

**Title:** Executive Team Meeting

**Date of Meeting:** 14 November 2018

**Attendees:**

Caroline Ottaway- Searle (COS - Chair)	TNA	Patrick Mallett (PJM - minutes)	TNA
Neil Curtis (NC)	TNA	Louisa Green (LG)	TNA
Lucy Fletcher (LF)	TNA	Julie Taylor (JT)	TNA
Jeff James (JJ – from item 2 onwards)	TNA	David Harding (DH)	TNA
John Sheridan (JS - from item 4 onwards)	TNA	Irene Griffin (IG)	TNA
	TNA	Malcolm Todd (MT)	TNA

**Apologies:** Val Johnson (VJ), Paul Davies (PD)

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		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 31 October 2018 were reviewed and approved subject to some minor amendments.	
1.3	The action log was reviewed and updated.	
2.0	<b><u>Review of Brand Architecture</u></b>	
2.1	Executive Team was asked to note an outline of the process for a 'brand review' and to approve the approach outlined. There is a need to create a graphic identity for The National Archives Trust, and consider a refreshed identity for The National Archives. Redistribution of funding at the 6+6 forecast allows progress to be made this financial year.	
2.2	Executive Team were advised that the work to get a look and feel for the refresh would be undertaken this year with roll out next financial year.	
2.3	Executive Team noted that this review fitted well with plans for Project Welcome.	
2.4	Executive Team agreed that staff needed to be engaged.	

2.5	The National Archives will work closely with The National Archives Trust's Board of Trustees as appropriate throughout the development process.	
2.6	The scale of additional work that would be required to roll out changes to brand online was noted.	
2.7	<b>Executive Team noted and approved plans and requested views were sought from our Board at an appropriate point.</b>	
2.8	<u>Post meeting update</u> – Executive Team to approve initial design proposal in late February early March ahead of being shown to Board.	
3.0	<b><u>Dashboard</u></b>	
3.1	The Executive Team was asked to note the Corporate Dashboard for the month of October 2018.	
3.2	Executive Team discussed a new metric on the Dashboard from next month, measuring TNA's success in reducing the number of misplaced records while on loan to government departments.	
3.4	<u>Action:</u> IG to circulate suggested areas to measure and track (misplaced records) for consideration, comment and rationalisation. Update – completed.	IG
3.5	<u>Action:</u> IG to flag issue around the measurement of records ingested into DRI with the Head of Digital Archiving and report back to Executive Team. Due 12/12/18	IG
3.6	Executive Team agreed that, Digital Services Activity - monthly page views, the 'other line should be re-named 'visits to website'.	
3.7	Executive Team noted that visitor numbers were being under reported and that work was ongoing to improve the measurements.	
3.8	<b>The Executive Team noted the Corporate Dashboard for the month of October 2018.</b>	
4.0	<b><u>Spending Review (SR19)</u></b>	
4.1	Executive Team was asked to agree a number of proposals relating to planning for the Spending Review due to take place in 2019.	
4.2	NC updated Executive Team on planning for the SR19 submission.	
4.3	Executive Team agreed plans and the next steps were noted.	
5.0	<b><u>The National Archives EU Dependencies and Relationships</u></b>	
5.1	Executive Team was asked to review and discuss the EU Interdependencies and Relationships grid and to consider if any areas of identified risks warrant an entry on the Corporate Risk Register.	

5.2	JJ noted that we were well prepared in terms of our main obligations in relation to the plan to leave the European Union.	
5.3	<u>Action:</u> PD to work alongside the Private Office team to further develop the EU Interdependencies and Relationships document. Due 28/11/18	PD / LG
6.0	<b><u>AOB</u></b>	
6.1	<u>The National Archives Shop</u> – Executive Team noted that The National Archives Shop had been performing well and thanked the Retail Team for all their hard work.	
6.2	<u>Kids in Museums</u> - COS informed that Kids in Museums Takeover Day was taking place on Friday 23 November.	
6.3	<u>Stakeholder engagement</u> – JJ highlighted the importance of sharing intelligence internally around stakeholder engagement.	
6.4	<u>DCMS Chairs and CEOs’ group meeting</u> – JJ gave a readout of the recent meeting.	
6.5	<u>Action:</u> LG to send DCMS Chairs and CEOs’ group meeting agenda to Directors. Due 28/11/18	LG
6.6	<b>There being no other business the meeting was brought to a close.</b>	

**Title:** Executive Team Meeting

**Date of Meeting:** 28 November 2018

**Attendees:**

Lucy Fletcher (LF - Chair)	TNA	Patrick Mallett (PJM - minutes)	TNA
Neil Curtis (NC)	TNA	Louisa Green (LG)	TNA
Caroline Ottaway- Searle (COS)	TNA	Pauline Moore (PM)	TNA
Paul Davies (PD)	TNA	Lee Oliver (LMO)	TNA
	TNA	Marketing Manager (MM)	TNA
		Media Manager (MeM)	TNA

**Apologies:** Val Johnson (VJ), Jeff James (JJ), 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 14 November 2018 were reviewed and approved subject to some minor amendments.	
1.3	The action log was reviewed and updated.	
2.0	<b><u>Financials</u></b>	
2.1	Executive Team was asked to note the October 2018 Management Accounts.	
2.2	Executive Team noted the agreed reallocation of the underspend and that consideration needed to be given to the best way to manage this through to year end.	
2.3	Executive Team agreed there was a requirement to continue to monitor and manage closely both Capital and Revenue spend and sought clarity on the vacancy position across the business.	
2.4	<u>Action:</u> PM to update the Executive Team on 6+6 underspend reallocation. Due 12/12/18	PM
2.5	<u>Action:</u> PM and PD to update Executive Team on the current vacancy position across the organisation. Due 12/12/18	PM / PD
2.6	<b>Executive Team noted the October 2018 Management Accounts.</b>	
3.0	<b><u>Corporate Risk Register</u></b>	
3.1	Executive Team was asked to review the Corporate Risk Register.	
3.2	Executive Team agreed to add a 'No Deal EU Exit' risk to the Corporate Risk Register.	
3.3	<u>Action:</u> PD requested directors review and update as necessary any risk they owned on the Corporate Risk Register. Due 3/12/18	PD
3.4	<b>Executive Team noted the Corporate Risk Register.</b>	
4.0	<b><u>Extended opening trials 2018 – 2019</u></b>	
4.1	Executive Team was asked to note the outcome of the trial undertaken in 2018, and to approve the recommendations for a new trial in 2019.	
4.2	LMO advised Executive Team on the 'late nights' trial that took place in May and June 2018.	
4.3	MM advised on proposals for extended opening from April to November 2019 which would involve opening hours and be linked to our Cold War season and exhibition.	
4.4	<b>Executive Team supported plans and requested further detailed plans to be brought back to Executive Team for discussion.</b>	

4.5	<u>Action:</u> Extended opening trials 2018 – 2019 detailed plans to be submitted to Executive Team. Due 16/01/18	LMO / MM
5.0	<b><u>AOB</u></b>	
5.1	<u>Kids Takeover day</u> - COS advised this had been a great success. The feedback from the school was excellent, and we had great social media coverage – including a retweet from Twitter. Executive Team thanked all those involved in the event for their hard work.	
5.2	<u>Family Search</u> – COS noted that we are preparing for the departure of the Latter Day Saints Family Search presence from our reading rooms.	
5.3	<u>Media Event</u> – MeM said that the Media Team are facilitating a media event on Wednesday 12 and Thursday 13 December. The event includes files from the Cabinet Office.	
5.4	<b>There being no other business the meeting was brought to a close.</b>	