

**Title:** Executive Team Meeting

**Date of Meeting:** 4 September 2019

**Attendees:**

Jeff James (JJ - Chair)	TNA	Kristen Dilworth (KD - minutes)	TNA
Caroline Ottaway–Searle (COS)	TNA	Sam Whaley (SW)	TNA
Paul Davies (PD)	TNA	Tom Gregan (TG)	TNA
Neil Curtis (NC)	TNA	Resource Access & Advice Programme Manager (RAAPM)	TNA
Lucy Fletcher (LF)	TNA	Document Production Coordination Manager (DPCM)	TNA
Val Johnson (VJ)	TNA	Malcolm Todd (MT)	TNA
		Senior Media Officer (SMO)	TNA
		Emma Markiewicz (EM)	TNA

**Apologies:** John Sheridan (JS)

		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 28 August 2019 were reviewed and approved subject to minor amendments.	
1.3	Executive Team reviewed and updated the Action Log.	
2.0	<b><u>Document Services Development</u></b>	
2.1	The Executive Team were asked to approve the proposed changes to the Contact Centre, document ordering and reading room opening times, allowing Document Services to continue with Phase II of the development plan.	
2.2	TG explained that Document Services plan to increase the number of advance orders, by reducing the number of on demand documents per reader per day.	
2.3	TG stated that they would continue with the number of advances at 12 per day and restrict the total number of documents that can be ordered on demand per day to 12. Document Services will no longer restrict document ordering to batches of 3, if you have 12 document references on arrival, you can order them immediately.	
2.4	DPCM advised that Document Services undertook detailed daily analysis of on-demand productions for 4 months (01/04/2019 – 31/07/2019) and over 120,000	

	orders. From this, they identified the top 200 users of the on-demand service. Then they cross-referenced these users on demand orders against their use of the advance order service.	
2.5	DPCM noted that to enable Document Services to produce this, there would be 5 distinct document ordering and delivery times throughout the day, which would start at 09:45.	
2.6	TG stated that opening document ordering at 09:45 negates the need for volunteers and overtime. With the whole team available to undertake the work, it will speed up the process, and allow us to flex staff from frontline areas to the floors to contribute to the work that takes place there.	
2.7	JJ enquired how the staff felt about the changes.	
2.8	RAPPM stated that meetings have been held with managers and staff, canvassed opinion, and looked at what our role within the organisation is, what we could do to meet the needs of staff and users, and how we can best support those requirements going forward.	
2.9	TG stated that project management would be required.	
2.10	TG noted that at least 3 months' notice would be needed to inform our users of the changes as work is still required from the Systems Development team to make the necessary changes to the ordering system. It's proposed that these changes will be in place by 31st March 2020.	
2.11	TG stated that Document Services would like to increase the hours of Live Chat by reducing the times the phone lines are available for advice and guidance from 09:00-17:00, to 09:00-13:00	
2.12	<b>The Executive Team supported the principle but suggested a pilot scheme first, before full implementation.</b>	
2.13	Action: JJ requested that a version of this DSD paper be prepared for Board	TG
3.0	<b><u>The National Archives and DCMS Framework Agreement</u></b>	
3.1	The Executive Team were asked to note the revised draft of the framework document between The National Archives (TNA) and Department for Digital, Culture Media and Sport (DCMS).	
3.2	SW advised that the draft document has been updated to reflect our new strategy.	
3.3	NC enquired if the National Archives Trust should be included.	
3.4	Action: SW will take this away for consideration.	SW
3.5	<b>The Executive Team approved the agreement, subject to a number of amendments being incorporated ahead of submitting to the Board meeting in October.</b>	

4.0	<b><u>Security Classification update</u></b>
4.1	The Executive Team were asked to review, discuss and offer amendments to the draft paper for submission to the upcoming Board.
4.2	<b>Executive Team approved the update, subject to a number of amendments being incorporated, ahead of submitting to the Board.</b>
5.0	<b><u>Collections Policy update</u></b>
5.1	The Executive Team were asked to review, discuss and offer amendments to the draft paper for submission to the upcoming Board.
5.2	The Executive Team had a discussion regarding the feasibility of The National Archives accepting gifted or deposited private collections and the implications.
5.3	LF explained that when The National Archivers acquires collections without any financial means, the scenario is straightforward and this paper proposes to clarify the decision-making framework and governance around such decisions.
5.4	<b>Executive Team approved the update, subject to a number of amendments being incorporated, ahead of submitting to the Board.</b>
6.0	<b><u>AOB</u></b>
6.1	The Executive Team had a discussion with the Head of Archive Sector Development and Senior Media Officer on the recent activity on Twitter following the ARA conference.
6.2	<b><u>There being no further business, the meeting was brought to a close.</u></b>

**Title:** Executive Team Meeting

**Date of Meeting:** 11 September 2019

**Attendees:**

Neil Curtis (NC - Chair)	TNA	Kristen Dilworth (KD - minutes)	TNA
Jeff James (JJ)	TNA	Clarissa Angus (CA)	TNA
Paul Davies (PD)	TNA	Steve Burgess (SB)	TNA
Val Johnson (VJ)	TNA	Programme Manager Accreditation (PMA)	TNA
John Sheridan (JS)	TNA	Pauline Moore (PM)	TNA
	TNA	HR Business Partner (HRBP)	TNA
		Chris Mumby (CM)	TNA
		Sam Whaley (SW)	TNA

**Apologies:** Caroline Ottaway–Searle (COS), 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 4 September 2019 were reviewed and approved subject to minor amendments.	
1.3	Executive Team reviewed and updated the Action Log.	
2.0	<b><u>Professional Fellowship ideas on defining impact from public history</u></b>	
2.1	The Executive Team were asked to review the schematic and discuss/note its potential to support understanding of our value, and in working to engage new audiences.	
2.2	PMA explained that as part of the RLUK-TNA Professional Fellowships, she explored academic public history studies, and their understanding of audience and impact. A public history approach is relevant to any archive service offering engagement to non-research audiences.	
2.3	PMA stated that one output of the fellowship is a schematic of three broad, generic categories of impact from public history with archives and special collections.	
2.4	PMA noted that ASD is looking more broadly at impact measures for archives, specifically around wellbeing.	
2.5	The Executive Team reviewed the draft schematic and noted its potential use in our work on value, public engagement and equality and diversity.	
2.6	Action: PMA to implement the changes and share the final draft with the Executive Team.	PMA
3.0	<b><u>August Financials</u></b>	
3.1	PM presented a draft paper giving an early view of the month 5 financials.	
3.2	The Executive Team agreed that as material savings were identified in the funding allocation projects, these would be reported and a collective decision would be made on reallocation. All decisions would have Executive Team oversight to ensure we continue to deliver against our strategic objectives and secure value for money.	
3.3	The Executive Team discussed pay flexibility.	
3.4	<b>The Executive Team noted the August Management Accounts</b>	
4.0	<b><u>Modernised Terms</u></b>	

4.1	The Executive Team were asked to review and discuss the proposed changes in response to Modernised Terms.	
4.2	The Executive Team reviewed and discussed the report.	
4.3	The Executive Team agreed the proposed changes that will be presented to TUS as The National Archives' position for the Pay Flexibility Business Case	
5.0	<b><u>Commercial Storage proposal</u></b>	
5.1	The Executive Team were asked to approve the submission of a high-level proposal to store a third party collection at The National Archives for a 3-year period.	
5.2	CM explained that the third party are interested in storing their archival collection at The National Archives for a period of 3 years whilst their existing space is substantially re-modelled.	
5.3	CM advised that this would be a purely commercial venture for The National Archives and stated that we already have a track record of successful execution of similar contracts e.g. UCL.	
5.4	The Executive Team agreed that CM could take the conversation forward with more negotiations.	
6.0	<b><u>AOB</u></b>	
6.1	JJ noted that discussions continue on the development of our commercial proposition / subscription offer ahead of the Board meeting in October.	
6.2	PD stated that he would share the proposal on conference room name changes with the Executive Team.	PD
6.3	<b>There being no further business, the meeting was brought to a close.</b>	

**Title:** Executive Team Meeting

**Date of Meeting:** 25 September 2019

**Attendees:**

Caroline Ottaway–Searle (COS - Chair)	TNA	Kristen Dilworth (KD - minutes)	TNA
Paul Davies (PD)	TNA	Sam Whaley (SW)	TNA
Jeff James (JJ)	TNA	Mark Newman (MN)	TNA
Neil Curtis (NC)	TNA	Media Manager (MM)	TNA
John Sheridan (JS)	TNA		
Lucy Fletcher (LF)	TNA		

**Apologies:** Val Johnson (VJ)

		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 18 September 2019 were reviewed and approved subject to minor amendments.	
1.3	Executive Team reviewed and updated the Action Log.	
2.0	<b><u>Visitor Car Park Charging Review</u></b>	
2.1	MN presented a review of the car parking changes that were implemented last year.	
2.2	The Executive Team discussed and accepted that the current tariff remains but is reviewed annually to reflect cost increases and/or inflation, but also allow for any other changes to support the business need.	
2.3	JJ requested clarification raised as a concern from TUS about the loss of parking bays on the staff side during the roof works.	
2.4	Action: MN to review the impact of the release of car park spaces following the completion of the roof works.	MN
2.5	MN noted that since we introduced a fee to park in the visitor car park, the use of the car park has reduced but there was no evidence that the introduction of car parking charges has had a negative impact on visitor numbers. MN stated that from the beginning, it was intended that any payment for parking could only be made by visiting The National Archives and using the payment machines in the link, as this discourages parking by non-visitors.	
2.6		
2.7	The Executive Team discussed additional income from any commercial tenants and letting the car park for outside events that could also provide additional benefits in utilisation and revenue.	
2.8	MN advised that he would review and report back to the Executive Team on the introduction of electric vehicle charging points	
2.9	MN stated that on the 25th October 2021 the Ultra-Low Emission Zone (ULEZ) will be extended from its current central London boundary, to include road networks to the north and south circular roads. This will have a further impact on costs for certain classes of vehicle to drive to The National Archives, as we will also be captured within this extension. This impact will need to be monitored, as it is likely to have some impact on car park utilisation. The Estates Team are already looking at supporting ULEZ expansion with the introduction of electric vehicle charging points, which could also provide further revenue.	
2.10	Action: MN to work with Marketing & Comms to inform staff about the ULEZ.	MN

3.0	<b><u>Draft Pay Flexibility case review</u></b>	
3.1	The Executive Team will review the draft business case for pay flexibility and give feedback to PD.	
3.2	Action: KD to share the electronic version of the document.	KD
4.0	<b><u>AOB</u></b>	
4.1	The Executive Team discussed the UKRI proposal and will share any feedback with the Head of Research	
4.2	KD advised that there would be additional crane operations on Monday 30 September.	
4.3	<b><u>There being no further business, the meeting was brought to a close.</u></b>	