



Joint Archives Committee

27 October, 2004

<p>Action Plan 2002 – 2007 Update</p>
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ASSISTANT CHIEF EXECUTIVE (REGENERATION): TIM WHITE

PURPOSE OF THE REPORT

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- a) To update Members on progress to date against the Action Plan for implementing the recommendations of The National Archive inspection and the NEMLAC external consultants report.
- b) To seek members opinion on the frequency of the update reports.

BACKGROUND

- 2 At the meeting of this committee on 6 May 2004 it was agreed that progress reports against the Action Plan would be presented on a regular basis. This is the first of these reports. The Action Plan is contained in Appendix A with amended commentary as appropriate.

Update overview

A total of 12 of the 30 actions have been completed. Eight actions have been identified as requiring additional funding to be completed. Previous reports have identified those relating to staff and building capacity. Work is progressing on the remainder and in identifying the financial implications for this committee.

Since the last committee meeting progress has been primarily restricted to auditing requirements and the identification of associated issues and costs.

This is as identified in the paper relating to storage and future capacity. An approach has also been made to NEMLAC seeking funding for a feasibility study into future accommodation requirements. (Action Plan B5, D2, D4).

The service has instigated a more rigorous monitoring of performance with a view to establishing targets for 2005/06. A revised completion date of February 2005 is proposed.

Frequency of reports

In view of the minimal progress members may wish to consider amending the frequency of these reports. Many of the actions have financial implications and previous milestone dates are currently unrealistic in terms of budget cycles. Alternatives to quarterly reports would be biannual or annual. Biannual would allow members to monitor progress and allow amendments to timescales. Annual would provide a single opportunity to note progress. Altering the frequency of reports would not affect the Members awareness of service issues and is not intended to replace the individual papers presented to the Committee.

OPTION APPRAISAL/RISK ASSESSEMNT

- 3 The adoption of the Action Plan is in line with the requirements to retain the appointment of a place of deposit as delegated by The National Archives. The continuation of this appointment will rely on reasonable improvements being implemented.

FINANCIAL IMPLICATIONS

- 4 It is anticipated that there will be financial implications in progressing the improvement plan. Work is progressing on identifying these. Those relating to storage appear in agenda item xx

RECOMMENDATIONS

- 5 That members approve:
 - a) the progress against the Action Plan.
 - b) the progression identifying external funding for feasibility work.
 - c) the provision of progress reports on a biannual basis

REASONS

- 6 The recommendation is supported for the following reason
 - a) The adoption of the Action Plan is in line with the requirements to retain the appointment of a place of deposit as delegated by The National Archives.

BACKGROUND PAPERS

- 7 **Appendix A Teesside Archives Action Plan 2002 – 2007**

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