

# The National Archives' Executive Team Meeting Public Minutes

**Date of Meeting: Tuesday 25 August 2026 at 09:30**

**Location: The National Archives, Kew & Video Conference (VC)**

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## **Present:**

Saul Nassé (SN) – Chief Executive and Keeper

Tobi Adetimilehin (TA) – Finance Director

Lucy Fletcher (LF) – Deputy Chief Executive

Gemma MacLagan Ram (GMR) – Chief Operating Officer

John Sheridan (JS) – Chief Digital Officer (VC)

Claire Wightman (CW) – Director of People, Inclusion and Change

## **Also present:**

Jonathan Anketell – Head of Corporate Performance and Risk

Harriet Fraser – Head of Financial Planning

ARA Project Manager

Governance Coordinator (Minutes)

ARA Editorial Assistant

Sam Whaley – Head of North East Partnership Project

## **1. Apologies and Declarations of Interest**

1.1. Apologies for absence were received from Emmajane Avery, Chief Curator.

1.2. There were no declarations of interest.

## **2. Minutes and Action Log**

2.1. The minutes of the 25 August 2026 meeting were approved as a correct record pending minor amendments to item 4.

2.2. The Executive Team (ET) reviewed the actions log. No updates were made.

## **3. North East Project Update**

SW, HF and JA joined the meeting.

3.1. GMR introduced the item.

3.2. SW gave a verbal update on the progress of the North East project, including site visits and discussions around location options, project management and governance, costing and funding.

3.3. ET discussed how to frame the conversation at the next Board meeting.

3.4. **Decision:** ET noted the update and endorsed it to go to Board.

SW and JA left the meeting.

## 4. Annual Report and Accounts (ARA) Lessons Learned

The ARA Project Manager and ARA Editorial Assistant joined the meeting.

- 4.1. TA introduced the item. The paper was taken as read.
- 4.2. ET discussed the lessons learned from the annual report and what can be done to streamline the process in future. It was agreed that there was some work to do across the organisation on best practise with regards to photo release permissions.
- 4.3. **Decision:** ET noted the paper and endorsed it to go to ARC.

The ARA Project Manager and ARA Editorial Assistant left the meeting.

## 5. Management Accounts Lessons Learned

- 5.1. TA introduced the item. The paper was taken as read.
- 5.2. **Decision:** ET noted the paper and endorsed it to go to FPC and the internal auditors.

## 6. 3+9 Financial Forecast

- 6.1. TA introduced the item.
- 6.2. HF talked through the financial forecast and explained the current overspend demonstrated in the figures. It was noted that there were no recommendations for immediate action.
- 6.3. ET discussed the forecast and a pressure mitigation strategy.
- 6.4. **Decision:** ET agreed the Finance team could begin work on a pressure mitigation strategy against discretionary spend, to be commissioned in September if deemed necessary.
- 6.5. ET discussed communications on the budget position across the organisation.
- 6.6. **Decision:** It was agreed that an abridged management accounts pack could be sent out to budget holders to help inform decision making.

## 7. Corporate Dashboard

JA joined the meeting.

- 7.1. JA introduced the item and talked through the updates made to the dashboard since the last presentation at ET.
- 7.2. ET discussed the updates.
- 7.3. **Decision:** ET noted the updates and endorsed the item to go to FPC.

## 8. Q1 Business Priorities

8.1. TA introduced the item. The paper was taken as read.

8.2. ET discussed sequencing and how to make the reporting more up to date for FPC. It was agreed that more detail could be added in the cover note to contextualise the data.

8.3. **Decision:** ET noted the update and endorsed the item to go to ARC.

## 9. AOB

### Cabinet Office Releases

9.1. ET discussed a request from the Cabinet Office to move the annual file release to earlier in December.

9.2. **Decision:** ET approved the change for this year and agreed to have a further discussion about longer term plans going forward.

### Parliamentary Archives

9.3. LF informed ET that all of the transfers of files and metadata from the Parliamentary Archives have been completed. ET offered their thanks and congratulations to all of the teams involved in the project.

**There being no further business, the meeting was closed.**