

Date of Meeting: 12 January 2023 at 10.30am	Location: Swan Room & Video Conference (VC)	THE
Title: Executive Team Meeting		NATIONAL ARCHIVES
ATTENDEES		
John Sheridan (JS) – Chair – Digital Director	Valerie Johnson (VJ) – Director of Research & Collections	
Asha Bagayat (AB) – Head of Governance	Gemma Maclagan Ram (GMR) – Commercial Director	
Neil Curtis (NC) – Chief Operating Officer	Director of Digital, Risk & Advisory Services (BDO) (via VC for item 4)	
Lucy Fletcher (LF) – Director for Public Access & Government Services	Tina Morton (TM) – Head of Archive Sector Development (via VC for item 3)	
Corporate Performance Manager (via VC for item 4)	Aaron Smith (AS) – Corporate Services Director	
Corporate Performance Manager (via VC for item 4)	Sam Whaley (SW) – Head of Strategy & CEO's Office	
Jeff James (JJ) – Chief Executive & Keeper	Natalie Wright – Interim Governance Co-ordinator (Minutes)	

Minutes

1. Apologies & Declaration of Interests

- 1.1. Apologies for absence were received from Andrea Metcalf and Emmajane Avery.
- 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 previous meeting, held on 15 December 2022, which were approved.
- 2.2. ET reviewed and updated the Actions Log.

3. Archive Sector Leadership Model

- 3.1. VJ introduced the item. VJ explained that the paper described a renewed approach to archive sector leadership, including proposed recommendations and implications of the recommendations for the wider organisation.
- 3.2. ET discussed the paper, including advocacy for the sector, fundraising, and embedding a focus on sector development throughout departments.
- 3.3. **Decision:** ET approved the paper and recommended it to Board for the meeting on 24 January 2023, pending amendments.

- 3.4. **Action:** VJ to work on the Archive Sector Leadership action plan.

4. BDO Audit Plan 23-24 Update

- 4.1. NC explained that the audit contract was due for renewal in 2023.
- 4.2. The Director of Digital, Risk & Advisory Services (BDO) and the Corporate Performance Managers joined the meeting to introduce the item. The Director of Digital, Risk & Advisory Services (BDO) presented the Audit Plan for FY 2023/24 and proposed areas for focus.
- 4.3. ET discussed the Audit Plan and proposals.
- 4.4. **Decision:** ET approved the Audit Plan and agreed to recommend it to Audit & Risk Committee for the meeting on 2 February 2023, pending amendments.

5. Annual Report 22-23 Production Plan

- 5.1. NC introduced the item. NC presented the project plan for the Annual Report & Accounts 22-23 and the lessons learned from 21-22.
- 5.2. ET thanked the project team for their work.
- 5.3. ET discussed the project plan and the recommendations from the lessons learned.
- 5.4. **Decision:** ET approved the paper and recommended it to Board for the meeting on 24 January 2023, pending amendments.

6. Market Supplement Policy

- 6.1. AS introduced the item, explaining that the paper presented financial projections for the proposed market supplements presented to ET in late 2022.
- 6.2. ET discussed the paper.
- 6.3. NC suggested that the policy should be considered within the context of the cost of not implementing it, as losing current expertise or using contingent labour would cost the business more in the long run.
- 6.4. JJ advised that the policy should be discussed by the Board.
- 6.5. **Decision:** ET noted the policy.
- 6.6. **Action:** NC/AB to collate a paper with additional context with the HR team, to be brought for discussion at a future Board meeting.

7. Other Business and Forward Agenda

Strike Action

- 7.1. JJ stated that he had been notified of strike action by PCS union for 1st February 2023.

7.2. NC and LF said that they would coordinate a response.

October and November Management Accounts

7.3. ET approved the Management Accounts for October and November 2022, which had been circulated out-of-committee.

8. For information and noting items

8.1. ET noted the Corporate Reporting Schedule.

There being no further business, the meeting was brought to a close at 12.40pm.

Date of Meeting: 19 January 2023 at 3.10pm	Location: Swan Room & Video Conference (VC)	THE
Title: Special Executive Team Meeting		NATIONAL ARCHIVES
ATTENDEES		
Gemma Maclagan Ram (GMR) – Chair – Commercial Director	Jeff James (JJ) – Chief Executive & Keeper	
Emmajane Avery (EJA) – Director of Public Engagement	Valerie Johnson (VJ) – Director of Research & Collections	
Asha Bagayat (AB) – Head of Governance (via VC)	Helen Potter (HP) – Head of Information Rights (via VC for item 2)	
Neil Curtis (NC) – Chief Operating Officer	John Sheridan (JS) – Digital Director	
Lucy Fletcher (LF) – Director for Public Access & Government Services	Aaron Smith (AS) – Corporate Services Director	
Alex Forbes (AF) – Head of Government Services, Strategy and Engagement (via VC for item 2)	Marie Twomey-McLeod (MTM) – Head of Finance (for item 5)	
Corporate Performance Manager (via VC for item 3 & 4)	Natalie Wright – Interim Governance Co-ordinator (Minutes)	
Corporate Performance Manager (via VC for item 3 & 4)		

Minutes

1. Apologies & Declaration of Interests

- 1.1. Apologies for absence were received from Andrea Metcalf.
- 1.2. There were no declarations of interest.

2. MoD Transfer Project : Compliance & Resilience

- 2.1. HP and AF joined the meeting. LF introduced the item, explaining that the Information Commissioner's Office (ICO) had expressed an intention to make a practice recommendation that The National Archives publish an action plan regarding Freedom of Information (FOI) compliance, especially relating to requests concerning Ministry of Defence (MoD) service personnel records.
- 2.2. LF asked the Executive Team (ET) to consider a proposal to expand the MoD Service Access Team to mirror the capacity of the FOI Team and to discuss enhancing the FOI access offer.
- 2.3. ET discussed the paper and proposal, including prior modelling and the mitigations the team had enacted thus far, the possibility of reallocating current staff and external recruitment.
- 2.4. **Decision:** ET endorsed the FOI Action Plan and approved the proposal to recruit to the MoD Service Access Team 1 x Band G, 2 x Band F, 2 x Band E.

3. Corporate & Ukraine Risk Registers Review

- 3.1. The Corporate Performance Managers joined the meeting. The Corporate Performance Manager proposed moving the risks relating to Ukraine to the Directorate Risk Registers. They also introduced the formation of an Issues Log to track risks that had been realised.
- 3.2. ET reviewed and updated the Risk Registers.
- 3.3. ET discussed the proposed Issues Log.
- 3.4. ET agreed to hold the Risk Registers and Issues Log together.
- 3.5. **Decision:** ET approved the Risk Registers and Issues Log and recommended them to the Audit & Risk Committee for the meeting on 2 February 2023, pending minor amendments.

4. Q3 Business Priorities

- 4.1. NC introduced the item and requested that ET review the Q3 Business Priorities.
- 4.2. ET discussed the Q3 Business Priorities.
- 4.3. **Decision:** ET approved the Q3 Business Priorities and recommended them to Audit & Risk Committee for the meeting on 2 February 2023, pending minor amendments.

5. December Management Accounts

- 5.1. MTM joined the meeting to introduce the item. MTM outlined the financial position as at the end of December 2022.
- 5.2. ET discussed the December Management Accounts.
- 5.3. MTM advised that the Finance team was currently working on the 9 + 3 Forecast and would soon have a firmer forecast.
- 5.4. **Decision:** ET approved the December Management Accounts and recommended them to Board for the meeting on 24 January 2023.

There being no further business, the meeting was brought to a close at 4.40pm.

Note: LF circulated revised figures for item 2 out-of-committee, which were approved.

Date of Meeting: 26 January 2023 at 10.00am	Location: Swan Room & Video Conference (VC)	THE
Title: Executive Team Meeting		NATIONAL ARCHIVES
ATTENDEES		
Lucy Fletcher (LF) – Chair – Director for Public Access & Government Services	Jeff James (JJ) – Chief Executive & Keeper (via VC)	
Darren Austin (DA) – Head of Procurement, Project Delivery & Contract Management (via VC for item 4)	Valerie Johnson (VJ) – Director of Research & Collections	
Asha Bagayat (AB) – Head of Governance	Gemma Maclagan Ram (GMR) – Commercial Director	
Matthew Bell (MB) – Head of Legislation Services (via VC for item 4)	Strategy, Governance and Gazette Manager (for item 4)	
Jack Butterworth (JB) – Head of Grants & Funding (for item 3)	John Sheridan (JS) – Digital Director	
Neil Curtis (NC) – Chief Operating Officer (via VC)	Governance Coordinator (Minutes)	
Head of Archives Sector Funding (for item 3)		

Minutes

1. **Apologies & Declaration of Interests**

- 1.1. Apologies for absence were received from Andrea Metcalf.
- 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 previous meeting held on 12 January 2023 and the minutes of the special meeting held on 19 January 2023, which were both approved pending minor amendments.
- 2.2. ET reviewed and updated the Actions Log.

3. **Outward Grants to the Archive Sector**

- 3.1. JB and the Head of Archives Sector Funding joined the meeting to present a paper on Grants to the Archive Sector.
- 3.2. ET discussed the paper.
- 3.3. **Decision:** ET noted the paper.

4. **Procurement Strategy for Legislation Services and Lawmaker**

- 4.1. MB, DA and the Strategy, Governance and Gazette Manager joined the meeting. JS introduced the item, saying that the team had been reviewing

the contracts for the digital services legislation.gov and Lawmaker.

- 4.2. ET discussed the proposal and the longer-term plan for supplier engagement.
- 4.3. **Decision:** ET agreed the proposal to review procurement in the longer term.

5. Other Business and Forward Agenda

Director changes

- 5.1. NC informed the meeting that Aaron Smith, Director of Corporate Services, would be leaving The National Archives today. He thanked Aaron for his valuable contribution for the organisation over the past 18 months. NC would take over Aaron's responsibilities and becomes The National Archives' Chief Information Security Officer effective from today.

Strike action

- 5.2. LF advised that strike contingency planning was continuing for the industrial action planned by PCS union for 1st February 2023.

CUWET

- 5.3. ET discussed the agenda for the Catch up with Exec Team to be held on 2nd February.

6. For information and noting items

- 6.1. ET noted the Corporate Reporting Schedule.

There being no further business, the meeting was brought to a close at 11.20am.