Date of Meeting: 3 August 2023 at 10.00am	Location: Swan Room & Video Conference (VC)	THE	
Title: Executive Team Meeting		NATIONAL	
		ARCHIVES	

PRESENT	
Lucy Fletcher (LF) – Chair – Director of Public Access & Government Services	**Also in attendance**
Emmajane Avery (EJA) – Director of Public Engagement & Sector Leadership	Darren Austin (DA) – Head of Procurement, Project Delivery & Contract Management
Neil Curtis (NC) – Chief Operating Officer	Asha Bagayat (AB) – Head of Governance
Jeff James (JJ) – Chief Executive & Keeper	Matthew Bell (MB) – Head of Legislation Services
Gemma Maclagan Ram (GMR) – Research & Commercial Development Director	Helen Farmer (HF) – Interim Head of CEO's Office
Andrea Metcalf (AM) – Director of People, Inclusion & Change	Strategy, Governance & Gazette Manager
John Sheridan (JS) – Digital Director	Governance Coordinator (Minutes)

Minutes

1. **Apologies & Declaration of Interests**

    1.1.   No apologies for absence were received.

    1.2.   There were no declarations of interest.

2. **Minutes, Action Log and Matters Arising**

    2.1.   The Executive Team (ET) reviewed the minutes of the meeting held on 27 July 2023, which were approved with minor amendments.

    2.2.   ET reviewed and updated the Actions Log.

3. *Gazette* **Procurement**

    MB, DA and the Strategy, Governance & Gazette Manager joined the meeting.

    3.1.   JS introduced the item, explaining that the *Gazette* business had grown steadily over recent years, and asked ET to review its approach to governance and spend controls as set out in the paper and annexes, including an Outline Business Case.

    3.2.   ET discussed the procurement process and the criteria used to value concession contracts in Outline Business Cases.

    3.3.   **Decision:** ET noted the paper and approved the approach to procurement, including the proposed Outline Business Case, and the governance

arrangements for the *Gazette*.

3.4. **Action:** DA to work on a paper on *Gazette* governance and contracts to present for discussion by the Board.

MB, DA and the Strategy, Governance & Gazette Manager left the meeting.

4.   Other Business and Forward Agenda

Board strategy day

4.1. ET discussed the agenda for the upcoming Board strategy day in September.

Estates update

4.2. Lucy Fletcher would act as temporary representative of the Executive on the Major Incident Management Team the following week, due to planned absences by the usual representatives.

Meeting venue

4.3. JS enquired about an appropriate venue to host a business meeting about the Gazette.

Newcastle Visit

4.4. EJA informed ET that a visit to Newcastle regarding a potential collaborative education project had been positive.

5.   For information and noting items

5.1. ET noted the Corporate Reporting Schedule.

There being no further business, the meeting was brought to a close at 11.00.

Date of Meeting: 17 August 2023 at 10.00am	Location: Swan Room & Video Conference (VC)	THE
Title: Executive Team Meeting		NATIONAL
		ARCHIVES

PRESENT	
Emmajane Avery (EJA) – Chair – Director of Public Engagement & Sector Leadership	**Also in attendance**
Neil Curtis (NC) – Chief Operating Officer	Asha Bagayat (AB) – Head of Governance
Lucy Fletcher (LF) – Director of Public Access & Government Services	Auditor, Mazars
Jeff James (JJ) – Chief Executive & Keeper	Corporate Performance Manager (via VC)
Andrea Metcalf (AM) – Director of People, Inclusion & Change	Corporate Performance Manager (via VC)
John Sheridan (JS) – Digital Director	Governance Coordinator (Minutes)
	Auditor, Mazars

Minutes

1. **Apologies & Declaration of Interests**

   1.1. Apologies for absence were received Gemma Maclagan Ram.

   1.2. There were no declarations of interest.

2. **Minutes, Action Log and Matters Arising**

   2.1. The Executive Team (ET) reviewed the minutes of the meeting held on 3 August 2023, which were approved.

   2.2. ET reviewed and updated the Actions Log.

3. **Corporate Risk Register & Issues Log**

   The Corporate Performance Managers joined the meeting.

   3.1. NC introduced the item, asking ET to review the Risk Registers and Issues Log before the September Audit & Risk Committee meeting.

   3.2. ET discussed the RAG status of the risks. The risks were evaluated relating to estates projects, industrial relations, data protection for modern records and information security.

   3.3. **Decision:** ET approved the Risk Registers and Issues Log to recommend to the Audit & Risk Committee meeting to be held on 5 September 2023, pending minor amendments to the text.

4.   Internal Audit (IA) Recommendations Tracker

4.1.   NC introduced the item and asked ET to review the IA Tracker. There were two requests for extensions and one request for withdrawal.

4.2.   ET discussed the requests.

4.3.   **Decision:** ET approved the IA Tracker to recommend to the Audit & Risk Committee meeting to be held on 5 September 2023.

5.   Internal Audit Update

5.1.   The Auditors, Mazars, joined the meeting to introduce the item. The Auditors explained that the paper gave an update on the audit plan since June. The first audit, of the Diversity, Equity and Inclusion function, was almost concluded, and findings would be discussed with the Director for People, Inclusion & Change soon. The audit on Workforce Planning had been deferred to autumn and would become advisory. Preparations for the audit on the Enterprise Resource Planning system would begin in September and start in earnest towards the end of the year.

5.2.   ET discussed the weighting of the audit schedule.

5.3.   The Auditors, Mazars, advised that although the audit of Workforce Planning would become advisory, the other modules of the audit would provide sufficient basis for an audit opinion, as they would remain assurances.

5.4.   **Decision:** ET noted the update and thanked the Auditors for their work thus far.

The Auditors, Mazars, and the Corporate Performance Managers left the meeting.

6.   Other Business and Forward Agenda

Artificial Intelligence (AI)

6.1.   NC asked ET to consider how the organisation engaged with the risks posed by generative AI programmes.

6.2.   ET discussed how the risks posed by AI would be owned within the organisation and policy from the Competition and Markets Authority on the technologies.

6.3.   **Action:** ET to discuss with the Senior Leadership Team how the organisation might use AI programmes and potentially producing guidance for staff.

7.   For information and noting items

7.1.   ET noted the Corporate Reporting Schedule.

There being no further business, the meeting was brought to a close at 11.26.