

<b>Date of Meeting:</b> 2 February 2023 at 14.30	<b>Location:</b> Swan Room & Video Conference (VC)	THE
<b>Title:</b> Executive Team Meeting		NATIONAL
		ARCHIVES
<b>ATTENDEES</b>		
Emmajane Avery (EJA) – Chair – Director of Public Engagement	Gemma Maclagan Ram (GMR) – Commercial Director	
Neil Curtis (NC) – Chief Operating Officer	Isabel Saunders – Senior Governance Coordinator (Minutes)	
Lucy Fletcher (LF) – Director for Public Access & Government Services	John Sheridan (JS) – Digital Director	
Jeff James (JJ) – Chief Executive & Keeper (via VC)	Marie Twomey-McLeod (MTM) – Head of Finance	
Valerie Johnson – Director of Research & Collections		

## Minutes

### 1. Apologies & Declaration of Interests

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

### 2. 9+3 Forecast

- 2.1. The Head of Finance joined the meeting. NC introduced the item.
- 2.2. ET discussed the 9+3 forecast.
- 2.3. NC led a discussion and provided assurance on a number of levers that could be used to carefully manage our outturn position.
- 2.4. NC flagged the importance of directorates reporting any changes of their budgets to Finance.
- 2.5. **Decision:** ET agreed the 9+3 forecast.

### 3. Other Business and Forward Agenda

#### Industrial Action

- 3.1. LF provided ET with statistics on the most recent industrial action and its impact on The National Archives. Members talked about contingency planning in the event of any future industrial action.

#### Visitor Experience

- 3.2. EJA proposed an installation in the lake that would feature The National Archives' logo.

- 3.3. Members endorsed the concept, subject to appropriate scoping and further information being presented to ET.

**There being no further business, the meeting was brought to a close at 15.30.**

<b>Date of Meeting:</b> 23 February 2023 at 10.00am	<b>Location:</b> Swan Room & Video Conference (VC)	THE
<b>Title:</b> Executive Team Meeting		NATIONAL ARCHIVES
<b>ATTENDEES</b>		
Valerie Johnson (VJ) – Chair – Director of Research & Collections	Gemma Maclagan Ram (GMR) – Commercial Director (via VC)	
Darren Austin (DA) – Head of Procurement, Project Delivery & Contract Management (for item 7)	Mark Newman (MN) – Head of Estates & Facilities (for items 3 & 4)	
Asha Bagayat (AB) – Head of Governance	Senior Governance Coordinator (for item 8)	
Lucy Fletcher (LF) – Director for Public Access & Government Services (via VC)	John Sheridan (JS) – Digital Director	
Debbie French (DF) – Head of Document Services (for item 7)	Marie Twomey-Mcleod (MTM) – Head of Finance (for item 3)	
Jeff James (JJ) – Chief Executive & Keeper (via VC)	Governance Coordinator (Minutes)	

## Minutes

### 1. Apologies & Declaration of Interests

- 1.1. Apologies for absence were received from Neil Curtis.
- 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 26 January 2023 and the minutes of the special meeting held on 2 February 2023, which were both approved pending minor amendments.
- 2.2. ET reviewed and updated the Actions Log.

### 3. January Management Accounts

- 3.1. MTM joined the meeting to introduce the item. MTM gave an overview of the financial position at the end of January, explaining that the position remained close to budgets and the Finance team continued to monitor potential levers and contingencies, in conjunction with Heads of Departments.
- 3.2. ET discussed the January management accounts and clarified control totals.
- 3.3. **Decision:** ET agreed the January management accounts and thanked MTM and the Finance Team for their work.

#### 4. Visitor Experience

- 4.1. MN joined the meeting. EJA introduced the item, explaining that the paper was part of an ongoing project to refresh the welcome experience at Kew.
- 4.2. ET discussed the proposal, including the invigilation of collection items.
- 4.3. **Decision:** ET noted the proposal.
- 4.4. **Action:** EJA to develop an action plan.

#### 5. High Voltage Project

- 5.1. MN introduced the item, explaining that progress had been made towards replacing the High Voltage electrical switch gear and transformers that supplied The National Archives' site at Kew. MN outlined the risks involved while the works took place; namely, that power to the site could be lost.
- 5.2. ET discussed the paper and managing the risks to service disruption.
- 5.3. **Decision:** ET noted the paper and approved the lease for the work to be signed by the Chief Executive & Keeper. ET thanked the team for their hard work on the project thus far.

#### 6. Storage

- 6.1. DA and DF joined the meeting. DA introduced the item, which comprised an update on the storage strategy and requested direction for medium-term options.
- 6.2. ET discussed the paper, including the BS4971 Standard and implications for document retrieval.
- 6.3. **Decision:** ET noted the paper.
- 6.4. **Action:** DA to bring back to ET a more detailed, costed options appraisal and to set up a steering group.

#### 7. Statement of Public Task

- 7.1. The Senior Governance Coordinator joined the meeting to introduce the item. ET was invited to review the draft Statement of Public Task, which would be published on The National Archives' website. ET was also invited to agree a proposal for future reviews of the Statement to be conducted every three years, initially by the Governance Team and then by ET for sign-off.
- 7.2. ET discussed the draft and the proposal for future reviews.
- 7.3. **Decision:** ET approved the Statement of Public Task for publication on The National Archives' website, pending minor amendments, and the process for future reviews.

#### 8. Other Business and Forward Agenda

##### Apprenticeships

- 8.1. VJ announced that a training provider had been appointed for the archives apprenticeships scheme.

On Site Improvements

- 8.2. EJA explained that new paint will be tested on the exterior railings in the coming weeks.

**9. For information and noting items**

- 9.1. ET noted the Corporate Reporting Schedule.

**There being no further business, the meeting was brought to a close at 12.15pm.**