

Date of Meeting: 9 March 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	Internal & Stakeholder Communications Manager (via VC for item 7)	
Senior Marketing Officer (for item 6)	Jeff James (JJ) – Chief Executive & Keeper	
Darren Austin (DA) – Head of Procurement, Project Delivery & Contract Management (via VC for item 5)	Valerie Johnson (VJ) – Director of Research & Collections (via VC)	
Asha Bagayat (AB) – Head of Governance	Head of Early Modern Records (for item 4)	
Jack Butterworth – Head of Grants & Funding (for item 4)	John Sheridan (JS) – Digital Director (via VC for items 6-9)	
Learning and Engagement Adviser (for item 7)	Head of Strategic Insight (via VC for item 3)	
Rachael Corver – Head of Marketing & Communications (for item 6)	Sam Whaley (SW) – Head of Strategy & CEO's Office (for item 3)	
Principal Records Specialist (Medieval) (for item 4)	Governance Coordinator (Minutes)	
Head of Private Office (via VC)		

Minutes

1. **Apologies & Declaration of Interests**

- 1.1. Apologies for absence were received from Neil Curtis and 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 previous meeting held on 23 February 2023, which were approved with minor amendments.
- 2.2. ET reviewed and updated the Actions Log.

3. **Regional Partnerships**

- 3.1. SW and KT joined the meeting to introduce the item. SW invited the group to consider the research presented in the paper around the future potential for regional partnerships.
- 3.2. ET commended the evidence presented as compelling and thorough.
- 3.3. ET discussed how previous research provided useful supportive context.

- 3.4. **Decision:** ET agreed the potential for future regional partnerships.

4. Virtual Record Treasury of Ireland

- 4.1. JB, the Principal Records Specialist (Medieval) and the Head of Early Modern Records joined the meeting. VJ introduced the item, explaining that after a highly successful first phase, the project team were now looking at approaches for the next phase. VJ requested that the group consider the options for work packages and costings laid out in the paper.
- 4.2. ET discussed the paper, including models for partnership, building The National Archives' position as a research body and the value of the project for its various partners.
- 4.3. **Decision:** ET approved the proposed work packages and costings.

5. Architecture Procurement

- 5.1. DA joined the meeting to introduce the item. DA outlined possible approaches to the tender process for future architectural projects.
- 5.2. ET discussed the paper and the interplay with the site masterplan.
- 5.3. **Decision:** ET noted the paper and endorsed the proposed approach to architecture procurement.

6. Brand Tagline

- 6.1. RC and the Senior Marketing Officer joined the meeting. The Senior Marketing Officer presented the results from market research conducted on various options for a brand tagline and a proposed concept based upon positive feedback.
- 6.2. ET discussed the proposed concept, accessibility and reaching different audiences.
- 6.3. The Senior Marketing Officer explained the next steps for roll out, with the flexibility of the concept allowing for different iterations to be tested in different phases.
- 6.4. JS joined the meeting.
- 6.5. **Decision:** ET approved the proposed concept and thanked the team for their work.

7. Staff Survey Results

- 7.1. The Learning and Engagement Adviser and the Internal & Stakeholder Communications Manager joined the meeting. AM presented the high-level scores for 2022 and explained the movement since 2021. AM proposed a rolling action plan that would be adjusted annually after each survey and updated quarterly.
- 7.2. ET discussed the themes that had emerged in the results.

- 7.3. **Decision:** ET noted the update and endorsed the proposal of a rolling action plan.

8. Other Business and Forward Agenda

Strike Action

- 8.1. AM stated that PCS & Prospect union had given formal notice of strike action taking place on Wednesday 15th February.

Visitors to Treason Exhibition

- 8.2. EJA presented the data on visitors to the Treason exhibition, which showed high recommendations via word of mouth.

9. For information and noting items

- 9.1. ET noted the Corporate Reporting Schedule.
- 9.2. ET approved the 2023/24 Budget out of committee.

There being no further business, the meeting was brought to a close at 12.10pm.

Date of Meeting: 16 March 2023 at 10.30	Location: Swan Room & Video Conference (VC)	THE
Title: Special Executive Team Meeting		NATIONAL
		ARCHIVES
ATTENDEES		
Jeff James (JJ) – Chair – Chief Executive & Keeper	Gemma Maclagan Ram (GMR) – Commercial Director (via VC)	
Emmajane Avery (EJA) – Director of Public Engagement (via VC)	Andrea Metcalf (AM) – Director of People, Inclusion & Change	
Neil Curtis (NC) – Chief Operating Officer	John Sheridan (JS) – Digital Director	
Lucy Fletcher (LF) – Director for Public Access & Government Services	Governance Coordinator (Minutes)	
Valerie Johnson – Director of Research & Collections (via VC)		

Minutes

1. **Apologies & Declaration of Interests**

- 1.1. No apologies were received.
- 1.2. There were no declarations of interest.

2. **February Management Accounts**

- 2.1. NC introduced the item, presenting the headline accounts.
- 2.2. ET discussed the February management accounts.
- 2.3. NC emphasised the importance of reporting any changes in activity to the Finance team.
- 2.4. **Decision:** ET approved the February management accounts.

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

Date of Meeting: 23 March 2023 at 10.00am	Location: Swan Room & Video Conference (VC)	THE
Title: Executive Team Meeting		NATIONAL
		ARCHIVES
PRESENT		
John Sheridan (JS) – Chair – Digital Director	Head of Private Office (via VC)	
Emmajane Avery (EJA) – Director of Public Engagement	Deputy Head of Education and Outreach (for item 4)	
Lucy Fletcher (LF) – Director for Public Access & Government Services (via VC)	Marketing Manager (for item 4)	
Gemma Maclagan Ram (GMR) – Commercial Director	Media Manager (for item 4)	
Andrea Metcalf (AM) – Director of People, Inclusion & Change	Chris Mumby (CM) – Head of Business Development (for item 5)	
	Mark Newman (MN) – Head of Estates & Facilities (for item 5)	
Also in attendance	Senior Security Advisor (for item 6 via VC)	
Asha Bagayat (AB) – Head of Governance (Minutes)	Marie Twomey-Mcleod (MTM) – Head of Finance (Item 3)	
Rachael Corver (RC) – Head of Marketing & Communications (for item 4)		

Minutes

1. Apologies & Declaration of Interests

- 1.1. Apologies for absence were received from Neil Curtis, Jeff James, and Valerie Johnson.
- 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 9 March 2023 and the special meeting held on 16 March 2023, which were approved with minor amendments.
- 2.2. ET reviewed and updated the Actions Log.

3. Budget 2023-24

- 3.1. MTM joined the meeting and provided a verbal update on the budget. The work, along with any reprioritisations, will be presented to ET within the 3+9 financial forecast report.
- 3.2. **Decision:** ET welcomed the update and encouraged the Finance team to complete as much of the work as possible in April.

- 3.3. **Action:** Directors to look in detail at non-staff costs out-of-committee.

4. Windrush Update

- 4.1. RC, the Marketing Manager, Media Manager and Deputy Head of Education and Outreach joined the meeting. They gave a presentation on The National Archives' plans and programme of activities to commemorate Windrush 75, which is a government-backed initiative.
- 4.2. ET discussed the programme, including measuring the success of the activities by setting specific targets around audiences and school participation, as well as how evaluating these can inform future projects.
- 4.3. **Decision:** ET welcomed and endorsed the proposed programme of activities to commemorate Windrush 75 and received assurance that appropriate mitigations were in place to manage risks.

5. Commercial Letting

- 5.1. CM and MN joined the meeting. GMR introduced the item on a commercial letting at Kew.
- 5.2. **Decision:** ET agreed the recommendations set out in the paper and the development of a communications plan to inform staff and other stakeholders.

6. TikTok

- 6.1. The Senior Security Advisor joined the meeting and introduced the item. The Cabinet Office had issued guidance, which ET were asked to consider.
- 6.2. ET discussed the ability of TikTok to enable The National Archives to reach wider and more diverse audiences compared to more traditional engagement methods.
- 6.3. **Decision:** ET noted the update on the use of TikTok.
- 6.4. **Action:** Senior Security Advisor to discuss further with the CEO & Keeper and the COO as Chief Information Security Officer (CISO).

7. Other Business and Forward Agenda

- 7.1 There were no items of any other business.

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 11.47am.