

Date of Meeting: 20 July 2023 at 11.00am	Location: Swan Room & Video Conference (VC)	THE
Title: Special Executive Team Meeting		NATIONAL
		ARCHIVES
PRESENT		
Neil Curtis (NC) – Chair – Chief Operating Officer	Also in attendance	
Lucy Fletcher (LF) – Director of Public Access & Government Services	Asha Bagayat (AB) – Head of Governance (via VC)	
Jeff James (JJ) – Chief Executive & Keeper (via VC)	Juliette Desplat (JD) – Head of International & External Affairs	
Valerie Johnson (VJ) – Director of Research & Collections	Head of Private Office (via VC)	
Gemma Maclagan Ram (GMR) – Commercial Director	Governance Coordinator (Minutes)	
Andrea Metcalf (AM) – Director of People, Inclusion & Change		
John Sheridan (JS) – Digital Director (via VC)		

Minutes

1. Apologies & Declaration of Interests

- 1.1. Apologies for absence were received from Emmajane Avery.
- 1.2. JJ and LF declared an interest in item 3. As the current president of FAN, JJ recused himself from the discussion to cast The National Archives' vote for his successor. LF declared that she knew one of the candidates.

2. Minutes, Action Log and Matters Arising

- 2.1. The Executive Team (ET) reviewed the minutes of the meeting held on 15 June 2023, which were approved with minor amendments.
- 2.2. ET reviewed and updated the Actions Log.

3. President of FAN Nomination

JD joined the meeting.

- 3.1. JJ explained that The National Archives had been invited to cast a vote in the upcoming election for the President of the Forum of National Archivists (FAN).
- 3.2. ET discussed the applications.
- 3.3. **Decision:** ET chose a candidate to endorse for President of FAN.

4. Memorandum of Understanding (MOU) with the Kingdom of Bahrain

4.1. GMR introduced the item, explaining that discussions were ongoing regarding possible future partnerships with the Kingdom of Bahrain. For discussions to progress, it would be necessary to sign an MOU, the proposed wording of which was presented to ET.

4.2. ET discussed the draft MOU.

Decision: ET approved the draft MOU for future discussion with delegates from the Kingdom of Bahrain, subject to consideration by the Foreign, Commonwealth & Development Office and the Department for Culture, Media & Sport.

JD left the meeting.

5. Other Business and Forward Agenda

General Register Office (GRO)

5.1. The National Archives had been invited to meet with the GRO. This was a rescheduled introductory meeting, originally set for March 2020, that had been delayed due to the COVID-19 pandemic.

History & Archives in Practice Seminar 2024

5.2. ET discussed potential hosts for the 2024 seminar and longer-term partnerships.

There being no further business, the meeting was brought to a close at 11.46.

Date of Meeting: 27 July 2023 at 10.00am	Location: Swan Room & Video Conference (VC)	THE
Title: Executive Team Meeting		NATIONAL
		ARCHIVES
PRESENT		
Andrea Metcalf (AM) – Chair – Director of People, Inclusion & Change	Also in attendance	
Neil Curtis (NC) – Chief Operating Officer	Asha Bagayat (AB) – Head of Governance	
Lucy Fletcher (LF) – Director of Public Access & Government Services	Helen Farmer (HF) – Interim Head of CEO's Office	
Jeff James (JJ) – Chief Executive & Keeper	Debbie French (DF) – Head of Document Services	
Valerie Johnson (VJ) – Director of Research & Collections	Media Manager	
Gemma Maclagan Ram (GMR) – Commercial Director	Mark Newman (MN) – Head of Estates & Facilities	
John Sheridan (JS) – Digital Director	Marie Twomey-Mcleod (MTM) – Head of Finance	
	Governance Coordinator (Minutes)	

Minutes

1. Apologies & Declaration of Interests

- 1.1. Apologies for absence were received from Emmajane Avery.
- 1.2. There were no declarations of interest.

2. Minutes, Action Log and Matters Arising

- 2.1. The Executive Team (ET) reviewed the minutes of the meeting held on 29 June 2023 and the extraordinary meeting held on 20 July 2023, which were approved with minor amendments.
- 2.2. ET reviewed and updated the Actions Log.

3. Media Briefing

The Media Manager joined the meeting.

- 3.1. The Media Manager gave a briefing on the release of government files under the 20-year rule in July and upcoming family events for the Spirit of Invention exhibition.

The Media Manager left the meeting.

4. 3 + 9 Forecast

MTM joined the meeting.

- 4.1. MTM presented the 3 + 9 Forecast for ET to review. Directors had been working to mitigate budgetary pressures due to the non-consolidated payments and pay award, but further pressures had been identified that were not currently anticipated to be absorbed by directorate budget.
- 4.2. ET discussed departments' differing levels of spending and ability to absorb costs, *Gazette* income, recruitment, and potential savings in non-staff costs.
- 4.3. ET discussed engagement with senior leadership about continuing risks and improving data about departmental budgeting.
- 4.4. **Decision:** ET approved the 3 + 9 Forecast to recommend to the Board.
- 4.5. **Action:** Directors to work with management accountants to assess viability of proposed savings and work with Heads of Departments to prioritise activity and identify areas for further potential savings.
- 4.6. **Action:** Directors to update the Corporate Risk Register to reflect increased budgetary pressures.
- 4.7. **Actions:** Finance team to test assumptions in 3 + 9 Forecast and join departmental meetings on a monthly basis.

MTM left the meeting.

5. Reader Invigilation Security Provision

MN and DF joined the meeting.

- 5.1. LF introduced the item, asking ET to consider a proposal to review the arrangements for invigilation in the reading rooms. Invigilation was currently managed by the Document Services Department but given aspirations to refresh the visitor experience and the upcoming renewal of the Total Facilities Management contract, there was an opportunity to review delivery.
- 5.2. ET discussed the different requirements of invigilation, including theft prevention and guidance on document handling, as well as methods such as CCTV and patrols.
- 5.3. **Decision:** ET noted the paper.
- 5.4. **Action:** Document Services Department to perform benchmarking exercise and return to ET with more developed set of options, including costings.

6. Other Business and Forward Agenda

Pay Award

- 6.1. AM was due to meet with unions the following week.

Senior Civil Service Pay

- 6.2. ET discussed Senior Civil Service pay.

Parliamentary Archives

- 6.3. The project was reaching a critical point and Directors were asked to support Heads of Departments to maintain momentum during the summer period, deputising where necessary.

7. For information and noting items

- 7.1. ET noted the Corporate Reporting Schedule.

There being no further business, the meeting was brought to a close at 12.15.