

Minutes

Title: Executive Team Meeting

Date of Meeting: 5 August 2015

Location: Blue Room, 1st Floor, Kew

Attendees:

Jeff James (JJ – Chair)	TNA	Patrick Mallett (PJM - minutes)	TNA
Mary Gledhill (MG)	TNA	Sam Whaley (SW)	TNA
Caroline Ottaway-Searle (COS)	TNA	David Sawyer (DS)	TNA
Clem Brohier (CB)	TNA	Finance Business Partner	TNA
Carol Tullo (CT)	TNA	Deputy Corporate Planner and Transformation Manager	TNA
Valerie Johnson (VJ)	TNA	Paul Davies (PD)	TNA
		Jane Craigie-Payne (JCP)	TNA
		Resourcing Manager	TNA

Apologies: none

		Action
1.0	<u>Minutes and Matters Arising</u>	
1.1	The minutes of the previous meeting held on the 29 July 2015 were reviewed and approved.	
1.2	There were no conflicts of interest declared.	
2.0	<u>June Financials / 3 + 9</u>	
2.1	DS took the Executive Team through the June finance report.	
2.2	CB noted that while underspends and overspends were anticipated there was confidence in the year end position as we have adequate time to adjust.	
2.3	CT asked DS to check the Digital Transfer Processes EBC was in the correct budget.	
2.4	DS then took the Executive Team through the 3+9 forecast.	
2.5	Estates are reviewing their spend profile to see if any capital projects could be brought forward from next year with a corresponding reduction in	

	maintenance spend.	
2.6	Earned income is lower than budget and the corporate vacancy management is currently achieving the targets set.	
2.7	Action: DS to share the 3+9 forecast executive summary with Board members.	DS
2.8	Action: DS to prepare a paper for Executive Team outlining certain income scenarios.	DS
2.9	JJ noted that although the Data Centre and Network infrastructure projects were currently under budget they were forecasting to overspend.	
2.10	CB said that the forecast was a worst case scenario and that the infrastructure was now in place and it was the transfer that was ongoing. A lessons learned report was planned and a governance team is in place to manage continued work.	
2.11	Action: CB to present an update for discussion at Executive Team in mid September 2015.	CB
2.12	The Executive Team noted and approved the June Financials and the 3 + 9.	
3.0	<u>Q1 Dashboard</u>	
3.1	The Dashboard is a monthly reporting and monitoring mechanism for the Executive Team. The Executive Team is being asked to note and approve ahead of publication on our intranet.	
3.2	The Dashboard provides an easy reference of how the Performance Indicators for The National Archives have performed in the month and alerts the Executive Team to those where achievement is under threat and where some remedial action may be necessary.	
3.3	The Executive Team reviewed the metrics.	
3.4	<u>Documents delivered – Online:</u> VJ suggested it may be useful to compare our figures to those of other organisations operating in similar spaces.	
3.5	JJ noted the difficulties involved in choosing the correct measurements that would allow useful comparisons to be made.	
3.6	<u>Document Delivery times:</u> Deputy Corporate Planner and Transformation Manager stated that 97.45% of documents were delivered within our 60 minute target.	
3.7	<u>Number of unapplied amendments:</u> CT stated that she was confident the December deadline was achievable.	

3.8	<u>Visits to Discovery</u> : JJ highlighted the figure for visits to records descriptions held by other archives was higher than visits to records descriptions held by The National Archives and advised that this highlighted the importance of the leadership role we played in the wider archive sector.	Deputy Corporate Planner and Transformation Manager / PD
3.9	<u>Action</u> : Deputy Corporate Planner and Transformation Manager / PD to work with senior managers in ASD to condense the number of reported metrics in order to remove any duplication.	
3.10	It was noted that the presentation of the metrics by audience, mirroring the Business Plan, worked well.	
3.11	PD said that he was conscious of the large number of metrics featured in this report and work would continue on a top level summary sheet.	
3.12	The Executive Team noted and approved the June Dashboard.	
4.0	<u>Q1 Business Priorities</u>	PD
4.1	Executive Team were asked to note and approve the 2015-16 Business priorities Q1 report.	
4.2	PD took the Executive Team through the Business Priorities and their RAG status.	
4.3	<u>Number 14</u> – (We will work with the British Fashion Council and other relevant partners to raise awareness of the Design Collection....): MG advised that recruitment to a key role had proved very challenging and this priority had been placed on hold to allow the team to progress other areas of work.	
4.4	JJ noted that this decision would be discussed at the forthcoming Audit Committee.	
4.5	<u>Number 21</u> - (We will use a wide range of events, publications, partnerships and other engagement opportunities to demonstrate the value, needs and impact of archives): JJ noted that the status would move to green by year end and thus it's current red status seemed too finite.	
4.6	<u>Action</u> : Q1 milestone progress to change to amber red, Year End to change to green.	
4.7	<u>Number 22</u> – (We will support archives of all kinds to maintain and develop the capacity, skills and services needed to preserve our archival heritage and meet the diverse needs of archive users):	
4.8	<u>Action</u> : Part (a) of the goal 'by March 2016' to be removed as this is already also contained in Number 27 (We will develop new collections...).	
4.9	<u>Number 25</u> – (We will review the training and advice we offer to the wider archives sector on the management and care of their collections):	

4.10	<u>Action:</u> PD to investigate this priority's superseded status.	PD
4.11	<u>Number 28</u> – (Through our 'Unknown Treasures' project we will further tackle our cataloguing backlog, sorting and making available in Discovery enhanced descriptions of medieval and early modern files):	
4.12	VJ noted that with circumstances having changed, she would discuss with Jone Garmendia, the project lead, options for successful completion of this project.	
4.13	<u>Action:</u> VJ to discuss project with Jone Garmendia and to raise at Discovery content Board.	VJ
4.14	<u>Number 35</u> – (We will provide effective leadership and support to other government departments in order to address the challenges of digital record-keeping):	
4.15	CT noted that much of the work that goes into achieving this priority is covered in priorities Number 1, 4 and 5.	
4.16	<u>Action:</u> Text to be added to this priority referring back to priorities Number 1, 4 and 5.	PD
4.17	<u>Number 34</u> – (We will further enhance the Digital Records Infrastructure system and optimise our processes):	
4.18	MG advised that the teams had responded well to the challenge of achieving the necessary upgrades.	
4.19	CT highlighted the importance of having the infrastructure in place and ready to be utilised, this would facilitate us being more pro active in dealing with digital record issues in OGDs.	
4.20	PD to continue to explore a merged summary sheet of the Business Priorities report and the Expenditure Business Case report at 6+6.	
4.21	The Executive Team noted the report and agreed it subject to the changes outlined above being incorporated.	
5.1	<u>Diary Review / Any Other Business</u>	
5.2	Directors reviewed engagements of note in their diaries.	
5.3	CB updated the Executive Team on the recent, productive, CSR Senior Leadership Team workshop.	
5.4	JJ noted that CB and PD planned to meet with the Head of the Government Property Unit.	
5.5	Action: JJ requested any issues directors wished him to raise at the upcoming	All

5.6	meeting with HLF needed to be sent through to him by Monday 10 August. CB stated that CSR discussions would be necessary upon his return from annual leave.	
5.7	Action: CB, JJ and SW to meet to discuss CSR on CB's return from leave. PJM to check diaries.	CB, JJ, SW, PJM
6.0	<u>Corporate Vacancy Management</u>	
6.1	Executive Team reviewed a number of recruitment requests.	
6.2	CORE 1 – Head of Transfer - approved	
6.3	CORE 2 – Licensing Contracts Executive - approved	
6.4	CORE 3 – Security Officer - deferred	
6.5	CORE 4 – Exhibitions Manager – deferred	
6.6	CORE 5 - Head of Public History – approved	
6.7	FUNDED 1, 2, 3 - Project Conservator x 3 - approved	
6.8	JCP noted the importance of managers being clear about what roles are priorities and are being aware of the finite number of posts available.	
6.9	Action: JCP to send The Executive Team the current recruitment spreadsheet.	JCP

Minutes

Title: Executive Team Meeting

Date of Meeting: 12 August 2015

Location: Blue Room, 1st Floor, Kew

Attendees:

Jeff James (JJ – Chair)	TNA	Patrick Mallett (PJM - minutes)	TNA
Caroline Ottaway-Searle (COS)	TNA	Sam Whaley (SW)	TNA
Valerie Johnson (VJ)	TNA	Security Operations Manager	TNA

Paul Davies (PD)	TNA	Finance Business Partner	TNA
	T	Jane Craigie-Payne (JCP)	TNA

Apologies: Mary Gledhill (MG), Carol Tullo (CT), Clem Brohier (CB)

		Action
1.0	<u>Minutes and Matters Arising</u>	
1.1	The minutes of the previous meeting held on the 05 August 2015 were reviewed and approved.	
1.2	There were no conflicts of interest declared.	
2.0	<u>CPNI Security Review Report</u>	
2.1	As a Government department we are required to have physical security operations and measures, supporting infrastructure (where required), policies and processes in place that are commensurate to the current Government Threat Level.	
2.2	In February 2015 an external review was conducted of our current security operations and physical measures against the current threat level and any potential raising of the threat level.	
2.3	Also reviewed was the impact of the new Taylor Wimpey development, adjacent to the Kew site.	
2.4	PD advised that during the recent business planning exercise a contingency had been added into the Estates budget, permission was now being sought to allocate this and implement recommendations subject to Executive Team agreement.	
2.5	The review found that current security measures are generally appropriate to the current national threat level of.	
2.6	A number of recommendations were made in the report to better prepare, should the threat level rise to critical.	
2.7	The Executive Team agreed measures be adopted as part of BAU activity.	
2.8	A number of further measures were proposed.	
2.9	The Executive Team agreed that a number of additional measures would be explored.	
2.10	<u>Action:</u> JJ requested The Security Operations Manager and PD draft a CCTV options paper for review by the Executive Team.	The Security Operations Manager and PD

3.0	<u>Diary Review / Any Other Business</u>	
3.1	Directors reviewed engagements of note in their diaries.	
3.2	COS kindly agreed to produce a cascade of the meeting which could be shared with the senior teams of those directors that were currently on leave.	COS
3.3	JJ asked Directors to remind their teams that information on current international engagement needed to be sent through on spreadsheets to the CEO's Office.	All
3.4	VJ advised that an EU tender for crowdfunding for the cultural sector, including archives was currently underway.	
3.5	Action: VJ to send a link to Directors with details of the tender.	VJ
4.0	<u>Executive Team reviewed a number of recruitment requests</u>	
4.1	CORE 1 – Senior Digital Archivist – approved	
4.2	CORE 2 - Online Managing Editor – deferred, to be brought back at the beginning of September	
4.3	CORE 3 – Management Accountant (Commercial & Digital) – approved	
4.4	EBC 1 – Advisor (Charity Advisor) – deferred, to be brought back after the appointment of the new Head of ASD.	
4.5	Action: JJ requested Directors cascade that the August vacancy allocation had now been agreed.	All

Minutes

Title: Executive Team Meeting
Date of Meeting: 19 August 2015
Location: Blue Room, 1st Floor, Kew
Attendees:

Jeff James (JJ – Chair)	TNA	Patrick Mallett (PJM - minutes)	TNA
Caroline Ottaway-Searle (COS)	TNA	Sam Whaley (SW)	TNA
Valerie Johnson (VJ)	TNA	Finance Business Partner	TNA
Paul Davies (PD)	TNA	Jane Craigie-Payne (JCP)	TNA

Apologies: Mary Gledhill (MG), Carol Tullo (CT), Clem Brohier (CB)

		Action
1.0	<u>Minutes and Matters Arising</u>	
1.1	The minutes of the previous meeting held on the 12 August 2015 were reviewed and approved.	
1.2	There were no conflicts of interest declared.	
2.0	<u>Diary Review / Any Other Business</u>	
2.1	Directors reviewed engagements of note in their diaries.	
2.2	COS advised that a press event was currently underway focusing on previously top secret files from the UK Security Service.	
2.3	<u>Action:</u> PJM / COS to add a regular 'What's On' item to the Executive Team agenda at the beginning of each month with a digest of planned events for directors to review ahead of the meeting.	PJM / COS
2.4	COS noted that the Advice and Records Knowledge department planned to provide a day of internal events (Monday 24 August) including tours and workshops showcasing their work.	
2.5	COS stated that the advertisements for the Board recruitment process would go live by Monday 24 September.	
2.6	<u>Action:</u> COS to send directors a link to the microsite.	COS
2.7	VJ advised that there had been a recent successful bid for funding, from the Agincourt 600 Committee for the Arming a Medieval Knight Project.	
2.8	<u>Action:</u> VJ to confirm accounting treatment with Finance.	VJ
2.9	<u>Action:</u> VJ to discuss certain issues relating to the HCA series with COS.	VJ
2.10	JJ informed directors that Board pre meet notes needed to be sent through by noon 03 September 2015.	All
3.0	<u>Corporate Vacancy Management</u>	
3.1	Executive Team reviewed a number of recruitment requests.	
3.2	CORE 1 – Digitisation Support Co-ordinator – deferred: options for filling post to be explored.	

3.3	EBC1 - Operation War Diaries Engagement Manager – deferred, options for filling post to be explored.	JCP
3.4	<u>Action:</u> JCP to discuss with the Head of Procurement and Senior Project Manager.	
3.5	EBC 2 – Charity Archives Advisor – deferred.	
3.6	<u>Action:</u> JCP to discuss with acting Head of ASD.	JCP
3.7	There being no further business, the meeting was closed.	

Title: Executive Team Meeting
Date of Meeting: 26 August 2015
Location: Blue Room, 1st Floor, Kew
Attendees:

Jeff James (JJ – Chair)	TNA	Patrick Mallett (PJM - minutes)	TNA
Caroline Ottaway-Searle (COS)	TNA	Sam Whaley (SW)	TNA
Valerie Johnson (VJ)	TNA	Tom Gregan (TG)	TNA
Paul Davies (PD)	TNA	Document Production Coordination Manager	TNA
Mary Gledhill (MG)	TNA	Lee Oliver (LMO)	TNA
		Senior Designer	TNA
		Web Designer / Developer	TNA
		Jane Craigie-Payne (JCP)	TNA
		David Sawyer (DS)	TNA

Apologies: Carol Tullo (CT), Clem Brohier (CB)

		Action
1.0	<u>Minutes and Matters Arising</u>	
1.1	The minutes of the previous meeting held on the 19 August 2015 were reviewed and approved.	
1.2	There were no conflicts of interest declared.	
2.0	<u>DSD production trends / analysis</u>	
2.1	The Document Production Coordination Manager presented on document production figures over the last five financial years and looked at the breakdown	

	and trends of document production for government, staff and public.	
2.2	The Document Production Coordination Manager also detailed the changes that Document Services Department (DSD) have implemented within this period to influence and drive document ordering away from the on-demand service and to encourage readers and staff to plan their orders in advance. Producing documents in advance requires lower staff resource than on demand production, improving efficiency.	
2.3	TG noted that this analysis should provide increased understanding of on-site document service provision than the figures in the Dashboard currently allow.	
2.4	The Document Production Coordination Manager advised that staff on demand production had dropped dramatically from 46,000 in 2010-11 to 14,000 in 2014-15, whilst advance ordering had grown dramatically.	
2.5	The Document Production Coordination Manager stated that Government productions had remained stable over the five year period; departments were actively encouraged to view documents on site at Kew or view digital copies where available.	
2.6	JJ noted that departments viewing copies of files was not reflected in the figures. The Document Production Coordination Manager noted that there was a clear trend in the reduction of the number of documents ordered on demand. The increase in prearranged orders and on-line registration has enabled DSD to continue to provide a good level of service for the on-demand user. There is still significant scope however to further increase the number of documents ordered in advance of a visit.	
2.7	The Document Production Coordination Manager said that increasing the prominence of the advance order option when viewing catalogue entries on Discovery was one method that could increase levels of advance orders.	
2.8	<u>Action:</u> MG to raise this issue at the next Discovery Board.	MG
2.9	The Document Production Coordination Manager advised that the average document production time statistic only included documents produced on demand.	
2.10	COS commented that a metric showing both documents produced on demand and those ordered in advance would be useful.	
2.11	<u>Action:</u> TG to discuss dashboard metrics with Paul Davies.	TG / PD
2.12	The Executive Team noted the presentation.	
3.0	<u>Quarterly complaints report</u> LMO took the executive team through the outstanding complaints review recommendations.	
3.1	The Executive Team noted the report.	

4.0	<u>Website redesign – Executive Team pages</u> The Executive Team was asked to review the new design for the Executive Team pages on The National Archives' website and to provide feedback to the designers.	
4.1	The Senior Designer and the Web Designer / Developer demonstrated the new, cleaner, design to the Executive Team stating that the new layout allowed the addition of feeds and various media content to be added if required.	
4.2	The Senior Designer outlined the plan for beta testing through to replacement of the old pages once feedback had been received and acted upon.	
4.3	<u>Action:</u> JJ requested The Senior Designer check all links from the non – executive recruitment micro site click through to the correct pages over this transitional phase.	The Senior Designer
4.4	<u>Action:</u> The Senior Designer to send the Executive Team a link when we launch the beta pages.	The Senior Designer
4.5	The Executive Team thanked the team and approved the design.	
5.0	<u>Diary Review / Any Other Business</u>	
5.1	Directors reviewed engagements of note in their diaries.	
5.2	MG advised that interviews for the delivery manager role were commencing on Thursday 27 August.	
5.3	JJ updated on Non Executive Board members' recruitment.	
5.4	PD noted changes to the provision of MoJ passes.	
5.5	<u>Action:</u> PD to provide signage for the restaurant ceiling project explaining that the work is essential.	PD
5.6	The Executive Team discussed the next CSR.	
5.7	<u>Action:</u> PJM to add a CSR discussion item to the next Executive Team meeting.	PJM
6.0	<u>Corporate Vacancy Management</u>	
6.1	Executive Team reviewed a number of recruitment requests.	
6.2	FUND 1 – Support Worker – approved subject to a number of amendments / clarifications to the ATR being made:	
6.3	<u>Action:</u> JCP to seek approval from the Civil Service Commissioners' for an extension.	JCP
6.4	<u>Action:</u> JCP to ensure all dates and extension periods are clearly set out in the ATR form.	JCP

6.5	CORE1 - Network & Security Engineer – approved.	JCP
6.6	<u>Action:</u> JCP to update the ATR form for JJ to approve.	
6.7	JJ noted projects needed to be transparent, clear and understandable in order to stand up to scrutiny.	
6.8	PD advised that this project was being reviewed at the Continuous Improvement Board.	
6.9	MG noted that that Board did not report in to corporate project tracking and was therefore not a project Board.	
6.10	DS advised on the accounting treatments for this work.	PD
6.11	<u>Action:</u> PD to submit a report on the position of the project for review at Executive Team in a fortnight's time.	
6.12	There being no further business, the meeting was closed.	