

Title: Executive Team Meeting

Date of Meeting: 1 May 2019

Attendees:

Caroline Ottaway–Searle (COS - Chair)	TNA	Kristen Dilworth (KD - minutes)	TNA
Val Johnson (VJ)	TNA	Roger Kershaw (RK)	TNA
Paul Davies (PD)	TNA	Jess Nelson (JN)	TNA
Lucy Fletcher (LF)	TNA	Corporate Performance Manager (CPM)	TNA
	TNA	Corp Performance & Transparency Manager (CPTM)	TNA
	TNA	Jane Craigie – Payne (JCP)	TNA
	TNA	Customer Insight & Data Lead (CIDL)	TNA
			TNA
			TNA

Apologies: Jeff James (JJ), Neil Curtis (NC), 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 17 April 2019 were reviewed and approved subject to minor amendments.	
1.3	Executive Team reviewed and updated the Action Log.	
2.0	<u>CEE Service Changes</u>	
2.1	RK and JN presented the paper.	
2.2	RK outlined the changes that CEE have made over the last 2-3 years.	
2.3	RK talked about the Access and Advice service that is now managed by Document Services Department (DSD) and the focus on expertise, in particular to support Events and Exhibitions and Research, alongside our public service.	
2.4	RK stated that there has been a reduction in specialist service on the telephones, as there is a higher demand for our records advice Live Chat service.	
2.5	RK explained that the Live Chat service offers a more flexible approach to delivering advice than our other methods.	

2.6	RK and JN requested Executive Team approval to plan to phase out the telephone service.	
2.7	Action: The Executive Team requested that RK and JN returned to a future meeting to give an update before removing the service completely. Due 30/10/19	RK /JN
3.0	<u>Business Priorities 2019-20</u>	
3.1	The Executive Team were asked to discuss measurable quarterly deliverables, outcomes or phases for Business Priorities 2019-20.	
3.2	Action: The Executive Team to review the Q1 deliverables and sign off at the meeting next week. Due 08/05/19	ALL
3.3	The Executive Team reviewed the streamlined Business Priorities Board report showing RAG status and update on deliverables, outcomes or phases.	
3.4	The Executive Team approved the report subject to a minor amendment.	
4.0	<u>Dashboard / Balanced Scorecard 2019-20</u>	
4.1	The Executive Team were asked to discuss, amend and sign off the streamlined Dashboard process for 2019-20	
4.2	CPM explained that the current monthly dashboard will be circulated to the Senior Leadership Team for information retaining the option for 'deep dive' requests by the Executive Team	
4.3	CPM presented the Balanced Scorecard, which will report RAG and direction of travel for Business Priorities and other selected measures on a quarterly basis.	
4.4	The Executive Team approved the Balanced Scorecard subject to a few minor amendments.	
5.0	<u>Learning & Development Policy update - Learning Agreements</u>	
5.1	JCP presented the paper on learning agreements, which require those who benefit from external courses funded by The National Archives to repay proportionally the cost should they leave within a year of the course.	
5.2	JCP stated that Policy changes such as this can only be successful with full management support and agreement, and asked Executive Team to review, support and agree the updated extract, in order to move this change forward to discussion at Policy Review Group (PRG) in early June.	
5.3	The Executive Team agreed that the policy could be submitted to the Policy Review Group.	
6.0	<u>Total Economic Value Assessment – phase 1</u>	

6.1	The Executive Team were asked to consider and discuss findings of phase 1 (Website and online portals).	
6.2	CIDL explained that this initial piece of work was carried out by Oxford Economics at the end of the last financial year.	
6.3	The Executive Team were asked to consider and agree scope of phase 2.	
6.4	The Executive Team agreed Phase 2 in principle, subject to Director input	
7.0	<u>AOB</u>	
7.1	PD noted that the final version of the benchmarking paper is with JJ and SW prior to going out to the sector.	
7.2	There being no further business, the meeting was brought to a close.	

Title: Executive Team Meeting

Date of Meeting: 8 May 2019

Attendees:

Jeff James (JJ - Chair)	TNA	Kristen Dilworth (KD - minutes)	TNA
Caroline Ottaway–Searle (COS)	TNA	Corporate Performance Manager (CPM)	TNA
Paul Davies (PD)	TNA	Corp Performance & Transparency Manager (CPTM)	TNA
Lucy Fletcher (LF)	TNA	BDO Representative	BDO
Neil Curtis (NC)	TNA		
John Sheridan (JS)	TNA		

Apologies: 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 meeting held on 1 May 2019 were reviewed and approved subject to minor amendments.	
1.3	Executive Team reviewed and updated the Action Log.	
2.0	<u>Risk Register</u>	

2.1	The Executive Team were asked to review the Corporate Risk Register and the current risk scores ahead of being presented to the Audit and Risk Committee on 22 May 2019.	
2.2	The Executive Team reviewed the risk register and suggested some further changes and movement in the risk scoring	
2.3	The Executive Team agreed the Corporate Risk Register subject to agreed changes being incorporated.	
2.4	The Executive Team was asked to review the proposed amendments to the Risk Management Strategy and consider the proposed refinements to the risk appetite matrix.	
2.5	The Executive Team approved the Risk Management Strategy and the Risk Appetite matrix subject to the proposed amendments being incorporated.	
3.0	<u>Internal Audit recommendations update and BDO Report</u>	
3.1	The Executive Team were asked to approve the draft internal audit plan for 2019-20, for presentation to the Audit and Risk Committee on 22 May 2019.	
3.2	The BDO representative took the Executive Team through the report.	
3.3	The BDO representative explained that the proposed areas for Internal Audit focus for 2019-20 have been informed through discussions with the Audit & Risk Committee and Executive Team, along with BDO's understanding of The National Archives' controls environment, the corporate risk register and through the results of previous work performed.	
3.4	The Executive Team agreed on the proposed areas and timings for Internal Audit focus for 2019-20.	
3.5	The Executive Team proposed some changes to the draft Audit plan for 2019-20, which were agreed by the BDO ahead of the Audit and Risk Committee on 22 May.	
4.0	<u>Business Priorities 2019-20 Dashboard / Balanced Scorecard 2019-20</u>	
4.1	The Executive Team were asked to sign off the measurable quarterly deliverables, outcomes or phases in support of the Business Priorities 2019-20.	
4.2	The Executive Team approved the report subject to a minor amendment.	
4.3	The Executive Team were asked to sign off quarterly Balanced Scorecard.	
4.4	The Executive Team approved the Balanced Scorecard subject to a few minor amendments.	
5.0	<u>Year End Summary –Accountability Statements</u>	

5.1	Executive Team was asked to note the summary of end-year Accountability Statements ahead of this being presented to the Audit and Risk Committee on 22 May 2019.	
5.2	Executive Team noted the summary of end-year Accountability Statements.	
5.3	The Executive Team analysed the RED ratings.	
5.4	JJ suggested that there should be some commentary from the relevant director on the RED ratings.	
6.0	AOB	
6.1	JJ noted that he led a successful meeting of the Forum of National Archivists (FAN) in Abu Dhabi, which included representation from 39 countries across the world. The National Archives also jointly launched the first phase of the Arabian Gulf Digital Archive – a joint project between The National Archives and The National Archives UAE – with attendance from JJ, NC and JS along with the Head of Commercial Services.	
6.2	COS stated that the second ‘First Sunday’ weekend attracted 700 people.	
6.3	There being no further business, the meeting was brought to a close.	

Title: Executive Team Meeting

Date of Meeting: 15 May 2019

Attendees:

Paul Davies (PD - Chair)	TNA	Kristen Dilworth (KD - minutes)	TNA
Caroline Ottaway–Searle (COS)	TNA	Quality Manager (QM)	TNA
Jeff James (JJ)	TNA	Pauline Moore (PM)	TNA
Lucy Fletcher (LF)	TNA	Media Manager (MM)	TNA
Neil Curtis (NC)	TNA		
John Sheridan (JS)	TNA		
Val Johnson (VJ)			

Apologies:

		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 8 May 2019 were reviewed and approved subject to minor amendments.	
1.3	Executive Team reviewed and updated the Action Log.	
2.0	<u>Customer Feedback Review</u>	
2.1	The Executive Team was asked to review the report and note the trends in Customer Feedback received and note the attached summary of internal complaint review recommendations, and subsequent actions.	
2.2	QM explained the feedback was received from April 2018 to March 2019.	
2.3	QM advised that while numbers of feedback forms received has gone up, complaints have slightly gone down.	
2.4	QM advised that the team are working with other departments across the organisation.	
2.5	QM noted that preparation work for next year's Archives Accreditation review has started.	
2.6	The Executive Team noted the report and trends in Customer Feedback received and the update on internal complaint review recommendations, and subsequent actions.	
2.7	The Executive Team expressed their gratitude to the Complaints team for all their hard work.	
3.0	<u>The BDO Assurance Mapping report</u>	
3.1	The Executive Team reviewed the report and gave some constructive feedback.	
3.2	The Executive Team agreed that the document could be extremely useful to have, and committed to reviewing it to ensure it reflects all the information we need.	
3.3	Action: PD and NC to work on the draft document and share with Directors and involve the Senior Leadership Team if appropriate.	PD /NC
4.0	AOB	
4.1	PD noted that comms about the Q1 roof works and impact on the staff car park would be published on Narnia.	
4.2	There being no further business, the meeting was brought to a close.	

Title: Executive Team Meeting

Date of Meeting: 29 May 2019

Attendees:

Lucy Fletcher (LF- Chair)	TNA	Kristen Dilworth (KD - minutes)	TNA
Caroline Ottaway–Searle (COS)	TNA	Louisa Green (LG)	TNA
Paul Davies (PD)	TNA	Grants and Funding Manager (GFM)	TNA
Val Johnson (VJ)	TNA	Academic Engagement Manager (AEM)	TNA
		Sam Whaley (SW)	TNA
		Pauline Moore (PM)	TNA
		Jane Craigie- Payne (JCP)	TNA
		Media Manager (MM)	TNA

Apologies: Neil Curtis (NC), 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 15 May 2019 were reviewed and approved subject to minor amendments.	
1.3	Executive Team reviewed and updated the Action Log.	
2.0	<u>ESRC SafePod</u>	
2.1	The Executive Team were asked to consider and approve TNA's application to the ESRC for the procurement of a SafePod.	
2.2	GFM and AEM presented the paper.	
2.3	GFM explained that the Research and Academic Engagement team are preparing an application to procure for TNA a 'SafePod' (a small prefabricated safe setting that can provide remote access to sensitive or confidential datasets for research purposes from participating Data Centres across the UK).	
2.4	GFM noted the competition is run by the Economic and Social Research council via the University of St Andrews who, if our application is successful will manufacture, supply and install the unit to be placed in an accessible location within TNA.	
2.5	GFM stated that he has had discussions with PD and the Head of IT Operations regarding the proposed final location for the unit within TNA in addition to the various elements of physical and IT infrastructure required to support it.	
2.6	GFM had also written to NC to inform him of the application and costs.	

2.7	The Executive Team supported the application, but agreed that a further discussion is needed on the location.	
3.0	<u>ET Coaching</u>	
3.1	The Executive Team was asked to discuss and approve a competitive procurement exercise to deliver coaching for executive directors.	
3.2	SW stated that the new arrangements should therefore be in place by end-July.	
3.3	SW asked the Executive Team to identify any potential exceptions where a change of coach would be highly inadvisable. Any exceptions will be subject to clearance by the Accounting Officer and Finance Director.	
3.4	The Executive Team approved the procurement exercise.	
4.0	AOB	
4.1	COS noted that the Annual Volunteers Event will take place on Tuesday 4 th June.	
4.2	There being no further business, the meeting was brought to a close.	