

Executive Team Meeting Minutes

Date of Meeting: Thursday 06 March 2025 at 11:20

Location: Swan Room and VC

THE	
NATIONAL	
ARCHIVES	

Present:

Saul Nassé (SN) – CEO and Keeper, Chair

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

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

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

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

Peter Mills (PM) – Interim Finance Director

John Sheridan (JS) – Digital Director

Also present:

Sam Whaley – Head of Strategy and CEO's Office

Asha Bagayat – Head of Governance

Marie Twomey-McLeod – Head of Finance – for item 4

Beth Brunton – Head of Development and Strategy – for item 5

Jess Nelson – Head of Collection Expertise and Engagement – for item 5

Juergen Vervoort – Head of Collection Care – for item 5

Deputy Head of Education and Outreach – for item 5

IT Security and Information Assurance Manager – for item 8

Head of Private Office

Government Relations Manager – for item 7

Governance Coordinator (Minutes)

1. Apologies for Absence and Declarations of Interest

1.1. There were no apologies for absence.

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. 2025-26 Business Priorities

3.1. PM introduced the item.

3.2. ET took note of the recommended updates made in the Performance Executive Committee meeting.

3.3. **Decision:** ET endorsed the business priorities with the recommended updates.

4. Spending Review Update

MTM joined the meeting.

4.1. PM introduced the item and gave a verbal update on the Spending Review submission.

4.2. PM confirmed that the Finance team will be meeting with HMT on a weekly basis in the run up to the submission.

4.3. PM confirmed that HMT will be visiting The National Archives on 12 March.

4.4. ET discussed the upcoming HMT visit.

4.5. **Action:** Governance Coordinator to organise a planning meeting for the HMT visit.

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

4.7. SN thanked MTM for her hard work as Interim Finance Director over the past three months and wished her luck in her new role.

MTM left the meeting.

5. Domesday in the 2027 millennium celebrations for the birth of William the Conqueror

BB, JN, JV and the Deputy Head of Education and Outreach joined the meeting.

5.1. EJA introduced the item.

5.2. BB talked through the paper, setting out proposals for engagement through education sessions and new digital resources.

5.3. ET discussed the timings of the project.

5.4. ET discussed funding opportunities for the project.

5.5. **Decision:** ET endorsed the proposal.

BB, JN, JV and the Deputy Head of Education and Outreach left the meeting.

6. Transparency Data on the Website

6.1. AB introduced the item.

6.2. The item was taken as read.

- 6.3. ET discussed the items currently published on the Transparency page of The National Archives' website, including what is mandatory for the organisation to report and what is already covered in the annual report and other areas of the website.
- 6.4. ET discussed dissemination of information to SLT. AB confirmed that the Corporate Performance & Transparency Manager will be liaising with SLT to ensure information from their directorates is up to date.
- 6.5. **Decision:** ET endorsed the recommended updates to the Transparency page.

7. New Year Honours 2026

The Government Relations Manager joined the meeting.

- 7.1. The Government Relations Manager introduced the item.
- 7.2. The item was taken as read.
- 7.3. ET discussed regularising the Honours nominations process, and the resourcing that would be required for this.
- 7.4. **Action:** ET to consider potential nominations.

The Government Relations Manager left the meeting.

8. Security on Corporate Devices

The IT Security and Information Assurance Manager joined the meeting.

- 8.1. GMR introduced the item.
- 8.2. The IT Security and Information Assurance Manager talked through the proposal to install biometric security features on corporate devices.
- 8.3. The IT Security and Information Assurance Manager confirmed that the proposal had been endorsed by the Trade Union policy review group and the Departmental Security Committee.
- 8.4. **Decision:** ET endorsed the proposal.

The IT Security and Information Assurance Manager left the meeting.

9. AOB

Retiring blog.nationalarchives.gov.uk

- 9.1. JS provided an update on the launch of a new version of the blog.

9.2. JS confirmed that the old blog will be captured in its final form in the web archive and a signpost to it will be added to the new blog at launch.

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

HR Staffing

9.4. AM gave a brief HR staffing update.

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

There being no further business, the meeting closed at 13:12.

Executive Team Meeting Minutes

Date of Meeting: Thursday 20 March 2025 at 10:00

Location: Swan Room and Video Conference (VC)

THE	
NATIONAL	
ARCHIVES	

Present:

Saul Nassé (SN) – CEO and Keeper, Chair

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

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

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

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

Peter Mills (PM) – Interim Finance Director

Also present:

Darren Austin – Head of Procurement, Project Delivery and Contract Management (via VC) – for item 4

Asha Bagayat – Head of Governance

Jack Butterworth – Head of Research, Grants and Academic Engagement (via VC) – for item 3

Head of Financial Planning, Performance and Analysis – for item 6 and 7

Claire Stidwell – Interim Head of Marketing – for item 5

Sam Whaley – Head of Strategy and CEO's Office

Governance Coordinator (Minutes)

1. Apologies and Declarations of Interest

1.1. Apologies for absence were received from John Sheridan, Digital Director.

1.2. There were no declarations of interest.

2. Minutes and Action Log

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

2.2. ET reviewed and updated the action log.

3. SafePod Options

JB joined the meeting.

3.1. GMR introduced the item.

3.2. The paper was taken as read.

3.3. ET discussed the options presented in the paper.

3.4. **Decision:** ET endorsed the recommended option.

3.5. **Action:** SN to update the Chair of the Board.

JB left the meeting.

4. National Procurement Policy, Social Value Obligations and Spend Controls

DA joined the meeting.

4.1. GMR introduced the item.

4.2. DA talked through the paper, explaining the organisation's obligations with regards to the new National Procurement Policy Statement, spend controls, contract terms and social values, and the recommended actions for the organisation going forward.

4.3. **Decision:** ET endorsed the actions set out in the paper.

4.4. DA talked through the upcoming regulations around Government Procurement Cards.

4.5. ET discussed the implications of the regulations.

4.6. **Decision:** ET endorsed DA to email GPC card holders.

DA left the meeting.

5. Social Media Community Management

CS joined the meeting.

5.1. EJA introduced CS, the new Interim Head of Marketing.

5.2. EJA introduced the item and talked through the paper.

5.3. ET discussed the organisation's current social media accounts and how we manage them across departments.

5.4. ET discussed the proposals set out in the paper.

5.5. **Decision:** ET endorsed the proposal to implement a new community management policy on the organisation's social media accounts.

5.6. **Action:** EJA to return to ET with metrics for the organisation's social media accounts and the new policy.

CS left the meeting.

6. February Management Accounts

The Head of Financial Planning, Performance and Analysis joined the meeting.

6.1. CC introduced the item and talked through the accounts.

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

7. Spending Review Update

7.1. PM introduced the item.

7.2. The Head of Financial Planning, Performance and Analysis talked through the presentation, going over the progress that has been made so far as well as the next steps.

7.3. The Head of Financial Planning, Performance and Analysis talked through modelling for the two scenarios requested by HMT.

7.4. ET discussed the approach to the final submission.

7.5. ET discussed the next steps.

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

The Head of Financial Planning, Performance and Analysis left the meeting.

8. AOB

Facilities Management

8.1. GMR gave a brief verbal update on the facilities management tender.

Strategy Review

8.2. SW gave a brief verbal update on the upcoming all-staff strategy review sessions.

End of Year Reviews

8.3. AM gave a brief verbal update on the end-of-year performance review templates.

Delegations

8.4. ET discussed delegations and deputisations for director absences.

There being no further business, the meeting closed at 12:35.

Special Executive Team Meeting Minutes

Date of Meeting: Thursday 27 March 2025 at 10:00

Location: Swan Room and Video Conference (VC)

THE	
NATIONAL	
ARCHIVES	

Present:

Saul Nassé (SN) – CEO and Keeper, Chair

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

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

Gemma MacLagan Ram (GMR) – Director of Research and Commercial Development

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

Peter Mills (PM) – Interim Finance Director

John Sheridan (JS) – Digital Director

Also present:

Finance Business Partner - for item 4

Asha Bagayat (AB) – Head of Governance

Head of Financial Planning, Performance and Analysis - for item 4

Head of Private Office

Principal Researcher (Northern Ireland Digitisation Project) - for item 3

Representative from 3R Strategy (via VC) - for item 2

Event Manager - for item 5

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

Strategic Relations Coordinator (via VC) - for item 5

Governance Coordinator (Minutes)

1. Apologies and Declarations of Interest

1.1. There were no apologies for absence.

1.2. There were no declarations of interest.

2. Pay Project Update

The representative from 3R Strategy joined the meeting.

2.1. AM introduced the item.

2.2. ET talked through the main findings from the focus groups and the implications of those findings.

2.3. ET talked through the results of the benchmarking exercises.

2.4. ET discussed performance management systems and the internal grading process.

2.5. **Action:** AM to work with the representative from 3R Strategy to develop a communications plan for the results of the project.

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

The representative from 3R Strategy left the meeting.

3. Northern Ireland Troubles Digitisation Project

The Principal Researcher (Northern Ireland Digitisation Project) joined the meeting.

3.1. LF introduced the item.

3.2. LF talked through the item, covering the history of the project and the progress made to date.

3.3. ET discussed the governance of the project and bringing it to Discovery Board.

3.4. ET discussed the risks and mitigations.

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

3.6. **Decision:** ET endorsed the project.

3.7. **Action:** LF to return with update to ET.

The Principal Researcher (Northern Ireland Digitisation Project) left the meeting.

4. Spending Review Update

The Head of Financial Planning, Performance and Analysis joined the meeting.

4.1. PM introduced the item and talked through the timeline.

4.2. CC presented updated modelling on the scenarios requested by HMT.

4.3. ET discussed the modelling.

The Finance Business Partner joined the meeting.

4.4. PM presented updated information on income streams.

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

The Head of Financial Planning, Performance and Analysis and the Finance Business Partner left the meeting.

5. Exhibition Private View Update

The Event Manager and the Strategic Relations Coordinator joined the meeting.

5.1. The Event Manager gave a verbal update on the plans for the exhibition private view on 02 April.

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

The Event Manager and the Strategic Relations Coordinator left the meeting.

There being no further business, the meeting closed at 12:26.