

Date of Meeting: 6 April 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	Jack Butterworth (JB) – Head of Grants & Funding (via VC)	
Lucy Fletcher (LF) – Director for Public Access & Government Services	Head of Private Office (via VC)	
Jeff James (JJ) – Chief Executive & Keeper (via VC)	Lee Oliver (LO) – Head of Visitor Experience	
Valerie Johnson (VJ) – Director of Research & Collections	Alex Forbes – Head of Government Services, Strategy and Engagement	
Andrea Metcalf (AM) – Director of People, Inclusion & Change	Mandy Goldsmith-Umney – Head of Strategic Compliance (via VC)	
John Sheridan (JS) – Digital Director	Internal & Stakeholder Comms Manager (via VC)	
Also in attendance	Customer Insight & Data Lead	
Head of FOI Centre	Governance Coordinator (Minutes)	

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 meeting held on 23 March 2023, which were approved with minor amendments.
- 2.2. ET reviewed and updated the Actions Log.

3. **Sunday Opening**

- 3.1. LO and the Customer Insight & Data Lead joined the meeting. EJA introduced the item, saying that the paper presented the data from Sunday openings during the Treason exhibition and proposed extending Sunday openings to all Sundays during exhibition runs where possible.
- 3.2. ET discussed potential impacts on estate maintenance and the business case for the proposal.
- 3.3. ET agreed that Sunday opening presented good resource utilisation as it would maximise the existing investment made into exhibitions and the

public area of the building.

- 3.4. **Decision:** ET noted the papers and approved the proposals for opening on Sundays during exhibition runs.

4. Reclosure & Risk

- 4.1. AF and the Head of FOI Centre joined the meeting. LF presented the item, explaining that the paper outlines risk relating to current reclosure policies.
- 4.2. ET discussed raising awareness across the organisation on the reclosure burden.
- 4.3. ET also discussed the potential for records reviewed as part of the reclosure policy to contain distressing content and training for staff who undertake this work.
- 4.3. **Decision:** ET noted the paper and endorsed the approach to reclosure.

5. Reclosure & Inquiries

- 5.1. The Head of Strategic Compliance joined the meeting. LF introduced the item, asking ET to consider a proposal to review the reclosure policy around inquiries.
- 5.2. ET discussed the proposal.
- 5.3. ET discussed ways to communicate appraisal methods to public.
- 5.4. **Decision:** ET noted the paper and endorsed the proposal to review the reclosure policy for inquiries.

6. Digitisation Project

- 6.1. JB joined the meeting. VJ introduced the item, asking ET to review and endorse the application bid to fund a digitisation project.
- 6.2. ET discussed the eventual aims of the project, how users would interact with it, and cataloguing.
- 6.3. **Decision:** ET endorsed the application bid.

7. Staff Survey

- 7.1. The Internal & Stakeholder Comms Manager joined the meeting. AM introduced the item, presenting an updated action plan resulting from the staff survey. AM asked ET for feedback and proposed launching at the Catch up with Exec Team in April.
- 7.2. ET discussed the action plan, including sharing responsibility for the actions across directors.
- 7.3. ET also discussed how The National Archives and archives in general articulate and practise impartiality in the context of debates around

inclusion and records with challenging or distressing content.

7.4. **Decision:** ET noted the action plan.

8. **Other Business and Forward Agenda**

360 Review

8.1. AM advised that the service was no longer used by the Civil Service.

8.2. **Decision:** ET agreed to set up an in-house feedback survey.

8.3. **Action:** AM to lead on producing the new survey tool.

9. **For information and noting items**

9.1. ET noted the Annexes and the Corporate Reporting Schedule.

There being no further business, the meeting was brought to a close at 12.25pm.

Date of Meeting: 20 April 2023 at 10.00am	Location: Swan Room & Video Conference (VC)	THE
Title: Executive Team Meeting		NATIONAL
		ARCHIVES
PRESENT		
Andrea Metcalf (AM) – Chair – Director of People, Inclusion & Change	Also in attendance	
Emmajane Avery (EJA) – Director of Public Engagement	Asha Bagayat (AB) – Head of Governance	
Neil Curtis (NC) – Chief Operating Officer	Visual Collections Team Manager	
Lucy Fletcher (LF) – Director for Public Access & Government Services	Alex Forbes (AF) – Head of Government Services, Strategy and Engagement (via VC)	
Jeff James (JJ) – Chief Executive & Keeper	Corporate Performance Manager (via VC)	
Valerie Johnson (VJ) – Director of Research & Collections	Corporate Performance Manager (via VC)	
Gemma Maclagan Ram (GMR) – Commercial Director	Chris Mumby (CM) – Head of Business Development	
John Sheridan (JS) – Digital Director	Mark Newman (MN) – Head of Estates & Facilities	
	Juergen Vervoort (JV) – Head of Collection Care	
	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 6 April 2023, which were approved with minor amendments.
- 2.2. ET reviewed and updated the Actions Log.

3. **Responsibility Allowances**

- 3.1. AM introduced the item, presenting a proposal to introduce a policy to review the receipt of Responsibility Allowances after 12 months and, where appropriate, consolidate the Responsibility Allowance into the employee's base pay.
- 3.2. ET discussed the proposal.

- 3.3. **Decision:** ET noted the paper and approved the proposal to introduce the policy to review Responsibility Allowances after 12 months, subject to union agreement at the next Policy Group meeting.

4. **British Film Institute (BFI) Partnership**

- 4.1. AF, JV and the Visual Collections Team Manager joined the meeting. EJA presented the item, asking ET to consider a proposal to extend the current Collaboration Agreement with the BFI.
- 4.2. ET discussed the resources entailed by the agreement and the provisions made in the Public Records Act 1958 for records of non-paper formats.
- 4.3. **Decision:** ET noted the paper and approved the proposal to extend the current Collaboration Agreement with the BFI for 2 years.

5. **Swedish School**

- 5.1. CM and MN joined the meeting. GMR introduced the item, asking ET to consider a proposal to allow an area of the Collection Care department to be used by the Swedish School for practical teaching lessons on a ten-week trial basis throughout May and June.
- 5.2. ET discussed the proposal, including mitigations for any risk of disruption to staff and the proximity to the repositories.
- 5.3. ET was reassured that the project team were taking safeguarding measures into consideration.
- 5.4. **Decision:** ET noted the paper and approved the proposal for the trial period. They also noted the plan that following the trial, a lessons-learned session will be completed to determine if this activity could be extended to cover the academic year starting September 2023.
- 5.5. **Action:** CM, JV and MN will return to ET with the output of the lessons-learned session.

6. **March Management Accounts**

- 6.1. NC introduced the item, giving the financial position at year end.
- 6.2. ET discussed the financial position and how effectively spending had been forecast and managed approaching year-end.
- 6.3. **Decision:** ET noted the update on the financial position at year end.
- 6.4. **Decision:** ET approved the March management accounts, which were circulated out-of-committee on 21 April 2023.

7. **Business Priorities Q4 22-23**

- 7.1. The Corporate Performance Managers joined the meeting. NC introduced the item, presenting the end-of-year performance of the organisation against the Business Priorities set in April 2022.

- 7.2. ET discussed the progress made against the Business Priorities over the year, noting that, despite it being a challenging year, significant progress was achieved in almost all areas.
- 7.3. **Decision:** ET endorsed the end-of-year Business Priorities 22-23 and recommended them to the Board ahead of the meeting on 26 April 2023, pending minor changes.

8. Business Priorities 23-24

- 8.1. NC introduced the item, presenting the proposed Business Priorities for 2023-24. NC explained that the priorities mapped onto the four year Business Plan, noting where some activities would take place in future years.
- 8.2. ET discussed the proposed Business Priorities and reviewed the proposed outcomes for Year 1 of the Business Plan.
- 8.3. **Decision:** ET endorsed the Business Priorities 23-24 and recommended them to the Board ahead of the meeting on 26 April 2023, pending minor changes.

9. Other Business and Forward Agenda

Catch up with Exec Team (CUWET)

- 9.1. ET discussed the agenda by CUWET next week.

Behaviour Framework

- 9.2. **Decision:** ET approved the Behaviour Framework.

Annual Report & Accounts 22-23

- 9.3. AB advised ET that the draft narrative would be circulated for discussion at the Board meeting on 26 April and asked ET to comment.

Industrial Action

- 9.4. AM informed ET that PCS union had called strike action on 28 April and Prospect had called strike action on 10 May and 7 June.

10. For information and noting items

- 10.1. ET noted the Corporate Reporting Schedule.

There being no further business, the meeting was brought to a close at 13.10.