

## Executive Team Meeting Minutes

Date of Meeting: Thursday 05 December 2024 at 10:00

Location: Swan Room and Video Conference (VC)

THE	
NATIONAL	
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### Present:

Saul Nassé (SN) – CEO and Keeper

Neil Curtis (NC) – Chief Operating Officer

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

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

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

### Also present:

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

Asha Bagayat (AB) – Head of Governance

Marie Twomey-McLeod (MTM) – Head of Finance

Malcolm Todd – Head of Policy

Media Manager

Governance Coordinator (Minutes)

## 1. Apologies and Declarations of Interest

1.1. Apologies for absence were received from John Sheridan, Digital Director and Emmajane Avery, Director of Public Engagement and Sector Leadership.

1.2. There were no declarations of interest.

## 2. Minutes and Action Log

2.1. The minutes of the last meeting were approved with minor amendments.

2.2. ET reviewed and updated the action log.

## 3. Media Briefing

The Media Manager joined the meeting.

3.1. The Media Manager introduced the item.

3.2. The Media Manager talked through the file release press event process, and how the process has evolved over the past several years.

3.3. ET discussed two upcoming file release press events.

3.4. ET discussed the process of uploading digitised documents onto Discovery for press events, including the resolution of images and the timeframes involved.

3.5. **Action:** LF and GMR to discuss the process of uploading images for press events with JS and EJA.

3.6. **Action:** ET to discuss project wrap and assigning a responsible director for press events going forward.

3.7. **Decision:** ET noted the briefing.

The Media Manager left the meeting.

#### **4. Reflections on Board**

4.1. ET discussed the Board meeting held on 28 November 2024.

4.2. ET discussed the upcoming Strategy Review workshops for SLT members.

#### **5. Management Accounts**

5.1. MTM introduced the item.

5.2. It was noted that the underspend had grown, primarily driven by the unexpected Gazette uplift and recruitment delays.

5.3. ET discussed reallocation of the underspend.

5.4. **Decision:** ET approved the underspend reallocations.

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

#### **6. AOB**

##### **Parliamentary Archives**

MT joined the meeting.

6.1. MT provided a brief verbal update on the Parliamentary Archives Relocation Project.

MT left the meeting.

##### **Debrief from Audit and Risk Committee.**

6.2. SN provided a brief verbal update on the Audit and Risk Committee meeting on 04 December 2024.

6.3. The internal audit programme will be being implemented across the organisation in the new year. MTM will be providing fortnightly status updates to ET.

##### **Staff Survey**

6.4. AM provided a brief verbal update on the results from the Staff Survey.

6.5. AM has produced a report on the results, which will be circulated to ET. Sessions for all staff will be held in January.

### **Apprenticeships**

6.6. AM gave ET information on the government TechTrack apprenticeship scheme to be cascaded to Heads of Departments.

**There being no further business, the meeting closed at 12:15.**

## Executive Team Meeting Minutes

Date of Meeting: Thursday 19 December 2024 at 10:00

Location: Swan Room and Video Conference (VC)

THE	
NATIONAL	
ARCHIVES	

### Present:

Saul Nassé (SN) – CEO and Keeper

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

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

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

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

John Sheridan (JS) – Digital Director

Marie Twomey-McLeod (MTM) – Interim Finance Director

### Also present:

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

Mark Newman (MN) – Head of Estates and Facilities

Darren Austin (DA) – Head of Procurement, Project Delivery and Contracts

Alex Forbes (AF) – Head of Government Services, Strategy and Engagement (via VC)

Head of Private Office (via VC)

Governance Coordinator (Minutes)

Nous Group Representative (via VC)

Nous Group Representative (via VC)

## 1. Apologies and Declarations of Interest

1.1. Apologies for absence were received from Asha Bagayat, Head of Governance.

1.2. There were no declarations of interest.

## 2. Minutes and Action Log

2.1. The minutes of the last meeting were approved with no amendments.

2.2. ET reviewed and updated the action log.

2.2.1. ET discussed the assigning of a responsible director for the press events.

2.2.2. **Decision:** LF will take the lead on press events and file releases going forwards. She will convene a lookback at the 2024 file releases with the teams involved next year to capture the learnings, with a view to bringing it back to ET.

## 3. November Management Accounts

3.1. MTM introduced the item.

3.2. Following from the October accounts update, a further underspend has been identified due to continued Gazette uplift and project budget release.

3.3. ET discussed potential reallocations.

3.4. **Action:** ET to do a write round to departments to identify areas and projects to receive reallocated funds.

#### 4. Spending Review Phase 2

The Head of Private Office and the representatives from Nous Group joined the meeting.

4.1. MTM introduced and presented the item.

4.2. MTM talked ET through the timeline, which is as follows:

- 27 February 2025: Interim Submission
- 10 April 2025: Final Submission
- 11 June 2025: Final Spending Review announced

4.3. MTM talked ET through what HMT have communicated so far.

4.4. MTM talked ET through the guidance from HMT and ET discussed what this might look like.

4.5. MTM confirmed that TNA will be meeting with HMT weekly in the run up to the submissions.

4.6. MTM confirmed there will be an opportunity to bid for funding for activity to support Government priorities and efficiencies.

4.7. **Action:** Directors to consider business cases to put forward to HMT for discussion and agreement in early January.

The Head of Private Office and the representatives from Nous Group left the meeting.

#### 5. Inquiries: Transfer and Investment

AF joined the meeting.

5.1. LF introduced the item.

5.2. ET discussed how to best use the inquiries funding from this years' Spending Review settlement.

5.3. ET discussed the scope for developing the appropriate expertise for the incoming inquiries.

5.4. ET discussed how inquiries are currently put together and the standardising of procedure.

5.5. ET discussed how the incoming inquiries feed into the upcoming Spending Review and prioritisation in the wider sense. It was felt that, looking at the report, there was a basis to apply for continued funding for inquiries in further Spending Reviews.

5.6. **Action:** EJA, LF, JS to set up a meeting with the relevant team members to discuss moving forwards.

AF left the meeting.

## 6. Resourcing the Ministry of Defence Service Personnel Records Project

6.1. LF introduced the item.

6.2. ET discussed the item, including a proposal to expand the senior leadership capacity to support the ongoing service transformation of the project.

6.3. **Decision:** ET noted the item and agreed in principle to expanding senior leadership capacity.

## 7. Windows Project: Phase 2

MN and DA joined the meeting.

7.1. The item was taken as read.

7.2. ET discussed disruption caused by the project. MN confirmed the mitigations that would be put in place, such as out-of-hours working, scaffolding, safety zones and hoarding.

7.3. ET discussed the timeframe of the project. MN confirmed that it would take about 30 days per elevation, and the building has eight elevations.

7.4. ET discussed the costs of the project, including how much of the capital budget would be used and what contingency would be made available.

7.5. ET discussed whether there was any way to break up the project into stages.

7.6. **Action:** MN and DA to discuss this with stakeholders.

7.7. **Post-meeting note:** ET agreed that SN and GMR could meet with MN and DA to agree how to proceed following their discussions with stakeholders.

MN and DA left the meeting.

## 8. AOB

### Copilot

8.1. ET briefly discussed the current trial use of Copilot.

8.2. **Action:** JS, GMR and AM to meet with David Moore (Head of IT Operations) to discuss progress on the trial.

8.3. JS confirmed that the AI Working Group TORs would be sent out shortly.

**Cyber**

8.4. GMR confirmed the date of the upcoming cyber exercise.

**Procurement**

8.5. The new Government procurement regulations come into force on 24 February 2025. GMR asked ET to encourage HODs to arrange meetings with DA to talk through the regulations.

**There being no further business, the meeting closed at 12:07.**