

## **The National Archives' Board summary**

**22 November 2017**

The Lead Non-Executive Board member formally welcomed the new Associate Director to the Board.

### Chief Executive's and Directors update

A Non-Executive Board member said it was important that the right amount of information was provided in each update.

The Board discussed and then noted the paper.

### Corporate Report Quarter 2

#### 6+6 Forecast

The Head of Finance took the Board through the key aspects of the forecast and stated that the management of spend by budget holders across the business was well controlled.

The Board acknowledged all the work that goes in to ensuring that we land on budget.

#### **The Board noted the 6+6 Forecast.**

#### October Financial Report

The Head of Finance took the Board through the key points in the report.

#### **The Board noted the October management accounts**

#### Pay Project- update

The Operations Director updated the Board on progress with the Pay Project noting that constructive discussion was ongoing with the TUS.

#### **The Board noted the update.**

#### Civil Service Staff Engagement Survey – first look

The Operations Director explained that this was a first look and the fuller slide pack would be viewed at the December Board.

A Non-Executive Board member requested for some definitive actions to be outlined as a result of the survey.

A Non-Executive Board member advised that while the Board could note the results and the planned actions it was the Executive Team's responsibility to push forward and progress this.

#### **The Board noted the results.**

## Developing our Future Workforce – Future Plans

The Board was asked to note and discuss the options appraisal document, note and discuss the recommended option, endorse the Executive Team's selected option and agree the proposed next steps.

The Operations Director said that this was never intended as a complete solution for the medium to longer term as we have decided to plan up to but no further than the end of the current CSR.

A Non-Executive Board member advised that proper and robust governance needed to be in place to ensure that the necessary procedures are followed. Decisions needed to be reached in an open and transparent manner using the relevant information.

The Operations Director advised that from the outset of the Resource Realignment project we had been clear that we would consider a Voluntary Exit scheme if the money became available, we will be open with the organisation and explain that the plan is not progressing as intended thus needing this intervention.

**The Board noted the options appraisal document, noted and endorsed the recommended option and agreed the proposed next steps**

## Any Other Business

**There being no other business the meeting was drawn to a close.**