

Teesside Archives

Action Plan 2002 – 07



Introduction

Teesside Archives holds the appointment as a public record office for the four authorities Hartlepool, Middlesbrough, Redcar and Cleveland and Stockton-on-Tees. This appointment is dependent on meeting the advised standards of The National Archive (TNA) and subject to continued approval through regular inspections. In recognition of earlier inspections at a meeting of the Joint Archives Committee on 2nd July 2001 it was agreed that a development plan for Teesside Archives Service be formulated, the work to be carried out by a consultant employed by NEMLAC and the cost to be borne by NEMLAC and Middlesbrough Council. In 2002 the service underwent inspections from the Public Record Office and the Historic Manuscripts Commission (now The National Archive), both reports highlighted actions to be undertaken to ensure the continuation of the appointment as a public record office. This Action Plan results from the subsequent report and recommendations of the inspections. The plan was intended to cover a three-year period from the receipt of the inspection reports. The hiatus in the committee process has led to this being extended to five years. In the interim period the Strategic Officer Group (see below) has further developed the plan and undertaken those actions requiring immediate attention and minimal cost implications. The plan now covers the period 2002 – 07 and will form an important part of the next TNA inspection.

Teesside Archives is managed by Middlesbrough Council on behalf of the four authorities previously mentioned. The Strategic Officer Group co-ordinates the development of the service attended a nominated senior officer from each authority. As part of the recommendations of the NEMLAC report an operational officer group has been established (including Museums representation) to progress the Action Plan.

The Joint Archives Committee endorsed the Action Plan on 6 May 2004.

The plan will be updated regularly with regular reports on progress and suggested future actions for inclusion. Actions identified as having financial implications are noted as such and target dates refer to the identification of the costs rather than the implementation. Those actions completed are highlighted in **bold**.

Explanation of Table

Assessments on the standard of service are made using a set of criteria; the action plan reflects these criteria as follows:

Key Issue A: PERFORMANCE MANAGEMENT

Key Issue B: BUDGETS and RESOURCES

Key Issue C: STAFF and WORKLOADS

Key Issue D: PREMISES

Key Issue E: CUSTOMERS and ACCESS

Key Issue F: PARTNERSHIPS

These criteria are used to form chapter headings for the actions.

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Ref. No.	unique reference for each action linking to the criteria above
Action	action to be undertaken
NEMLAC report	North East Museums Libraries and Archives Council – paragraph reference to consultants report
TNA report	The National Archives – paragraph reference to PRO report; page reference to HMC report
Targets etc	expected outcome
Date	target date for completion
Progress	summary of current progress and comments indicating revisions and barriers to completion

Key Issue A: PERFORMANCE MANAGEMENT

Ref. No.	Action	NEMLAC report	TNA report	Targets and Outcomes	Date to be achieved	Progress
A.1	Produce prioritised aims and objectives which incorporate statutory requirements; local circumstances and the regional and national agendas; in consultation with all stakeholders	6.9 6.10		Aims and Objectives which will form the basis for the Five Year Strategy and Development Plan (see A.5) <i>Who: All stakeholders</i>	Oct. 2004	Completed – baseline data being collated for performance indicators / targets to be established
A.2	Service level agreement implemented	2.7		Reviewed and amended as required <i>Who: Officer group</i>	Feb.2005	Review currently underway – on target
A.3	Targets and performance indicators introduced for all aspects of the service; together with robust measurement and monitoring procedures	2.15		Revised targets to incorporate within service level agreement and annual action plan <i>Who: Officer group Archives staff Friends</i>	Oct 2004	data being collected for benchmarking, targets to be created for 2005/06, revised completion date Feb. 2005
A.4	Produce outline policy statements covering acquisitions and collections; cataloguing; preservation and conservation; ICT and digitisation	2.11 3.20		Four outline policy statements. Prioritisation for completion informed by new Aims and Objectives (see A.1) <i>Who: Archives staff</i>	May 2005	Two produced: Preservation, and conservation, Acquisition and collections. Target date for completion revised due to staff capacity.
A.5	Produce Five Year Strategy and Development Plan (2002-2007) for Teesside Archives	2.14 7.8		Strategy completed	March 2002	Plan approved May 2004. Slippage due to hiatus in committee cycle. Officer Group developed Action Plan to progress work.

Key Issue B: BUDGETS and RESOURCES

Ref. No.	Action	NEMLAC report	TNA report	Targets and Outcomes	Date	Progress
B.1	Audit of existing budgets to identify shortfalls and gaps	7.5 7.6		Prioritised list for additional resources to input 2004/05 budget process and funding bids (see B.4) <i>Who: Archives staff</i>	Sept 2003	Delay due to process, staffing costs identified July 2004 for 05/06 budget round consideration, full costs allocated for 2006 / 07 budget round
B.2	Assess options for reinstating Conservator's hours to full-time within existing budget	2.13		Immediate temporary solution implemented within current financial year Options for permanent reinstatement to incorporate into 2004/5 budget. <i>Who: Strategic Officer group</i>	Oct 2003 Dec 2003	As B.1
B.3	Review current income generation and assess potential of new income streams	7.5 7.6		Options for improved income generation to incorporate into 2004/5 budget <i>Who: Archives staff</i>	Dec 2003	Review complete with new income targets set, the sale of publications has been improved but additional staffing required for further developments to be made See also B.1 Charges to be reviewed for 2005/06 as part of budget process
B.4	Investigate all potential external funding sources and make a minimum of one bid in current year	7.5 7.6		Minimum of one external bid made; other sources prioritised and a bid programme for 2004/5 completed. <i>Who: Archives staff</i>	March 2003	Successful A2A (Access to Archives) digitisation bid

B.5	Audit of existing equipment to identify gaps, fitness for purpose and remaining life	2.6		Audit completed and priorities for replacement / addition identified <i>Who: Archives staff</i>	Sept 2004	Audit complete, costs being identified. Staffing level gap identified Initial audit completed, implementation date to be set once approved. Storage capacity requirements assessed. Possible consultancy requirement identified – potential for NEMLAC funding bid
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Key Issue C: STAFF and WORKLOADS

Ref. No.	Action	NEMLAC report	TNA report	Targets and Outcomes	Date to be achieved	Progress
C.1	Audit of capacity, skills and training needs	2.12 5.5	4.4.1 7.1.1 9.2.1 10.2 HMC p2	Produce staff training and development programme Identify additional staffing needs <i>Who: Archives staff</i>	Ongoing	Training identified and in progress subject to budget availability. Problems in releasing staff for training and maintaining access for the public.
C.2	Preservation and conservation assessment, using National Preservation Office survey	2.12	10.1 10.2 HMC p3	Identify and quantify backlogs and future requirements <i>Who: Conservator NEMLAC NPO</i>	Feb 2003	Backlog identified, revised completion date cannot be set until new staffing agreed
C.3	Assess cataloguing backlog through a pilot project, assisted by NEMLAC	2.12	8.7.3	Quantify backlog to inform future priorities and resource allocation <i>Who: Archive staff NEMLAC</i>	Feb 2003	As C.2

Key Issue D: PREMISES

Ref. No.	Action	NEMLAC report	TNA report	Targets and Outcomes	Date to be achieved	Progress
D.1	Structural survey of building to assess options for installing mobile shelving	5.4	5.1 HMC p2	Survey report <i>Who: Archives staff</i>	Aug 2003	Quotes being obtained, revised completion date Dec 2004 subject to funding
D.2	Investigate costs of mobile shelving	5.4	5.1 HMC p2	Outline costs identified	Aug 2003	Outline quote obtained, presented on 27 October 2004
D.3	Investigate costs for internal refurbishment of public areas	3.15	8.6.5	Estimates received	Mar 2003	Work completed on target
D.4	Investigate and assess all options for increasing current and future storage capacity	2.10	5.1 HMC p2	Options report produced <i>Who: Strategic Officer group</i>	Mar 2005	On target for completion, preliminary report presented on 27 October 2004 (see also B.5)
D.5	Update risk assessments and implement remedial work as required		6.1.1 6.2 6.3 HMC p 1,2	Protection against fire Flooding Intruder risks & staff safety	Mar 2003	Completed on target, meets minimum legislative requirements, funding requirement to improve
D.6	Ensure effective environmental monitoring		4.3.1 4.4.1 4.5.1 HMC p2	Confirm processes	March 2003	Completed on target

Key Issue E: CUSTOMERS and ACCESS

Ref. No.	Action	NEMLAC report	TNA report	Targets and Outcomes	Date to be achieved	Progress
E.1	Procure external sign for front of building and investigate options for high level (A66) signage	3.14	8.1	External sign fitted Options report for high level signage	March 2004	Building sign in place Dec 2003. Option for A66 sign being investigated by March 2005.
E.2	Produce directional leaflet for visitors	3.17		Available in a range of formats, including websites	March 2004	Completed ahead of schedule, produced and funded by Friends group
E.3	Carry out a comprehensive consultation with users and potential users	3.21 3.22		Participate in the national Archives Survey	annual	Completed 2003, participated in 2004
E.4	Produce a marketing strategy	2.9 3.19		Strategy produced <i>Who: Officer group, Archives staff, Friends</i>	Feb 2004	Intention to adopt MBC Cultural Services strategy, on target for completion See B.1 re. capacity
E.5	Audit of premises and facilities against requirements of the Disability Discrimination Act	3.16		Audit completed and results inform options report for future storage (see D.4) <i>Who: Archives staff</i>	Jan2004	Audit completed, funding implications to be identified, see Section D
E.6	Produce IT development plan in line with e-govt targets		8.6 HMC p2	Plan produced Web site updated	Mar 2004	<i>Input provided for updated web site, due for launch October 2004 Plan dependent on staffing capacity (see B.1)</i>
E.7	Investigate creation of refreshment area		8.5	Report produced and actions if feasible	Mar 2003	Current accommodation limits provision

Key Issue F: PARTNERSHIPS

Ref. No.	Action	NEMLAC report	TNA report	Targets and Outcomes	Date to be achieved	Progress
F.1	Assess options for future Officers' group size, membership and functions	6.8 7.7		Propose sub-divide into two groups: Operations Group (to include museums) Strategic/Funding Group to meet once per annum	Mar 2003	Completed on target, operations group established
F.2	Current Friends and Archives staff work plans integrated, in line with Aims and Objectives	3.23		Integrated work plan for second half of current year; and incorporated into future annual action plans	Mar 2003	Work plans integrated
F.3	Ensure Archives interim action plan takes account of related Middlesbrough plans and developments for local and family history services and the town centre generally	3.16		Regular reports to Committee updating position	On going	Appropriate actions being taken
F.4	Assess current level of duplication of roles, collections and resources between four authorities	6.9 6.10		Options for rationalisation, reducing costs, reallocating resources and improving service delivery prepared for Five Year Strategy and Development Plan <i>Who: : Strategic Officer group, Officer group</i>	On going	Discussions started, including museums see F.1