The National Archives’ Board summary

17 January 2018

Executive Team Update

The Board was asked to note and discuss the January Executive Team update.

A non-executive Board member commented that after various iterations we have arrived at something that was useful and very well organised.

The Board noted the January Executive Team update.

Corporate Report

The Board was asked to note a number of reports.

Financial Report

The Head of Finance took the Board through the report, the December Report was due to be reviewed and formally noted at Executive Team next week after which it would be circulated to the Board.

The Lead Non-executive Board member suggested that it would be preferable to send the monthly reports to the Board at the same time as they were distributed to the Executive Team, in order not to delay distribution. Any revisions or comments made by the Executive Team could then be provided separately to the Board. This was agreed.

The Board noted the update.

Business Priorities update

The Operations Director took the Board through the Business Priorities update.

Action: The Board to be updated on issues relating to Legislation and Brexit at the February Board.

The Board noted the update.

Corporate Dashboard

The Operations Director took the Board through the December (Q3) Corporate Dashboard no issues or concerns were raised.

The Board noted the Dashboard.

Voluntary Exit (VE) – update

The Operations Director updated the Board on how the VE scheme was progressing.
The Lead Non-executive Board member advised the Board that they had participated in the VE Selection Panel earlier that day noting that the Board should be content that the process was fair and had been adhered to.

The Chief Executive and Keeper stated that we needed to focus on the positive message of the things we would be able to achieve as an organisation after these changes while understanding that large organisational change would have an unsettling effect on some.

The Operations Director noted that part of Developing our Future Workforce project, the Culture work-stream, continued with the aim of making positive changes to our working practices.

The Operations Director explained that we would progress the Pay Project work which would necessarily be linked to Developing our Future Workforce.

**The Board noted the update.**

**Annual report and accounts: refreshing the process and design**

The Board was asked to note the fresh approach to the drafting, production and design of the annual report and accounts.

The Board was shown a preview of the new format and explained the thinking behind and the benefits to be gained from the new approach which was a web based interactive experience.

The Lead Non-executive Board member applauded the innovative and radically changed approach.

Non-executive Board Member and Chair of the Audit and Risk Committee advised that this online gateway was an important means of showcasing The National Archives and taking users to the relevant pages of our web site.

**The Board noted and supported the new approach.**

**Commercial Strategy – update**

Finance and Commercial Director noted that the Board ratified the Commercial Strategy in June 2017. The Board was asked to note progress 7 months on.

Finance and Commercial Director said that good progress had been made but there were areas that were challenging.

The Chief Executive and Keeper stated that consideration was being given to how best we can use our site and provide attractive offers for the use of space that would generate income.

Finance and Commercial Director explained that further work was needed in a number of areas, improved Business Development, better use of our current resource, clear targets to aim for and a better understanding of what we can afford to do and what we will have to not do.

**The Board noted the update.**

**Board vacancy**

The Lead Non-executive Board member thanked the former Non-executive Board member, for their contribution to The National Archives.
The Board discussed the plans for Non-executive Board member recruitment.

Any Other Business

The Operations Director updated on Strategic Business Priority planning, advising that we have urged our Senior Leadership team to work on strategy as a team breaking down silos and to be ambitious in their thinking.

There being no further business, the meeting was closed.