

Executive Team Meeting Minutes

Date of Meeting: Thursday 03 October 2024 at 10:00

Location: Swan Room & and Video Conference (VC)

THE	
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Present:

Saul Nassé (SN) – Chair – Chief Executive and Keeper

Neil Curtis (NC) – Chief Operating Officer (VC)

Lucy Fletcher (LF) – Director of Public Access and Government Services

Andrea Metcalf (AM) – Director of People, Inclusion and Change

John Sheridan (JS) – Digital Director

Gemma Maclagan Ram (GMR) – Research and Commercial Development Director

Emmajane Avery (EJA) – Public Engagement and Sector Leadership Director

Also present:

Asha Bagayat (AB) – Head of Governance

Marie Twomey-McLeod (MTM) – Head of Finance

Darrin Austin (DA) – Head of Procurement, Project Delivery and Contract Management

Media Manager

Corporate Performance Manager

Corporate Performance and Transparency Manager

Head of Private Office (VC)

Forvis Mazars Representative

Governance Coordinator (Minutes)

1. Apologies and Declarations of Interest

1.1. Apologies for absence were received from Sam Whaley, Head of Strategy & CEO's Office.

1.2. There were no declarations of interest.

2. Minutes and Action Log

2.1. Minutes of the last meeting were approved with minor amendments.

2.2. ET reviewed the action log.

3. Risk Register and Issues Log

MTM and the Corporate Performance Manager joined the meeting.

3.1. The Corporate Performance Manager introduced the item.

3.2. ET discussed and updated the risks and mitigations on the register.

3.3. ET reviewed and discussed the Corporate Issues Log.

3.4. ET discussed whether the Corporate Issues Log was serving its purpose in its current format.

3.5. **Action:** ET agreed to discuss whether to continue with the current Corporate Issues Log at the next Audit and Risk Committee meeting.

The Corporate Performance Manager left the meeting.

4. Lessons Learned from the Annual Report

4.1. AB introduced the item and highlighted the recommendations in the report.

4.2. MTM talked through the financial aspects of the report and the resources required for next year's Annual Report.

4.3. ET discussed the format of the Annual Report, and whether there was scope to produce a scaled down Annual Report next year alongside a review document.

4.4. ET discussed resource burden and timings for preparing the Annual Report.

4.5. **Decision:** ET agreed to consider various proposals for the format of the next Annual Report.

4.6. **Decision:** ET noted the report.

NC and MTM left the meeting.

5. Media Briefing

The Media Manager joined the meeting.

5.1. The Media Manager presented the media briefing.

5.2. The Media Manager briefed on upcoming filming and media coverage of The National Archives' collections and activity due to be publicly announced.

5.3. ET noted the briefing.

The Media Manager left the meeting.

6. Internal Audit Update

The Corporate Performance and Transparency Manager and the representative from Forvis Mazars joined the meeting. MTM rejoined the meeting.

6.1. MTM introduced the item.

6.2. The representative from Forvis Mazars presented a summary of internal audit activity and upcoming audits.

6.3. ET discussed the summary and the remits of the upcoming audits.

6.4. **Action:** MTM and the Corporate Performance and Transparency Manager to liaise with Forvis Mazars to discuss finetuning the upcoming IT Third Party Risk Audit.

The representative from Forvis Mazars left the meeting.

7. Internal Audit Recommendations Update

7.1. The Corporate Performance and Transparency Manager introduced the item and highlighted the recommendations in the report.

7.2. ET discussed the contents of the report.

7.3. **Decision:** ET noted the update.

MTM and the Corporate Performance and Transparency Manager left the meeting.

8. Procurement Policies

DA joined the meeting.

8.1. DA introduced the item.

8.2. DA explained the Cabinet Office's delay to the 'go live' date for the new Regulations, from October 2024 to February 2025, to allow the Government to develop a new National Procurement Policy Statement which underpins the new Regulations, to ensure it supports delivery of Government's missions.

8.3. ET discussed and noted the progress made in preparation for the new policy, including sight of the full implementation plan.

8.4. The Head of Private Office informed ET that DCMS are asking arm's length bodies to slightly update the wording of the clause of their framework documents regarding procurement, for futureproofing.

8.5. **Action:** Head of Private Office and DA to discuss the update to the wording.

8.6. **Decision:** ET noted the report.

DA left the meeting.

9. AOB

Worker Protection Act

9.1. AM updated ET on the upcoming Worker Protection Act. All relevant TNA policies have been updated, and discussions have been had with the unions.

9.2. AM informed ET that TNA is looking at how the Act can be reflected in training and encouraged ET members to attend future training sessions and encourage their teams to attend in turn.

07 October 1 year anniversary

9.3. AM informed ET that TNA has been asked to post the transcript of the Prime Minister's address on 07 October 2024 on the staff intranet.

Workday Objectives

9.4. AM informed ET that there were still 244 members of staff whose objective setting is 'in progress'. ET were asked to have conversations within their directorates to ensure that these were completed.

9.5. AM confirmed that the objectives for ET this year had been confirmed by the Nominations and Governance subcommittee.

Line Management Standards

9.6. AM updated ET on the launch of the new Line Management Standards.

9.7. AM informed ET that we are working on what the roll-out will look like, which will be moving forward after discussions with Directors.

Catch Up With Exec Team

9.8. ET discussed what would be brought to the October and November CUWET meetings.

There being no further business, the meeting closed at 12:48.

Executive Team Meeting Minutes

Date of Meeting: Thursday 17 October 2024 at 11:00

Location: Swan Room & and Video Conference (VC)

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Present:

Saul Nassé (SN) – Chair – Chief Executive and Keeper

Neil Curtis (NC) – Chief Operating Officer (VC)

Lucy Fletcher (LF) – Director of Public Access and Government Services

Gemma Maclagan Ram (GMR) – Research and Commercial Development Director

Emmajane Avery (EJA) – Public Engagement and Sector Leadership Director

Also present:

Sam Whaley (SW) – Head of Strategy and CEO's Office

Asha Bagayat (AB) – Head of Governance

Jack Butterworth (JB) – Head of Research, Grants and Academic Engagement

Head of Collections Research

Head of Development and Strategy

Head of Events and Exhibitions

Head of Private Office

Governance Coordinator (Minutes)

1. Apologies and Declarations of Interest

1.1. Apologies for absence were received from Andrea Metcalf, Director of People, Inclusion and Change, and John Sheridan, Digital Director.

1.2. There were no declarations of interest.

2. Minutes and Action Log

2.1. Minutes of the last meeting were approved subject to amendments.

2.2. ET reviewed the action log.

3. 2025-26 Budget

3.1. NC gave a brief verbal update on the upcoming budget as it relates to the Spending Review, following discussions with Treasury.

3.2. ET discussed what further Spending Review submissions might look like in relation to this one.

3.3. **Decision:** ET noted the update.

4. Lloyds Register Foundation Application Update

JB and the Head of Collections Research joined the meeting.

4.1. JB and the Head of Collections Research introduced the item.

4.2. ET discussed the update, including the revised budget.

4.3. It was noted that the outcome of the application would be known on 12 November 2024.

4.4. **Decision:** ET endorsed the application.

JB and the Head of Collections Research left the meeting.

5. Exhibition Galleries Options

BB and SB joined the meeting.

5.1. EJA introduced the item.

5.2. EJA, BB and SB presented on the various options being looked at for a semi-permanent gallery.

5.3. ET discussed the considerations associated with the options, including ambitions, cost, impact, programming, and funding.

5.4. ET discussed incorporating costing for marketing and promotion into the proposed budgets.

5.5. **Action:** EJA to put together further figures and evidence to bring back to ET.

5.6. **Decision:** ET noted the presentation.

BB and SB left the meeting.

6. AOB

Oral History Training

6.1. EJA fed back to ET after the Head of Collections Engagement and Expertise met with the British Council to discuss their centenary events and the training they had had with the Oral History Society.

6.2. **Action:** EJA to liaise with the Head of Collections Engagement and Expertise to see if we might do something similar here.

2025 Exhibition

6.3. ET discussed the next exhibition, which will open in March 2025. The theme will be announced in January.

6.4. **Action:** EJA to liaise with ET for invitees for the opening.

Parliamentary Archives

6.5. LF gave a verbal update on the project.

6.6. **Post meeting note:** A proposal paper with options and recommendations for making progress with the project, written by Malcolm Todd, Head of Policy, was sent to ET members after the meeting for approval.

6.7. **Decision:** ET endorsed the preferred option.

There being no further business, the meeting closed at 12:32.