

# The National Archives Executive Team Meeting Minutes

**Date of Meeting: Thursday 10 April 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 (via VC)

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 (via VC)

## **Also present:**

Steve Burgess – Head of Events and Exhibitions (for item 8)

Mark Newman – Head of Estates and Facilities (for items 3 and 4)

Head of Internal Communications (for item 5)

Head of Strategic Insight (for item 6)

Head of Financial Planning, Performance and Analysis (for item 7)

Interpretation Developer (for item 8)

Records Specialist (Prize Papers) (for item 8)

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. Minutes and Action Log**

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

2.2. ET discussed and updated the action log.

## **3. Health and Safety Policy**

MN joined the meeting.

3.1. GMR introduced the item.

3.2. ET discussed the updates to the policy introduction and scope.

3.3. ET discussed the policy in conjunction with the safeguarding policy.

3.4. **Decision:** ET agreed that EJA would be the organisation's director responsible for overseeing safeguarding.

3.5. ET discussed risk assessments and information sharing across the organisation.

3.6. ET discussed wording updates for the policy with regards to risk assessments

3.7. **Decision:** ET endorsed the policy with the agreed updates.

#### 4. Joint Salvage Exercise

4.1. MN introduced the item and gave an update on the findings from the Joint Salvage Exercise with the London Fire Brigade in November 2024.

4.2. ET discussed the key findings from the exercise.

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

MN left the meeting

#### 5. Pulse Survey

The Head of Internal Communications joined the meeting

5.1. AM introduced the item.

5.2. The Head of Internal Communications talked through the paper, setting out the plans for regular surveying of the organisation.

5.3. ET discussed how circulating the survey will work.

5.4. **Decision:** ET agreed that the survey would be sent out to the whole organisation quarterly.

5.5. ET discussed how the results would be presented.

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

The Head of Internal Communications left the meeting.

#### 6. Strategy Review Update

KT joined the meeting.

6.1. KT introduced the item.

6.2. The paper was taken as read.

6.3. ET discussed progress made across their respective workstreams.

6.4. ET discussed the timescales set out in the paper.

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

KT left the meeting.

## **7. Spending Review Update**

CC joined the meeting

7.1. PM introduced the item.

7.2. CC talked through the item, highlighting the updates made to the submission prior to today's deadline.

7.3. ET discussed the modelling in the presentation.

7.4. ET discussed the additional admin commission received from HMT.

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

CC and AM left the meeting.

## **8. Exhibition Preview**

8.1. Onsite members of ET received a presentation and document display for an upcoming exhibition from EJA, SB, the Interpretation Developer and the Records Specialist (Prize Papers).

## **9. AOB**

### **Finance Team Updates**

9.1. PM gave a brief verbal update on the work of the finance team, including the year-end management accounts, the 2025-26 budget and the upcoming Finance and Performance Committee meeting.

### **Disbanding the Performance Executive Committee**

9.2. ET discussed the proposed disbanding of the Performance Executive Committee.

9.3. **Decision:** ET decided to formally disband the Performance Executive Committee.

### **Media Briefings**

9.4. ET discussed the timing of media briefings.

9.5. **Decision:** ET agreed that media briefings would be brought every six weeks.

**There being no further business, the meeting closed at 13:06.**

# The National Archives Special Executive Team Meeting Minutes

Date of Meeting: Thursday 17 April 2025 at 10:00

Location: Swan Room

THE	
NATIONAL	
ARCHIVES	

## Present:

Saul Nassé (SN) – CEO and Keeper, Chair

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

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:

Mark Newman – Head of Estates and Facilities

Governance Coordinator (Minutes)

## 1. Apologies and Declarations of Interest

1.1. Apologies for absence were received from Lucy Fletcher and John Sheridan.

1.2. There were no declarations of interest.

## 2. Contract Award Recommendations – Facilities Management & Building Security

MN joined the meeting.

2.1. GMR introduced the item and offered her thanks to MN and his team for their hard work.

2.2. MN talked through the paper and discussed the process of evaluating the proposals.

2.3. ET talked through the outcomes of the recommended options.

2.4. ET discussed reporting to board subcommittees.

2.5. **Decision:** ET endorsed the recommendations for building security and facilities management contracts.

2.6. **Action:** The Governance Coordinator to send the paper to the Board for endorsement.

2.7. **Action:** SN to discuss with the Chair of the Board.

**There being no further business, the meeting closed at 10:34.**