

Title: Executive Team Meeting

Date of Meeting: 12 December 2018

Attendees:

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| John Sheridan (JS - Chair) | TNA | Kristen Dilworth (KD - minutes) | TNA |
| Neil Curtis (NC) | TNA | Pauline Moore (PM) | TNA |
| Caroline Ottaway-Searle (COS) | TNA | David Harding (DH) | TNA |
| Paul Davies (PD) | TNA | Irene Griffin (IG) | TNA |
| Lucy Fletcher (LF) | TNA | Steve Burgess (SB) | TNA |
| Jeff James (JJ) | | Customer Insight Officer (CIO) | TNA |
| | | Customer Insight and Data Lead (CIDL) | TNA |
| | | Principal Records Specialist – Contemporary (PRSC) | TNA |
| | | Head of Standards and Improvement (HSI) | TNA |
| | | Malcolm Todd (MT- items 10-14) | TNA |

Apologies: Val Johnson (VJ)

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| 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 28 November 2018 were reviewed and approved subject to some minor amendments. | |
| 1.3 | The action log was reviewed and updated. | |
| 2.0 | <u>Financials</u> | |
| 2.1 | Executive Team was asked to note the November 2018 Management Accounts. | |
| 2.2 | PM presented the November financials which reported a bottom line overspend of £33k against the 6+6 forecast, representing £3k movement since last month. This is the net impact of several items; looking ahead additional income is anticipated at 9+3. | |
| 2.3 | Executive Team noted the November 2018 Management Accounts. | |

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| 3.0 | <u>Vacancy Update</u> | |
| 3.1 | PM advised that the Finance team would be reviewing the plans for recruitment to vacancies over the next few weeks. | PM |
| 3.2 | PM stated that she would send a report to update Executive Team on the current funded vacancy position across the organisation after the meeting. | |
| 3.3 | The Executive Team were asked to review their vacancies and consider plans for recruitment of posts not yet with the Recruitment team. | |
| 4.0 | <u>6 + 6 Underspend Reallocation update</u> | |
| 4.1 | The Executive Team were asked to note the update on the 6+6 funding allocation. | |
| 4.2 | PM explained that all schemes were reported to be on track for delivery, and there was scope to expand some schemes if funds became available. | |
| 4.3 | PM stated that further work is needed to determine the 'cashable' reductions that can be made to 2019/20 budget from the schemes that included income or savings. | |
| 4.4 | NC advised that regular meetings between Finance and Procurement are scheduled to minimize delays in spend. | |
| 4.5 | The Executive Team requested regular updates after the meetings. | |
| 5.0 | <u>Early Look at 2019/20 Budget</u> | |
| 5.1 | PM explained that the finance team would refine a draft position so that discussions on our options can commence ahead of the normal timeframe, given the size of the challenge. | |
| 6.0 | <u>November Dashboard</u> | |
| 6.1 | The Executive Team were asked to review and approve the November Dashboard. | |
| 6.2 | NC discussed visits to the website – there is a significant 'other' category, and we need to be clear what this means. | |
| 6.3 | IG questioned what information the Executive team find useful in the graph. | |
| 6.4 | JS suggested having an appendix for the other page views. | |
| 6.5 | The Executive Team also discussed the metrics around the new arrangements for Government departments to request documents one month into the new arrangements. | |
| 7.0 | <u>Suffrage – Lessons Learned</u> | |

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| 7.1 | The CIDL and the CIO presented the feedback on the Suffrage vs The State exhibition. Overall this showed the exhibition was very well received, and attracted a proportion of new visitors to site. | |
| 7.2 | The CIDL also talked about the formative evaluation that had been completed in preparation for Cold War exhibition. | |
| 8.0 | <u>Cold War-update</u> | |
| 8.1 | SB and the PRSC presented the concept for the exhibition, and the programme, showing how they had responded to feedback from both the suffrage exhibition, and the formative evaluation. | |
| 8.2 | SB stated that the Cold War exhibition season would run from 4 April until mid-November. | |
| 8.3 | SB explained that the exhibition will be accompanied by a series of high profile events, including a talk from Dame Stella Rimington, former Director General of MI5, who will discuss her career in government and subsequent success as a writer. | |
| 8.4 | The Executive team expressed their thanks to SB and the PRSC and gave their full support to the exhibition. | |
| 9.0 | <u>IM and Cloud based team collaboration tools</u> | |
| 9.1 | PD presented the paper which showed the extent to which these tools are being used within the organisation, and the potential risks. The view is that these tools will continue to be used, but staff need to be made aware that anything they write, in whatever format, including personal systems is potentially disclosable under FOI. | |
| 9.2 | PD said he would send some reminder comms out to all staff. | |
| 10.0 | <u>PRO 30 Deposited Collections Briefing</u> | |
| 10.1 | PG gave a short briefing on three privately deposited collections in the PRO 30 series. | |
| 11.0 | <u>AOB</u> | |
| 11.1 | JJ stated that there is a possibility that The National Archives would host the spring International Council on Archives governance meetings in 2020. | |
| 11.2 | There being no other business the meeting was brought to a close. | |