

Date of Meeting: 14 December 2023 at 10.00am	Location: Swan Room & Video Conference (VC)	THE
Title: Executive Team Meeting		NATIONAL
		ARCHIVES
PRESENT		
Neil Curtis (NC) – Chair – Chief Operating Officer	Also in attendance	
Emmajane Avery (EJA) – Director of Public Engagement & Sector Leadership	Media Manager (for item 4)	
Lucy Fletcher (LF) – Director of Public Access & Government Services	Asha Bagayat (AB) – Head of Governance	
Gemma Maclagan Ram (GMR) – Director of Research & Commercial Development	Jack Butterworth (JB) – Head of Grants and Funding, Acting Head of Research (for item 5)	
Andrea Metcalf (AM) – Director for People, Inclusion & Change (via VC)	Project Consultant (for item 7)	
John Sheridan (JS) – Digital Director (via VC)	Principal Records Specialist (for item 5)	
	Alex Forbes (AF) – Head of Government Services, Strategy and Engagement (for item 6)	
	Head of Strategic Compliance (for item 6 via VC)	
	Head of Grant Development (for item 5)	
	Marie Twomey-McLeod (MTM) – Head of Finance (for item 9)	
	Governance Coordinator (Minutes)	

Minutes

1. Apologies & Declaration of Interests

- 1.1. Apologies for absence were received from Jeff James.
- 1.2. There were no declarations of interest.

2. Minutes, Actions Log & Matters Arising

- 2.1. The Executive Team (ET) reviewed the minutes of the meeting held on 30 November 2023, which were approved.
- 2.2. ET reviewed and updated the Actions Log.

3. Media Briefing

The Media Manager joined the meeting.

- 3.1. The Media Manager gave a briefing about recent press coverage on matters relating to archives and records management, including on collections security.

- 3.2. ET discussed the briefing.
 - 3.3. The Media Manager advised that the embargo on government files would be lifted on 29 December.
 - 3.4. **Action:** Media Manager to circulate Christmas media briefing.
 - 3.5. **Decision:** ET noted the media briefing.
- The Media Manager left the meeting.

4. Welsh Poor Law Research Bid

JB, the Head of Grant Development, and the Principal Records Specialist joined the meeting.

- 4.1. GMR introduced the item. JB asked ET to consider a proposal to bid for funding to support research into the Welsh Poor Law. If successful, the research could capitalise on previous award-winning research into the Poor Law in England and lead to opportunities for commercial development and projects in public engagement and education.
- 4.2. ET discussed ways of monitoring large grants, the strategic drivers that inform decision making about large grant bids and resourcing the project.
- 4.3. ET thanked the team for their work to date in developing the bid to this point, particularly their collaborative approach with the project's potential partners.
- 4.4. **Decision:** ET approved the proposal to bid for funding to support research into the Welsh Poor Law.

JB, the Head of Grant Development, and the Principal Records Specialist left the meeting.

5. Public Inquiry Records

AF and the Head of Strategic Compliance joined the meeting.

- 5.1. LF introduced the item. LF explained that the team were preparing for the transfer of records from the investigation Operation Resolve, due to be released in 2024. The process of redaction and closure had balanced the significant amount of sensitive material contained in the records and maintaining appropriate transparency given the substantial public interest. LF explained that there had been extensive consultation about potentially distressing content with the Home Office and Operation Resolve.
- 5.2. ET discussed cataloguing the records, sensitivity reviewing and online signposting about distressing content.
- 5.3. ET also discussed resourcing the transfer and potential FOI requests.
- 5.4. **Decision:** ET approved the proposed approach and would continue to discuss resourcing.

GMR, AF and the Head of Strategic Compliance left the meeting.

6. Business Impact Analysis

The Project Consultant joined the meeting.

- 6.1. The Project Consultant introduced the item, advising that the organisation generally was well prepared for potential events that could impact the business. Work had been done to improve resilience, especially in digital and IT.
- 6.2. ET discussed planning for major threats and how to increase maturity of thinking across departments.
- 6.3. **Decision:** ET approved the paper and the recommendations.
- 6.4. **Action:** ET to look into training on business continuity for SLT.

The Project Consultant left the meeting.

7. Budget & Business Planning

GMR and MTM joined the meeting.

- 7.1. MTM presented the directorate bids and the baseline budgets for 2023/24. Prioritisation had already taken place within directorates.
- 7.2. ET discussed the bids and the baseline budget.
- 7.3. ET discussed potential future constraints to the organisation, the variability of commercial income and planning for the next spending review.
- 7.4. MTM advised that the budget aimed to move away from a large vacancy provision and remove optimism bias.
- 7.5. **Decision:** ET noted the updated and thanked the team for their work to get to this point.

MTM left the meeting.

8. Flexible Working

- 8.1. NC introduced the item. The paper detailed a proposed approach to implement guidance on increasing face-to-face working.
- 8.2. ET discussed phasing and the specific demands of fulfilling The National Archives' statutory functions.
- 8.3. ET discussed risks surrounding the impact of the guidance on staff.
- 8.4. **Decision:** ET noted the update.
- 8.5. **Action:** ET to discuss the proposed approach with the CEO & Keeper on 18 December.

9. AOB

10. For information and noting items

10.1. ET noted the Corporate Reporting Schedule and the Forward Agenda.

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