

**Title:** Executive Team Meeting

**Date of Meeting:** 03 July 2019

**Attendees:**

Paul Davies (PD – Chair)	TNA	Kristen Dilworth (KD - minutes)	TNA
John Sheridan (JS)	TNA	Clarissa Angus (CA)	TNA
Neil Curtis (NC)	TNA	Steve Burgess (SB)	TNA
Jeff James (JJ)	TNA	Sonia Ranade (SR)	TNA
Caroline Ottaway–Searle (COS)	TNA	Senior Digital Archivist (SDA)	TNA
		DRI Systems Manager (DSM)	TNA
		Head of Digital Archiving Infrastructure (HDAI)	TNA
		Gemma MacLagan Ram (GMR)	TNA
		Catherine Elliot (CE)	TNA
		Malcolm Todd (MT)	TNA
		Jane Craigie – Payne (JCP)	TNA
		Pauline Moore (PM)	TNA
		Media Manager (MM)	TNA

**Apologies:** Val Johnson (VJ), 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 meeting held on 26 June 2019 were reviewed and approved subject to minor amendments.	
1.3	Executive Team reviewed and updated the Action Log.	
2.0	<b><u>Interpretation Masterplan; direction of travel</u></b>	
2.1	The Executive Team were asked to review the Events and Exhibitions creative framework and give feedback.	
2.2	SB explained that the framework the team are drafting is a 3-year plan and 5 year vision for the public programme that describes the audience activity we'll deliver to achieve the goals in Archives for Everyone.	
2.3	SB noted that the plan includes activities on-site, off-site and on-line.	

2.4	The Executive Team discussed who they considered our competitors are and concluded that comparisons with other national and international archives might be more relevant.	SB
2.5	SB stated that the challenge as an archive is to create a sufficient offer to attract a regular and steady day visitor, a mass audience. SB noted that the more there is to do on-site, the more reasons there are to visit.	
2.6	SB highlighted the plan to work with cultural partners and artistic collaborations.	
2.7	The Executive Team endorsed and supported the approach.	
2.8	Action: SB to share the plan with Board and colleagues.	
3.0	<b><u>Ingesting records into the digital preservation system</u></b>	SDA / SR
3.1	The Executive Team were asked to review the current drivers, priorities and capability of The National Archives as a digital archive.	
3.2	SR explained the work that had been done in 2018/19 to improve ingest into the Digital Preservation system, increasing the volume and variety of digital records that can be quickly and easily ingested, leading to the most productive period of ingest in The National Archives history.	
3.3	SR stated that protecting and preserving digital records is quite different from preserving physical records due to an ever-changing landscape.	
3.4	SR noted that The National Archives has a backlog of hard-case legacy born digital record transfers and we need the capacity to quickly and easily ingest new transfers of digital records from government departments into the DRI.	
3.5	SDA stated that whilst we are not receiving many new born digital records, due to improvements to the digital transfer process, newly received born digital transfers can generally be ingested into DRI quickly and easily, provided they do not require workflow development to support new features.	
3.6	SDA noted that the plan now is to carry on and complete ingest of 20 of the remaining 22 legacy born-digital series.	
3.7	SDA explained that tackling these legacy records has two benefits – the digital preservation risks will be reduced and, once complete, the team will then just have new born digital series to process in future.	
3.8	Action: SDA and SR to clarify the content of the two transfers that are not on this year's plan for ingest.	
4.0	<b><u>Support and refresh options for Digital Archive storage</u></b>	
4.1	The Executive Team were asked to note the imminent requirement to change the storage technology stack which supports the Dark Archive, to enable its continued operation over the short term	

4.2	SR explained that a large part of The National Archives current storage technology stack is supplied and supported by Oracle, but there is evidence that they are in the process of gradually withdrawing from this market.	
4.3	Action: SR to confirm volumes of records and surrogates held on the Dark Archive.	SR
4.4	Action: SR to confirm who else is using the Oracle storage stack	SR
4.5	The Executive Team reviewed the options for mitigating the current threat and for the longer-term.	
4.6	The Executive Team supported the recommended options.	
5.0	<b><u>Developing the commercial proposition of The National Archives website</u></b>	
5.1	The Executive Team were asked to review the Draft Business Case - Strategic Case and Options Appraisal for developing the commercial proposition of The National Archives website.	
5.2	The Executive Team agreed and supported the two recommendations made in the Business Case.	
5.3	Action: JS to submit a paper for Board.	JS
6.0	<b><u>AOB</u></b>	
6.1	JJ stated that The National Archives is now publishing EU Legislation.	
6.2	NC advised that the Annual report has gone to the Secretary of State for sign off. Afternote: ministers signed this off on 4 July 2019.	
6.3	<b><u>There being no further business, the meeting was brought to a close.</u></b>	

**Title:** Executive Team Meeting

**Date of Meeting:** 10 July 2019

**Attendees:**

Jeff James (JJ - Chair)	TNA	Kristen Dilworth (KD - minutes)	TNA
Caroline Ottaway–Searle (COS)	TNA	Clarissa Angus (CA)	TNA
Paul Davies (PD)	TNA	Corporate Performance Manager (CPM)	TNA
Lucy Fletcher (LF)	TNA	Pauline Moore (PM)	TNA
John Sheridan (JS)	TNA	Jane Craigie – Payne (JCP)	TNA
		Darren Austin (DA)	TNA
		Media Manager (MM)	TNA

**Apologies:** Val Johnson (VJ), Neil Curtis (NC)

		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 03 July 2019 were reviewed and approved subject to minor amendments.	
1.3	Executive Team reviewed and updated the Action Log.	
2.0	<b><u>Business Priorities and Corporate Scorecard</u></b>	
2.1	The Executive Team were asked to review and approve the Q1 Business Priorities Board report.	
2.2	Executive Team approved the Q1 updates to business priorities and the Q1 summary report ahead of submitting to the Board.	
2.3	Action: CPM to make the agreed changes to the Q1 Business Priorities Reports. Due 10/17/19	CPM
2.4	The Executive Team were asked to review and approve the Q1 Corporate Scorecard	
2.5	CPM presented the first version of the new balanced scorecard at the end of the first quarter of the year.	
2.6	The Executive Team gave feedback on the report and requested some amendments.	
2.7	Action: CPM to make the agreed amendments for the Q2 report.	CPM
2.8	The Executive Team reviewed and approved the Q2 deliverables.	
3.0	<b><u>June Financials</u></b>	
3.1	PM gave a verbal update on the early month 3 position - the full report will be circulated next week via email due to the Board meeting taking place.	
3.2	The Executive Team noted the June Management Accounts	
4.0	<b><u>Proposed Team Restructure</u></b>	
4.1	The Executive Team were asked to consider the proposed team re-organisation.	
4.2	The Executive Team approved the proposal.	
5.0	<b><u>AOB</u></b>	

5.1	The Executive Team noted and signed off the decisions of April's Reclosure Panel meeting, acknowledged the challenging and sometimes harrowing content and expressed their thanks to all involved.	
5.2	COS noted that Kids in Museums' take-over day would be held on Friday 22nd November 2019.	
5.3	<b><u>There being no further business, the meeting was brought to a close.</u></b>	

**Title:** Executive Team Meeting

**Date of Meeting:** 24 July 2019

**Attendees:**

Val Johnson (VJ - Chair)	TNA	Kristen Dilworth (KD - minutes)	TNA
Caroline Ottaway–Searle (COS)	TNA	Corp Performance & Transparency Manager (CPTM)	TNA
Paul Davies (PD)	TNA	Corporate Performance Manager (CPM)	TNA
Lucy Fletcher (LF for items 2 & 3)	TNA	Mark Newman (MN)	TNA
John Sheridan (JS)	TNA	Media Manager (MM)	TNA
Neil Curtis (NC)		Jane Craigie – Payne (JCP)	TNA
		Marketing Manager (MMa)	TNA
		Sam Whaley (SW)	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 10 July 2019 were reviewed and approved subject to minor amendments.	
1.3	Executive Team reviewed and updated the Action Log.	
2.0	<b><u>Benchmarking</u></b>	
2.1	The Executive Team were asked to review and approve the template for The National Archives benchmarking survey.	
2.2	Executive Team gave their feedback and agreed a number of amendments.	
2.3	The Executive Team had a discussion regarding the 'summary process' and COS suggested that we should format it as an online survey.	

2.4	PD expressed his wish to hold a 'Benchmarking Club' at the International Council on Archives meeting at The National Archives in April 2020.	
2.5	JS suggested asking the participants if there any other metrics that should be included in any future benchmarking exercises.	
3.0	<b><u>Embedded Learning spaces update</u></b>	
3.1	The Executive Team were asked to approve the recommended approach to the commissioning of works.	
3.2	MN stated that construction work would shortly begin on the two new learning spaces within our first floor reading rooms: one will be located next to the library, while the other will occupy part of the document reading room.	
3.3	MN explained that the embedded learning space within The Study (open reading room) needed to increase in size to better accommodate the needs of the Education team.	
3.4	MN explained that to assist with moving forward on the project, plans are already being developed to undertake the necessary enabling works which will both assist with the construction of the embedded learning spaces, but will also reduce unwanted costs through the tender process for "unforeseen" issues.	
3.5	MN stated that the tender process will be delivered jointly with the Estates and Procurement Team.	
3.6	MM explained that works have already begun on the communications plan for this project which is being managed by the Marketing and Communications Team, as they are well aware that to deliver the project this will have some disruption to our visitors and staff. SL noted that the team are aiming to use the hoarding to support communications with signage and updates allowing those impacted to be kept informed of the works and progress.	
3.7	MM stated that in addition to the public and general staff updates Estates have already engaged with the various stakeholders including teams from DSD, CCD, Education, CEE and Venues.	
4.0	<b><u>Civil Service People Survey 2019</u></b>	
4.1	The Executive Team were asked to note the changes to the Civil Service People Survey 2019.	
4.2	The Executive Team were asked to review the optional question blocks which replace the previous 'local' questions and agree up to four optional blocks of questions for use this year. The deadline to submit these to CSPA is 26 July 2019 at the latest.	
4.3	JCP advised the Executive Team on the suggested optional sets chosen by the HR Manager OD & Business Partnering and herself.	

4.4	The Executive Team discussed the options and agreed on the following question blocks: <ul style="list-style-type: none"> <li>• Wellbeing at Work</li> <li>• Continuous Learning</li> <li>• Collaboration</li> <li>• Customer Service</li> </ul>	
5.0	<b><u>AOB</u></b>	
5.1	COS noted that our Education provision has been awarded the Sandford Award for the third time.	
5.2	The Executive Team acknowledged receipt of the June financials report from the Head of Finance.	
5.3	The Executive team had a discussion regarding measures for staff in the hot weather.	
5.4	<b><u>There being no further business, the meeting was brought to a close.</u></b>	

**Title:** Executive Team Meeting

**Date of Meeting:** 31 July 2019

**Attendees:**

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

**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 24 July 2019 were reviewed and approved subject to minor amendments.	
1.3	Executive Team reviewed and updated the Action Log.	

2.0	<b><u>3 + 9 Forecast</u></b>	
2.1	PM presented the draft 3+9 forecast.	
2.2	JJ suggested a contextual preamble would aid user understanding of the report, covering changes to Funding since the Budget was set and changes that will happen at Supplementary Estimate.	
2.3	The Executive Team discussed the decision point in the report – to challenge the level of optimism in our ability to recruitment, and to deliver the Funding Bids, in order to get to a more realistic variance.	
2.4	JJ advised that the final report to Board needed to reflect a figure that NC believed to be realistic, and asked that the narrative be clear on what our control mechanisms are, and how we are managing the position to simultaneously prevent a breach and mitigate against a significant underspend.	
3.0	<b><u>AOB</u></b>	
3.1	COS noted that the Creative careers day would be held on 18th November at The National Archives.	
3.2	<b><u>There being no further business, the meeting was brought to a close.</u></b>	