

Title: Executive Team Meeting

Date of Meeting: 7 August 2019

Attendees:

Paul Davies (PD - Chair)	TNA	Kristen Dilworth (KD - minutes)	TNA
Val Johnson (VJ)	TNA	Juergen Vervoorst (JV)	TNA
Caroline Ottaway–Searle (COS)	TNA	Steve Burgess (SB)	TNA
John Sheridan (JS)	TNA	Exhibition & Interpretation Manager (EIM)	TNA
Neil Curtis (NC)	TNA	Customer Insight & Data Lead (CIDL)	TNA
Jeff James (JJ)			

Apologies: 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 31 July 2019 were reviewed and approved subject to minor amendments.	
1.3	Executive Team reviewed and updated the Action Log.	
2.0	<u>The National Archives agreement with BFI</u>	
2.1	The Executive Team were asked to discuss the renewal of the agreement with BFI.	
2.2	JV gave an overview to the background of our agreement with BFI.	
2.3	JV advised that The National Archives cannot currently provide adequate or safe storage environment for its analogue film collection at either Kew or DeepStore.	
2.4	JV stated that The National Archives benefits from BFI specialist expertise to manage its film collection, which would enable us to inform any action to further exploit the value of this collection in support of The National Archives' strategic plan or any decision on which parts of the collection to make digitally available	
2.5	COS explained that JV and she met with BFI last week and it was established that both The National Archives and BFI can envisage an aligned strategic approach to the public record film collection, which would offer ample opportunities to work together on areas such as public engagement, digitisation of the whole collection, research (i.e. image-based search), etc. It was suggested that a joint workshop	

	towards the end of 2019 would help to determine that in more detail and could define the details for the first year of our agreement.	
2.6	The Executive Team agreed for COS and JV to continue negotiation of the partnership.	
3.0	<u>Choice of exhibition for 2020</u>	
3.1	The Executive Team were asked to give feedback about which exhibition to progress for 2020.	
3.2	SB explained that the Events team have been scoping exhibition ideas for 2020.	
3.3	EIM stated that after gathering feedback from staff and visitors, two exhibitions have emerged as best fulfilling our audience aims for next year:	
3.4	SB and EIM talked the Executive Team through the two proposals, going through the pros and cons of both and the criteria for evaluating them.	
3.5	The Executive Team decided that the Events team should pursue one of the proposed options as the exhibition for 2020.	
3.6	SB announced that the exhibition would run from September 2020 – February 2021.	
3.7	The Executive Team gave their full support to the proposed plan.	
4.0	<u>Total Economic Value Assessment – phase 2 proposal</u>	
4.1	The Executive Team were asked to discuss and confirm acceptance of the proposed approach, scope and budget for phase 2.	
4.2	CIDL explained that Phase 2 has been scoped out following further discussion across the organisation and at Executive Team and stated that this is a strategically significant piece of work.	
4.3	CIDL stated that this would be a broader and more encompassing piece of work designed to capture the holistic value of our services and offering rather than only including elements that can be calculated and modelled using econometric methods.	
4.4	CIDL noted that a number of case studies could be included to demonstrate additional value.	
4.5	JS advised that this would help us in the future by providing us with evidence to assess business cases, and understand the impact that our activities can have.	
4.6	JJ suggested having some bullet points on the reasons why at the start of the paper.	
4.7	The Executive Team approved the proposed approach subject to a few minor amendments.	

4.8	CIDL stated that progress will be updated to stakeholders and the Executive Team during the project on a regular basis.	
5.0	<u>AOB</u>	
5.1	VJ informed the Executive Team that the loan of the first book of minutes of the Legislature Committee to the Virginia Government (USA) has received great press coverage.	
5.2	<u>There being no further business, the meeting was brought to a close.</u>	

Title: Executive Team Meeting

Date of Meeting: 21 August 2019

Attendees:

John Sheridan (JS - Chair)	TNA	Kristen Dilworth (KD - minutes)	TNA
Val Johnson (VJ)	TNA	Jane Craigie – Payne (JCP)	TNA
Caroline Ottaway–Searle (COS)	TNA	HR Operations Manager (HOM)	TNA
Paul Davies (PD)	TNA	Corp Performance & Transparency Manager (CPTM)	TNA
Neil Curtis (NC)	TNA	Beth Brunton (BB)	TNA
Lucy Fletcher (LF)		Media Manager (MM)	TNA

Apologies: Jeff James (JJ)

		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 7 August 2019 were reviewed and approved subject to minor amendments.	
1.3	Executive Team reviewed and updated the Action Log.	
2.0	<u>Modernised Terms</u>	
2.1	PD stated that we needed to consider the Modernised Terms as part of our Pay Flexibility Business case.	
2.2	The Executive Team agreed the proposed approach to ongoing pay negotiations	
3.0	<u>Corporate Risk Register</u>	

3.1	The Executive Team was asked to review the CRR, current risk scores, and amendments to the text and mitigation measures.	
3.2	Executive Team reviewed and discussed the CRR.	
3.3	Action: PD to collate agreed changes and update document.	
3.4	Executive Team agreed the CRR subject to agreed changes being incorporated.	
4.0	<u>July Financials</u>	
4.1	NC took the Executive Team through the July Management Accounts.	
4.2	Executive Team noted the July Management Accounts	
5.0	<u>Internal Audit Recommendation update</u>	
5.1	The Executive Team was asked to review the status of the internal audit recommendations update.	
5.2	The Executive Team reviewed and discussed the report.	
5.3	The Executive Team agreed two requests for extensions to deadlines for presentation to the Audit and Risk Committee.	
5.4	The Executive Team had a discussion about the number of recommendations emanating from the audit on customer data, largely around single customer view.	
5.5	COS advised that the Customer Insight & Data Lead would update NC and PD prior to the Audit and Risk Committee meeting.	
5.6	The Executive Team noted update ahead of the September Audit and Risk Committee.	
6.0	<u>BDO Progress Report</u>	
6.1	The Executive Team were asked to approve the Progress Report for presentation to the Audit and Risk Committee on 5 September 2019.	
6.2	The Executive Team reviewed the report	
6.3	Action: CPTM to give feedback to BDO to rescope and rename the Collection Care review.	CPT M
6.4	The Executive Team approved the Progress Report for presentation to the Audit and Risk Committee.	
7.0	<u>The National Archives Trust – launch event</u>	
7.1	The Executive Team were asked to participate in a discussion about the aims of the launch of The National Archives Trust.	

7.2	BB stated that the launch isn't only about the Trust, but the long term ambitions for The National Archives, and its vision for archives of the future.	
7.3	The Executive Team expressed their views of what the Trust and The National Archives seek to jointly achieve over the short, medium and long term.	
7.4	BB stated that she would incorporate the feedback in the development of the key messages for the launch.	
8.0	<u>AOB</u>	
8.1	There being no further business, the meeting was brought to a close.	

Title: Executive Team Meeting

Date of Meeting: 28 August 2019

Attendees:

Lucy Fletcher (LF- Chair)	TNA	Kristen Dilworth (KD - minutes)	TNA
Caroline Ottaway–Searle (COS)	TNA	Marketing Manager (MMa)	TNA
Paul Davies (PD)	TNA	Senior Designer (SD)	TNA
Neil Curtis (NC)	TNA	Media Manager (MMe)	TNA
John Sheridan (JS)	TNA	Sam Whaley (SW – Item 2)	TNA
		Acting Head of Private Office (AHPO)	TNA

Apologies: Jeff James (JJ), 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 21 August 2019 were reviewed and approved subject to minor amendments.	
1.3	Executive Team reviewed and updated the Action Log.	
2.0	<u>Apprenticeship Policy Statement</u>	
2.1	The Executive Team were asked to review and discuss the draft apprenticeship policy statement.	
2.2	The Executive Team reviewed the policy statement and suggested a number of amendments.	

2.3	The Executive Team approved the policy, subject to a number of amendments being incorporated.	
2.4	PD advised that a final version of the Apprenticeship Policy Statement would be presented to JJ for his signature and be accompanied by an apprenticeship policy.	
3.0	<u>Brand update</u>	
3.1	The Executive Team were asked to note the update on Brand.	
3.2	MMA explained that Marketing and Digital Services have been working closely on introducing the new visual identity to our websites and services. MMA noted that the first pieces of work they undertook were building a standalone web page for Archives for Everyone, our 2019-23 strategy and the Annual Report.	
3.3	SD noted that from September they would be rolling out the rebrand more extensively across the main website and Discovery.	
3.4	The Executive Team advised that they were keen that although it was pragmatic for the roll-out to be an evolving process – e.g. on the website, we should not compromise the look and feel that we are aiming for ultimately with the brand.	
3.5	The Executive Team noted the update.	
4.0	<u>AOB</u>	
4.1	COS advised that she would bring a paper on the future support for the Cabinet papers project that is funded by Jisc to a future Exec Team meeting.	
4.2	PD stated that as part of the work on the roof of Q1, a crane would be on site on the morning of Monday 2 September to install a roof access hatch.	
4.3	<u>There being no further business, the meeting was brought to a close.</u>	