

**Title:** Executive Team Meeting

**Date of Meeting:** 2 October 2019

**Attendees:**

Neil Curtis (NC - Chair)	TNA	Kristen Dilworth (KD - minutes)	TNA
Paul Davies (PD)	TNA	Sam Whaley (SW)	TNA
Jeff James (JJ)	TNA	HR Manager - Organisational Development (HROM)	TNA
Caroline Ottaway-Searle (COS)	TNA	Pauline Moore (PM)	TNA
Lucy Fletcher (LF)	TNA	Jane Craigie – Payne (JCP)	TNA
	TNA	Media manager (SL)	TNA

**Apologies:** Val Johnson (VJ), 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 25 September 2019 were reviewed and approved subject to minor amendments.	
1.3	Executive Team reviewed and updated the Action Log.	
2.0	<b><u>Learning Platform for Government – roll out</u></b>	
2.1	The Executive Team were asked to note information about the Learning Platform for Government (LPG) roll out, sign up to the LPG and support promotion of the platform.	
2.2	HROM presented a paper on the new learning system for government that will replace Civil Service Learning. The platform will push courses to individuals based on interests and role, and will prompt about mandated courses with Civil Service Learning.	
2.3	The Executive team agreed that a wider conversation was needed on what is considered 'mandatory' at a future meeting.	
2.4	The Executive Team endorsed and registered to the Learning Platform for Government.	

3.0	<b><u>Pay remit</u></b>	
3.1	The Executive Team agreed to continue to pay the London Living Wage.	
3.2	The Executive Team agreed that it was affordable to pay the additional 1% permitted by pay guidance and therefore the approach to this year's pay remit would be to pay London Living Wage and 1.93% increase to remaining staff	
3.3	Given the potential approval timeframe for the Pay Flexibility Business case, the Executive Team agreed that the pay remit should be prepared and submitted immediately and subject to approval, we would aim for the pay increase to appear in November pay.	
3.4	The Executive Team requested that PD should seek clarification regarding the timing of the submission of the Pay Flexibility Business case and if successful whether Pay flexibility would require ministerial approval each year.	PD
4.0	<b><u>AOB</u></b>	
4.1	PD noted he is working with COS on a New Ways of Working project.	
4.2	The Executive Team congratulated JS on his inclusion in the list of the top 100 most influential people in Digital Government.	
4.3	<b><u>There being no further business, the meeting was brought to a close.</u></b>	

**Title:** Executive Team Meeting

**Date of Meeting:** 9 October 2019

**Attendees:**

Jeff James (JJ - Chair)	TNA	Kristen Dilworth (KD - minutes)	TNA
Paul Davies (PD)	TNA	Clarissa Angus (CA)	TNA
Val Johnson (VJ)	TNA	Media Manager (MM)	TNA
Caroline Ottaway-Searle (COS)	TNA		
Lucy Fletcher (LF)	TNA		
John Sheridan (JS)	TNA		

**Apologies:** 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 2 October 2019 were reviewed and approved subject to minor amendments.	
1.3	Executive Team reviewed and updated the Action Log.	
2.0	<b><u>Time to Change Employer Pledge</u></b>	
2.1	The Executive Team were asked to agree The National Archives commitment to the 'Time to Change' employer pledge.	
2.2	PD explained that the Time to Change Employer Pledge is a commitment to changing the way we all think and act about mental health in the workplace.	
2.3	The Executive Team fully endorsed the initiative.	
2.4	Action: CEO Office to register our interest and complete the signing of the 'Time to Change' pledge.	CA
2.5	COS suggested that this should be discussed at the next all staff meeting in November.	
2.6	JJ advised that the CEO Office would prepare some comms for staff after we have registered.	CA
3.0	<b><u>London Healthy Workplace Award</u></b>	
3.1	The Executive Team were asked to give approval for the HR team to complete a self-assessment and submit an application for the London Healthy Workplace Award.	
3.2	PD advised that the Human Resources department have proposed that we enter for the Mayor of London's "London Healthy Workplace Award".	
3.3	PD noted that the award credits employers for their commitment to the health and wellbeing of their staff and there are different levels of accreditation.	
3.4	The Executive Team gave their approval subject to clarification of the assessment.	
4.0	<b><u>Pay remit</u></b>	
4.1	The Executive Team reviewed and approved the 2019-20 Pay Remit.	
4.2	PD stated that we would pay staff this increase in the November 2019 payslips subject to DCMS approval.	
5.0	<b><u>AOB</u></b>	
5.1	PD advised that the implementation of the E- pay slips has been delayed.	
	<b><u>There being no further business, the meeting was brought to a close.</u></b>	

**Title:** Executive Team Meeting

**Date of Meeting:** 16 October 2019

**Attendees:**

Val Johnson (VJ - Chair)	TNA	Kristen Dilworth (KD - minutes)	TNA
Paul Davies (PD)	TNA	Clarissa Angus (CA)	TNA
Neil Curtis (NC)	TNA	Customer Insight & Data Lead (CIDL)	TNA
Caroline Ottaway–Searle (COS)	TNA	Customer Insight Officer (CIO)	TNA
John Sheridan (JS)	TNA	Corporate Performance Manager (CPM1)	TNA
		Corporate Performance Manager (CPTM2)	TNA
		Media Manager (SL)	TNA

**Apologies:** Jeff James (JJ), 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 2 October 2019 were reviewed and approved subject to minor amendments.	
1.3	Executive Team reviewed and updated the Action Log.	
2.0	<b><u>Visitor Numbers</u></b>	
2.1	The Executive team were asked to note the ways in which visitor numbers are currently recorded.	
2.2	CIDL explained that to date, several metrics have been used to measure and evaluate The National Archives onsite visitor activity (i.e. reading room visits, documents ordered, reader tickets, event attendees).	
2.3	CIDL stated that as The National Archives diversifies its offering to attract a wider range of visitors (as set out in Archives Inspire and Archives for Everyone) there is an ever greater need to understand visitor numbers at an organisational level.	
2.4	CIDL noted that the key issues going forward would be to be able to analyse the interactions and trends in the data, whilst also looking for improvements in the collection and quality of the data itself.	
2.5	The Executive team discussed the idea of setting targets for visitor numbers.	
2.6	CIDL stated that quarterly benchmark visitor number targets would be developed and refined during 2019/20.	

2.7	CIDL explained that the monitoring would continue to be provided for the monthly organisational dashboard.	
2.8	<b>The Executive Team recognized the achievement and complimented the efforts of the Customer Insight team.</b>	
3.0	<b><u>Business Priorities and Corporate Scorecard Q2</u></b>	
3.1	The Executive Team reviewed and approved the Q2 Business Priorities Board report.	
3.2	The Executive Team reviewed and approved the Business Priorities Report.	
3.3	The Executive Team reviewed and approved the Q2 Corporate Scorecard subject to some minor amendments.	
3.4	NC suggested a discussion on the Corporate Scorecard at a future Executive Team strategy session.	
4.0	<b><u>September Financials</u></b>	
4.1	The Executive Team was asked to note the September Management Accounts.	
4.2	NC stated that there is not much change from the month 5 accounts. The 6+6 forecast will be more informative in terms of looking at projects, and staffing spend.	
4.3	<b>The Executive Team noted the September Management Accounts</b>	
5.0	<b><u>AOB</u></b>	
5.1	JS advised that 99% of primary legislation on <a href="http://legislation.gov.uk/">http://legislation.gov.uk/</a> is now up to date with changes made by subsequent legislation.	
5.2	PD stated that the Major Incident Management Team are preparing for the power outage on 27 October.	
5.3	PD noted that the Embedded learning space tender is out.	
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:** 30 October 2019

**Attendees:**

Jeff James (JJ-Chair)	TNA	Pauline Moore (PM)	TNA
Paul Davies (PD)	TNA	Media Manager (MM)	TNA
Val Johnson (VJ)	TNA	Sam Whaley (SW)	TNA
Caroline Ottaway–Searle (COS)	TNA	Trish Humphries (TH – Minutes)	TNA

**Apologies:** John Sheridan (JS), Neil Curtis (NC), 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 16 October 2019 were reviewed and approved.	
1.3	Executive Team reviewed and updated the Action Log.	
2.0	<b><u>6 + 6 Forecast</u></b>	
2.1	Exec Team discussed the 6 + 6 budget forecast.	
2.2	A summary of current funding allocation bids was given, which provided some clarity.	
2.3	Part of the anticipated overspend was due to additional costs regarding the boiler replacement project, but it was agreed that this was overdue and should still go ahead.	
2.4	A number of projects being considered or in progress were discussed.	
2.5	Boiler replacement project – purchase of new boilers to go ahead, but review timetable in case installation could be deferred to next financial year.	
2.6	It was agreed that overall, a balanced forecast could be provided to the Board.	
3.0	<b><u>AOB</u></b>	
3.1	MM provided an update on the recent press release regarding the new government backed programme 'Towards a National Collection' which provides £19 million funding for research and development involving the Independent Research Organisations, of which The National Archives is one.	
3.2	The proposed date for the annual December press event was discussed in light of the possible general election.	
3.3	The Exec Team was pleased to note the excellent work being undertaken by the Education team, specifically with regard to the number of new partnerships and collaborations being set up and looked forward to receiving more information.	
3.4	<b>There being no further business, the meeting was brought to a close.</b>	