

**Title:** Executive Team Meeting

**Date of Meeting:** 6 November 2019

**Attendees:**

Paul Davies (PD- Chair)	TNA	Kristen Dilworth (KD - Minutes)	TNA
Caroline Ottaway–Searle (COS)	TNA	Clarissa Angus (CA)	TNA
Val Johnson (VJ)	TNA	Head of Collections and Audience Insight (HCAI)	TNA
Neil Curtis (NC)	TNA	Digital Development Manager (DDM)	TNA
Jeff James (JJ)	TNA	Senior Project Manager (SPM)	TNA
Lucy Fletcher (LF)	TNA	Shona Lowe (SL)	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 30 October 2019 were reviewed and approved.	
1.3	Executive Team reviewed and updated the Action Log.	
2.0	<b><u>Corporate Risk Register</u></b>	
2.1	The Executive Team were asked to review the Corporate Risk Register and the current risk scores ahead of being presented to the National Archives Board meeting on 21 November.	
2.2	The Executive Team reviewed and discussed the Corporate Risk Register.	
2.3	Action: PD to collate agreed changes and update document.	PD
2.4	The Executive Team agreed the Corporate Risk Register subject to agreed changes being incorporated.	
3.0	<b><u>A Digital Capacity Building Strategy for Archives</u></b>	
3.1	The Executive Team were asked to approve 'Plugged in, Powered up: A Digital Capacity Building Strategy for Archives'.	

3.2	DDM explained that is a ground breaking three-year programme that seeks to equip archivists and archive services with the knowledge and the practical know how that they require to tackle digital preservation.	
3.3	DDM stated that the strategy focuses on four main areas of digital work: engagement, access, preservation and skills/knowledge. It commits The National Archives to deliver a number of key actions in each of these areas. It also urges the sector to undertake actions such as working with civic tech organisations, making digital work and training a strategic priority and diversifying their volunteer pools.	
3.4	DDM noted that it would make a transformative difference by raising the profile and the importance of managing digital records across the archive sector.	
3.5	DDM advised that the first cohort of 'Archives School' students have been recruited and the programme begins November 1st.	
3.6	DDM explained that the Digital Archives Learning Exchange (DALE) has launched and held two successful meetings in Newcastle and here at Kew, it will meet regularly off and online to share skills and best practice.	
3.7	The Executive Team gave their support to launch the strategy at DCDC next week.	
4.0	<b><u>Diaries / AOB</u></b>	
4.1	MM advised that the General Election guidance for staff has been published on Narnia.	
4.2	<b><u>There being no further business, the meeting was brought to a close.</u></b>	

**Title:** Executive Team Meeting

**Date of Meeting:** 12 November 2019

**Attendees:**

Paul Davies (PD- Chair)	TNA	Kristen Dilworth (KD - Minutes)	TNA
Caroline Ottaway–Searle (COS)	TNA	Clarissa Angus (CA)	TNA
Lucy Fletcher (LF)	TNA	Exhibition & Interpretation Manager (EIM)	TNA
Neil Curtis (NC)	TNA	Steve Burgess (SB)	TNA
Jeff James (JJ by phone for items 3-7)	TNA	Interpretation Developer (ID)	TNA
Val Johnson (VJ left )	TNA	Tom Gregan (TG)	TNA
		Darren Austin (DA)	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 6 November 2019 were reviewed and approved.	
1.3	Executive Team reviewed and updated the Action Log.	
2.0	<b><u>With Love</u></b>	
2.1	The Executive Team was asked to agree progressing the current proposal for the With Love exhibition in February 2020.	
2.2	SB explained that the With Love season would be bookended by LGBT+ history month in February and Pride in July, take in Valentine's Day, and allow us to create a full programme of diverse, joyful events – including offers for family audiences in the half term and Easter holidays.	
2.3	EIM advised that having scoped the exhibition in discussion with Collections Expertise and Engagement (CEE) and Marketing & Communications (M & C) and held two all-staff drop-in sessions, they have arrived at a narrative and design concept they would now like to progress	
2.4	SB stated that the exhibition would forge new connections between our collections and visitors with a display of love letters that span five hundred years and explore different notions and expressions of love.	
2.5	The Executive Team were supportive and signed off the proposal.	
3.0	<b><u>Offsite Storage Contract</u></b>	
3.1	The Executive Team were asked to approve the award of two Offsite Records Storage & Retrieval Contracts to the preferred Supplier for each.	
3.2	DA explained that the tender was in two lots, one for the current collection stored at the moment in Deepstore, and then new accessions.	
3.3	The Executive Team approved the contract awards but noted that the Contract award notification should be after the Purdah period.	
4.0	<b><u>BDO Progress Report</u></b>	
4.1	The Executive Team was asked to approve the Progress Report for presentation to the Audit and Risk Committee on 5 December 2019.	
4.2	The Executive Team reviewed the report	
4.3	Action: IG to give feedback to BDO	IG

4.4	The Executive Team approved the Progress Report for presentation to the Audit and Risk Committee.	
5.0	<b><u>Internal Audit Recommendations update</u></b>	
5.1	The Executive Team was asked to review the status of the attached internal audit recommendations update	
5.2	The Executive Team reviewed and discussed the report.	
5.3	The Executive Team noted update ahead of the December Audit and Risk Committee.	
6.0	<b><u>6+6 Sign off / October Financials</u></b>	
6.1	The Executive Team reviewed and approved the revised 6 + 6 forecast.	
6.2	PM took the Executive Team through the October 2018 Management Accounts.	
6.3	The Executive Team noted the October 2018 Management Accounts.	
7.0	<b><u>Commercial Strategy update</u></b>	
7.1	The Executive Team were asked to review, discuss and offer amendments to the draft paper for submission to the upcoming Board meeting.	
7.2	The Executive Team approved the update, subject to a number of amendments being incorporated, ahead of submitting to the Board.	
8.0	<b><u>Diaries / AOB</u></b>	
8.1	COS gave an update on the meeting at the British Film Institute Archive in Berhamstead with British Film Institute and The National Archives staff.	
8.2	<b><u>There being no further business, the meeting was brought to a close.</u></b>	

**Title:** Executive Team Meeting

**Date of Meeting:** 27 November 2019

**Attendees:**

Lucy Fletcher – (LF –Chair)	TNA	Trish Humphries (TH - Minutes)	TNA
Caroline Ottaway–Searle (COS)	TNA	Clarissa Angus (CA)	TNA
Paul Davies (PD)	TNA	Jone Garmendia (JG – Item 2)	TNA
Neil Curtis (NC)	TNA		
Jeff James (JJ)	TNA		
Val Johnson (VJ)	TNA		

John Sheridan (JS)			
--------------------	--	--	--

**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 12 November 2019 were reviewed and approved.	
1.3	Executive Team reviewed and updated the Action Log.	
2.0	<b><u>Project Omega</u></b>	
2.1	JS and JG outlined the background to the proposed project, which related to a possible replacement of the current system used to manage the catalogue, PROCAT Editorial.	
2.2	The project would be a 12-16 week technical investigation to review requirements and provide an opportunity to assess what kind of editorial system would be needed to manage content going forward.	
2.3	The Executive Team was broadly supportive of the proposal, but requested an interim update at the end of January 2020, when there may be sufficient information to begin discussions on possible budget provision for a replacement system.	
2.4	The Executive Team also requested a short strategic paper clarifying which current systems were involved and how they integrated.	
2.5	Action: Update on Project Omega to be brought to Executive Team in January.	JS 01/20
2.6	Action: Strategic paper to be circulated to Executive Team.	
3.0	<b><u>Bridging the Digital Gap</u></b>	
3.1	VJ gave an update on the progress of the Bridging the Digital Gap programme, which was currently overseen by an externally funded programme manager at 0.6FTE.	
3.2	Given the recruitment challenges experienced, it was proposed to increase the post to a full time, fixed term contract until March 2022, with the programme management part of the role remaining at 0.6 and the remainder of the hours to be spent on the next iteration of the funded skills programme. This latter part of the post would be funded by TNA.	

3.3	The Executive Team acknowledged the recruitment challenges relating to this post as originally set at 0.6FTE and it was agreed that future funding bids should take this into account when staff resourcing was being considered.	
3.4	Executive Team approved the change.	
4.0	<b><u>Diaries / AOB</u></b>	
4.1	The Executive Team discussed the importance of continued awareness of the application of the Civil Service Code to all staff in the context of the forthcoming General Election. It was agreed that a timely reminder be sent to staff about adherence to the Code, particularly during this Purdah period.	
4.2	<b><u>There being no further business, the meeting was brought to a close.</u></b>	