

Title: Executive Team Meeting

Date of Meeting: 5 June 2019

Attendees:

John Sheridan (JS - Chair)	TNA	Kristen Dilworth (KD - minutes)	TNA
Caroline Ottaway–Searle (COS)	TNA	Louisa Green (LG)	TNA
Paul Davies (PD)	TNA	Malcolm Todd (MT)	TNA
Val Johnson (VJ)	TNA	Jane Craigie- Payne (JCP)	TNA
Neil Curtis (NC)		Customer Insight & Data Lead (CIDL)	TNA
		Marketing Manager (MMe)	TNA
		Web Designer (WD)	TNA
		Media Manager (MMA)	TNA

Apologies: Jeff James (JJ), 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 meeting held on 29 May 2019 were reviewed and approved subject to minor amendments.	
1.3	Executive Team reviewed and updated the Action Log.	
2.0	<u>Leadership Development</u>	
2.1	The Executive Team were asked to agree the basic format for the next phase of leadership development so that procurement can commence.	
2.2	JCP explained that although the FED programme has been successful, she believes it has served its purpose and our requirements relating to leadership development have evolved such that a new, fresh approach would benefit the Senior Leadership Team.	
2.3	JCP noted that there is a variety of differing requirements across the Senior Leadership Team that would need to be met by a new programme.	
2.4	COS remarked that the proposal, while sensible, currently lacked strategic impact and purpose.	
2.5	The Executive Team gave some feedback and suggested that it would be useful to have visibility on the levels of training, what has been booked and by who.	

2.6	Action: JCP will provide the Executive Team with the requested information.	JCP
2.7	The Executive Team agreed the format for the next phase.	
3.0	<u>Oxford Economics</u>	
3.1	The Executive Team were asked to consider the update to the phase 1 paper (Website and online portals).	
3.2	The Executive Team noted the update and acknowledged that phase 1 was now complete.	
3.3	The Executive Team were asked to discuss and confirm the scope of phase 2 to ensure we demonstrate maximum Total Economic Value by capturing maximum sources of value.	
3.4	Action: NC and CIDL will speak to Oxford Economics on the proposed scope for phase 2 and share it with the Executive Team.	NC / CIDL
4.0	<u>Archives for Everyone</u>	
4.1	The Executive Team are being asked to note and approve the format and presentation of Archives for Everyone 2019-23, The National Archives' new four-year strategy.	
4.2	MMe and WD gave the presentation and explained that it would go live to the public on Friday.	
4.3	The Executive Team raised the issue around visual imagery and how it represents the Brand going forward.	
4.4	The Executive Team noted and approved the format and presentation.	
5.0	AOB	
5.1	The Executive Team noted the updated changes in the Collections Expertise and Engagement department.	
5.2	The Executive Team supported a request from the staff LGBT Network group to display a rainbow flag in the link to celebrate Pride month.	
5.3	There being no further business, the meeting was brought to a close.	

Title: Executive Team Meeting

Date of Meeting: 12 June 2019

Attendees:

Neil Curtis (NC - Chair)	TNA	Kristen Dilworth (KD - minutes)	TNA
Caroline Ottaway–Searle (COS)	TNA	Malcolm Todd (MT)	TNA
Val Johnson (VJ)	TNA		
Jeff James (JJ)	TNA		
Lucy Fletcher (LF)	TNA		

Apologies: Paul Davies (PD), 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 5 June 2019 were reviewed and approved subject to minor amendments.	
1.3	Executive Team reviewed and updated the Action Log.	
2.0	<u>AOB</u>	
2.1	The Estates team proposed to remove all clocks from office areas, The Executive Team agreed to the proposal. Some communications will go onto Narnia with a start date 1 July to remove the office clocks.	
2.2	The Executive Team discussed the Open Data letter from the Secretary of State.	
2.3	There being no further business, the meeting was brought to a close.	

Title: Executive Team Meeting

Date of Meeting: 26 June 2019

Attendees:

Caroline Ottaway–Searle (COS - Chair)	TNA	Kristen Dilworth (KD - minutes)	TNA
John Sheridan (JS)	TNA	Louisa Green (LG)	TNA
Neil Curtis (NC)	TNA	Julian Muller (JM)	TNA
Jeff James (JJ)	TNA	Mark Newman (MN)	TNA
	TNA	Daren Austin (DA)	TNA
		Pauline Moore (PM)	TNA

Apologies: Paul Davies (PD), Val Johnson (VJ), 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 meeting held on 12 June 2019 were reviewed and approved subject to minor amendments.	
1.3	Executive Team reviewed and updated the Action Log.	
2.0	<u>IT Strategy</u>	
2.1	The Executive Team was asked to review the progress of the current IT plan and comment on the strategic themes for 2020 – 2024.	
2.2	JM presented the report on the outcome of the current IT strategy and themes for the next iteration about which he will consult with the business. The strategic themes going forward will be: Optimisation, Automation, Integration and better information and collaboration.	
2.3	The Executive Team discussed that the boundary between digital and technology was a porous one, and the context needed to be explained.	
2.4	Action: JM to present the paper to the Board after making a few amendments.	JM
3.0	<u>Estates & Facilities, Procurement & Contract Management</u>	
3.1	MN and DA presented the paper further to the procurement of the roof project.	
3.2	The Executive Team were asked to approve the recommended approach to the commissioning of works.	
3.3	The Executive Team discussed how we might improve procurement of such projects going forward working with our TFM partner.	
3.4	The Executive Team reviewed and approved the recommended approach.	
3.5	<u>Action</u> : MN and DA to submit a paper to the Audit and Risk Committee	MN, DA
4.0	<u>May Financials</u>	
4.1	PM presented the financial report for May.	
4.2	PM explained known movements in HMT funding, being additional EU Exit Funding, a revenue contribution to capital and depreciation.	
4.3	NC presented some workings that illustrated where our current staffing vacancies are, and which posts are in recruitment, or not in plan yet at all.	
4.4	ET discussed the potential budget shortfall anticipated in 2020/21 and the need to plan to address this.	

5.0	<u>AOB</u>	
5.1	COS advised that The National Archives has been asked to take part in the Creative Careers Discovery Days, which will be held between the 18th and 22nd November 2019.	
5.2	<u>There being no further business, the meeting was brought to a close.</u>	