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| Date of Meeting: 18 April 2024 at 10.00 | Location: Swan Room & Video Conference (VC) | THE |
| Title: Executive Team Meeting | | NATIONAL |
| | | ARCHIVES |
| | | |
| Present | Also in attendance | |
| Emmajane Avery (EJA) – Chair – Director of Public Engagement & Sector Leadership | Senior Access Manager (from item 4) | |
| Neil Curtis (NC) – Chief Operating Officer | Asha Bagayat (AB) – Head of Governance | |
| Lucy Fletcher (LF) – Director of Public Access & Government Services | Jack Butterworth (JB) – Head of Research, Grants & Academic Engagement (for item 4) | |
| Jeff James (JJ) – Chief Executive & Keeper | Project Consultant (for item 3) | |
| Gemma Maclagan Ram (GMR) – Director of Research & Commercial Development | Corporate Performance Manager (via VC for items 9 & 10) | |
| Andrea Metcalf (AM) – Director of People, Inclusion & Change | Marie Twomey-Mcleod (MTM) – Head of Finance (for items 6 – 9.1) | |
| John Sheridan (JS) – Digital Director | Sam Whaley (SW) – Head of Strategy & CEO's Office | |
| | 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, Actions Log & Matters Arising

- 2.1. The Executive Team (ET) reviewed the minutes of the meetings held on 21 and 28 March 2024, which were approved pending minor amendments.
- 2.2. ET reviewed and updated the Actions Log.

3. Second Site Partnership Project

The Project Consultant joined the meeting.

- 3.1. SW introduced the item. The paper updated ET on developments to the project.
- 3.2. SW and the Project Consultant talked ET through possible operating models, including options for running shared services with partners, and options for storage and location.

- 3.3. ET discussed the proposals and their implications for activity at Kew.
- 3.4. ET also discussed appropriate time frames for next steps and the extent to which defining operating and governance models would support a bid for project funding.
- 3.5. **Decision:** ET noted the update.
- 3.6. **Action:** SW and the Project Consultant to bring the draft Strategic Outline Case back to ET on 16 May for further discussion.
- 3.7. **Action:** SW and the Project Consultant to explore options for an in-depth session on the project with ET.

The Project Consultant left the meeting.

4. Research Vision and Roadmap 2024-27

JB joined the meeting.

- 4.1. JB presented the item. The Research Vision had evolved since ET previously reviewed it and the roadmap was being presented for review as the detailed plan for how the vision is translated into practice.
- 4.2. JB explained how the Roadmap relates to the research ambitions laid out in the Vision.
- 4.3. ET discussed approaches to prioritisation and ways of developing research reactively according to business need.
- 4.4. **Decision:** ET approved the Research Vision and Roadmap 2024-27.
- 4.5. **Action:** JB to work with SW to prepare a report for the Board meeting on 4 June 2024.

JB left the meeting.

5. Annual Report Narrative Review

- 5.1. AB introduced the item. The narrative of the Annual Report & Accounts 2023-24 was being presented for review.
- 5.2. ET discussed the narrative tone, structure and level of detail.
- 5.3. **Decision:** ET noted the project update and the narrative.

6. Resource Allocation

MTM joined the meeting.

- 6.1. LF introduced the item, explaining that there was a need to transform the FOI team to optimise resource allocation and that this would require extra project management over the next 6-9 months, plus new digitisation equipment. LF asked ET to consider a proposal to hire a member of staff **a** to manage the transformation and to allocate some CDEL resource for new equipment.

- 6.2. ET discussed the proposal.
- 6.3. ET discussed what scope of responsibilities would be suitable for the new role and the importance of it encompassing customer service.
- 6.4. MTM advised that there was sufficient CDEL to cover the purchase of new digitisation equipment.
- 6.5. **Decision:** ET approved the proposal to allocate CDEL for digitisation equipment.

7. Business Priorities Year End 2023-24

The Corporate Performance Manager joined the meeting.

- 7.1. NC presented the Business Priorities 2023-24 at year end and asked ET to review the status and narrative for each priority.
- 7.2. ET reviewed the RAG status of the priorities.
- 7.3. ET reviewed the narrative on research activity.
- 7.4. **Decision:** ET approved the Business Priorities 2023-24 to be recommended to the Finance & Performance Committee on 23 April 2024.

8. Business Priorities 2024-25 & Products and Services (Performance Landscape) Metrics

- 8.1. NC presented the draft Business Priorities 2024-25 and Products and Services (Performance Landscape) matrix, which had been updated to incorporate delivery metrics and targets. ET were asked to review the objectives and metrics.
- 8.2. ET reviewed the objectives and metrics.
- 8.3. ET discussed priorities for digitisation and the Parliamentary Archives project.
- 8.4. NC explained that next steps would be for Finance & Performance Committee to review the metrics for the Business Priorities 2024-25.
- 8.5. **Decision:** ET noted the Business Priorities 24-25 and Products and Services (Performance Landscape) matrix.
- 8.6. **Action:** Directors to continue work on the Business Priorities 2024-25 before further discussion at ET on 2 May 2024.

The Corporate Performance Manager left the meeting.

9. AOB

Financial Delegation

- 9.1. NC introduced the item, explaining that changes were being proposed to the Financial Scheme of Delegations.
- 9.2. MTM asked ET to review the enclosed Financial Scheme of Delegations and

template Delegated Authority Letter, which included one proposed change to add a level to the approval limits in the Scheme.

- 9.3. It was also proposed to review the Scheme annually and during the current financial year to run Budget Holder Training and draft an Investment Appraisal Framework.
- 9.4. ET discussed the proposals and the documents for review.
- 9.5. **Decision:** ET approved the Financial Scheme of Delegations and the Delegated Authority Letter, pending amendments.
- 9.6. **Action:** NC/MTM to update the Delegated Authority Letter with a section on conflict of interest and present to the Finance and Performance Committee meeting on 23 April 2024.

MTM left the meeting.

Ministry of Defence Service Personnel Records Workshop

- 9.7. LF thanked Directors for participating in a recent workshop on managing FOI requests relating to the Ministry of Defence service personnel records.

360 for SCS

- 9.8. AM asked Directors to complete their 360 self-assessments.
- 9.9. **Action:** Directors to complete their 360 self-assessments.

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 13.07.

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|--|---|-----------------|--|
| Date of Meeting: 24 April 2024 at 12.00 | Location: Swan Room & Video Conference (VC) | THE | |
| Title: Executive Team Special Meeting | | NATIONAL | |
| | | ARCHIVES | |
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| Present | Also in attendance | | |
| Neil Curtis (NC) – Chair – Chief Operating Officer | Darren Austin (DA) – Head of Procurement, Project Delivery and Contract Management (for item 2) | | |
| Emmajane Avery (EJA) – Director of Public Engagement & Sector Leadership | Asha Bagayat (AB) – Head of Governance (via VC) | | |
| Lucy Fletcher (LF) – Director of Public Access & Government Services | Delia Brooks (DB) – Head of Organisational Change and Development (via VC for item 3) | | |
| Jeff James (JJ) – CEO & Keeper | Mark Newman (MN) – Head of Estates & Facilities (for item 2) | | |
| Gemma Maclagan Ram (GMR) – Director of Research & Commercial Development | Helen Potter (HP) – Head of Information Rights Strategy (via VC for item 3) | | |
| Andrea Metcalf (AM) – Director of People, Inclusion & Change | Malcolm Todd (MT) – Head of Policy & Parliamentary Archives Relocation SRO (for item 3) | | |
| John Sheridan (JS) – Digital Director (via VC) | 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. Total Facilities Management (TFM) Procurement

DA and MN joined the meeting.

- 2.1. DA introduced the item, explaining that the team had been working on the tender for the TFM contract working with the Crown Commercial Services (CCS) Framework. DA presented options for procuring the TFM contract via tender or via direct award within the CCS Framework and asked the Executive Team (ET) to review a proposal to use the direct award mechanism.
- 2.2. ET discussed the pros and cons of the options in terms of cost and the ability to assess the quality of bids.
- 2.3. ET also discussed the next steps. Options for various operating models would be pursued with costings.
- 2.4. **Decision:** ET agreed to the proposal to use the CCS Framework direct award mechanism for the TFM contract.

DA and MN left the meeting.

3. Parliamentary Archives Relocation Project Update

MT, DB and HP joined the meeting.

- 3.1. MT introduced the item, providing a general update on the project and the partnership and outlining main areas of risk. MT also notified ET that JS had joined the Digital Steering Group.
- 3.2. ET welcomed the quality and informative nature of the paper and thanked the project team for their work.
- 3.3. ET discussed projected ongoing costs for digital services and how services and teams would operate once transferred to The National Archives' site at Kew.
- 3.4. ET also discussed the application of the Freedom of Information Act on the Parliamentary Archives' collections.
- 3.5. **Decision:** ET noted the update.

MT, DB and HP left the meeting.

4. AOB

Spending Review Planning

- 4.1. NC introduced the item, asking ET to agree an approach for early-stage conversations regarding Spending Review planning with Directors.
- 4.2. ET discussed Directors' involvement prior to discussion at ET on 16 May 2024.
- 4.3. **Action:** NC to share Spending Review planning documents with Head of Finance and CEO's office for further development in discussion with ET on 16 May 2024.

There being no further business, the meeting was brought to a close at 12.52.