

<b>Date of Meeting:</b> 15 June 2023 at 10.00am	<b>Location:</b> Swan Room & Video Conference (VC)	<b>THE</b>
<b>Title:</b> Executive Team Meeting		<b>NATIONAL</b>
		<b>ARCHIVES</b>
<b>PRESENT</b>		
John Sheridan (JS) – Chair – Digital Director	<b>Also in attendance</b>	
Emmajane Avery (EJA) – Director of Public Engagement (via VC)	Asha Bagayat (AB) – Head of Governance	
Neil Curtis (NC) – Chief Operating Officer (via VC)	Jack Butterworth (JB) – Head of Grants & Funding	
Jeff James (JJ) – Chief Executive & Keeper (via VC)	Internal and Stakeholder Communications Manager	
Gemma Maclagan Ram (GMR) – Commercial Director (via VC)	Corporate Performance Manager (via VC)	
Andrea Metcalf (AM) – Director of People, Inclusion & Change	Corporate Performance Manager (via VC)	
	Media Manager	
	Head of Research Funding	
	Head of Projects and Process - Grants and Funding	
	Governance Coordinator (Minutes)	
	Auditor, Mazars	
	Auditor, Mazars	

## Minutes

### 1. Apologies & Declaration of Interests

- 1.1. Apologies for absence were received from Lucy Fletcher and Valerie Johnson.
- 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 4 May 2023, which were approved with minor amendments.
- 2.2. ET reviewed and updated the Actions Log.

### 3. Media Briefing

NC joined the meeting.

- 3.1. The Media Manager joined the meeting to give an overview of The National Archives' upcoming externally-facing events and activities.
- 3.2. ET discussed types of engagement for the Windrush commemorative events and developing prompted awareness metrics.
- 3.3. **Decision:** ET noted the update.  
  
The Media Manager left the meeting.

#### **4. Inward Grants in Business Performance Reporting**

- 4.1. The Head of Grants & Funding, Head of Research Funding and the Head of Projects and Process - Grants and Funding joined the meeting. The Head of Grants & Funding introduced the item, presenting a draft framework for measuring outputs, objectives and outcomes.
- 4.2. ET discussed alignment with strategic priorities, long-term vision and the research strategy currently being developed.
- 4.3. ET also discussed how the grants priorities can be focused to best advance organisational capabilities.
- 4.3 **Decision:** ET approved the approach towards measuring grant outputs, objectives and outcomes presented in the paper, subject to review to reflect the evolving needs of the business.

The Head of Grants & Funding, Head of Research Funding and the Head of Projects and Process - Grants and Funding left the meeting.

#### **5. Staff Engagement & Internal Communications**

- 5.1. The Internal and Stakeholder Communications Manager joined the meeting to present the item, asking ET to consider a proposed calendar of events for staff over the year ahead. After reflecting the hybrid nature of working since the COVID-19 pandemic and feedback from the staff survey, the calendar represented an updated approach to staff engagement aiming to amplify activities and strategic priorities across the organisation.
- 5.2. ET discussed communication with and among the Senior Leadership Team and organisational cohesion.
- 5.3. It was proposed to look into increasing engagement with external organisations through talks for staff.
- 5.4. **Decision:** ET approved the calendar of events for staff, pending minor changes.
- 5.5. **Action:** The Internal and Stakeholder Communications Manager to work with JJ, JS and the Head of International to explore opportunities for staff events with external speakers.

The Internal and Stakeholder Communications Manager left the meeting.

**6. May Management Accounts**

- 6.1. NC gave a verbal update that the May Management Accounts were in progress and would be circulated the following week.

**7. Internal Audit Plan 2023-24**

- 7.1. The Corporate Performance Managers and the Auditors, Mazars joined the meeting. The Auditors, Mazars introduced the item, presenting the draft Internal Audit for 2023-24. The Auditors explained that they had been familiarising themselves with The National Archives through introductions with staff and reviewing documents.
- 7.2. They proposed to introduce some new areas for audit and to narrow the scope of some areas to focus on key areas of organisational activity.
- 7.3. ET discussed the draft internal audit plan, reviewing how the audit plan aligned with the business priorities.
- 7.4. **Decision:** ET approved the draft internal audit plan, pending minor amendments.
- 7.5. **Action:** NC to work with the Auditors, Mazars to finalise the timeframe for the audit and how the business priorities are expressed in the plan.

The Corporate Performance Managers and the Auditors, Mazars left the meeting.

**8. Other Business and Forward Agenda**

Board agenda

- 8.1. ET discussed the Board agenda for the upcoming June meeting.

DCDC

- 8.2. ET discussed the upcoming DCDC conference.

Digitisation Project

- 8.3. GMR informed ET that a bid to secure funding for a major digitisation project had been successful.

Inclusion Week

- 8.4. AM asked ET for volunteers to participate in a mentoring initiative as part of Inclusion Week.

Budgeting and remuneration

- 8.5. AM informed ET that the non-consolidated payment was being implemented.
- 8.6. Training budgets would be transferred to directorate budgets going forward.
- 8.7. Workforce planning was beginning in July.

International Partnerships

- 8.8. GMR informed ET that several international partnerships may be in development in the coming months.

**9. For information and noting items**

- 9.1. ET noted the Corporate Reporting Schedule and the Inclusion Week information.

The Terms of Reference for the Performance Committee were circulated for approval out-of-committee after the meeting.

**There being no further business, the meeting was brought to a close at 12.23.**

<b>Date of Meeting:</b> 29 June 2023 at 11.15am	<b>Location:</b> Swan Room & Video Conference (VC)	THE
<b>Title:</b> Executive Team Meeting		NATIONAL
		ARCHIVES
<b>PRESENT</b>		
Valerie Johnson (VJ) – Chair – Director of Research & Collections	<b>Also in attendance</b>	
Emmajane Avery (EJA) – Director of Public Engagement	Darren Austin (DA) – Head of Procurement, Project Delivery and Contract Management	
Neil Curtis (NC) – Chief Operating Officer	Asha Bagayat (AB) – Head of Governance (via VC)	
Lucy Fletcher (LF) – Director of Public Access & Government Services	Mark Newman (MN) – Head of Estates & Facilities	
Jeff James (JJ) – Chief Executive & Keeper	Estates Operations Manager (via VC)	
Gemma Maclagan Ram (GMR) – Commercial Director	Marie Twomey-Mcleod (MTM) – Head of Finance (via VC)	
Andrea Metcalf (AM) – Director of People, Inclusion & Change	Governance Coordinator (Minutes)	
John Sheridan (JS) – Digital Director		

## Minutes

### 1. Apologies & Declaration of Interests

- 1.1. No apologies for absence were received.
- 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 15 June 2023, which were approved with minor amendments.
- 2.2. ET reviewed and updated the Actions Log.

### 3. Total Facilities Management

MN, DA and the Estates Operations Manager joined the meeting.

- 3.1. DA and MN explained that the paper provided an update on a previous proposal to review the Total Facilities Management contract.
- 3.2. ET discussed different management models and market conditions.
- 3.3. **Decision:** ET noted the update.

The Estates Operations Manager left the meeting.

**4. Q1 Windows**

MTM joined the meeting.

- 4.1. MN introduced the item, presenting a proposal for options for replacing the windows in Q1.
- 4.2. ET discussed the visual impression of renovations within the building, requirements for preserving the collection, and energy efficiency.
- 4.3. ET also discussed the spread of the spend over the upcoming financial years.
- 4.3. **Decision:** ET noted the update and approved a level of spend within the current financial year, subject to discussion at the strategy day on 6 July.

DA, MN and MTM left the meeting.

**5. Other Business and Forward Agenda**

Research Excellence Framework

- 5.1. ET discussed developing an approach to requests for generalised letters of support from universities.

Staff Survey

- 5.2. ET discussed questions for the staff survey.

ET away day

- 5.3. ET discussed the agenda for the strategy away day.

Annual Awards

- 5.4. ET discussed the Annual Awards.

**6. For information and noting items**

- 6.1. ET noted the Corporate Reporting Schedule and the Estates Strategy Committee Minutes.

**There being no further business, the meeting was brought to a close at 12.36.**

**The Business Priorities Q1 were circulated out-of-committee after the meeting. As no comments were received, the documents were taken as approved.**