as he moved to a new role.	
7.4	There being no further business, the meeting was brought to a close.	