

JOINT ARCHIVES COMMITTEE REPORT

Action Plan - Management

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PURPOSE OF THE REPORT

- 1 To
 - a) update Members on progress implementing the management issues raised as part of the National Archive inspection and the NEMLAC external consultants report.
 - b) seek approval for progressing actions

BACKGROUND

- 2 Members will recall that at the meeting of this committee on 6 May 2004 it was agreed that projected costs required to implement the action plan would be identified and brought for members consideration. Reports covering staffing (6 August 2004) and storage (27 October 2004) capacity have already been put before this committee with agreement to consider the additional funding in the budget setting process for 2005 - 06. This report discusses the third key issue – management. For the purpose of the inspection and this report the term management covers the performance, monitoring and planning
- 3 **Actions completed (noted at meeting 27 October 2004)**
 - a) Five year action plan adopted August 2004.
 - b) The necessary environmental controls and monitoring are now in place.
 - c) Three policy documents have been written in line with national guidelines: Preservation, Conservation, Acquisition and disposal
 - d) Establishment of Officer Group (operations)

This group has now been meeting for almost two years, working on displays and events including Local History and Archives Awareness months. This work formed part of the update presented at the meeting on 27 October 2004.

4 Actions completed – requiring approval

- a) The implementation of performance Indicators. The following are suggested as being appropriate for the service in support of the shared priorities:
- enquiries related to planning applications (target 150 per annum)
 - satisfaction with service (target 94%)
 - lifelong learning events (target 20 per annum)
 - 3% increase in physical visits
 - 3% increase in virtual visits
- b) Fees and charges
These have been revised and are discussed in more detail in the accompanying budget paper.

5. Actions in progress

- a) IT development plan
Work on the updated web pages continues, largely dependent on progress within Middlesbrough Council / HBS IT section.
The development plan itself is on hold due to staff capacity. However, this area is not being neglected in terms of improvement (see Collections Management below)
- b) Collections management
The current catalogue is held on card and in bound volume, as such difficult to use and remote access is impossible. The implementation of the CALM software as a tool for collections management and management data is currently being investigated. This system runs in tandem with that used by Middlesbrough Libraries that could produce cost savings both at start up and maintenance. It would allow access to the collection via a web browser for all authorities as well as users. Maximising the system would only be possible with additional staffing to process records. As has previously been discussed there is already a cataloguing backlog, implementing a computer system would mean that those catalogue records already existing would need to be transferred. Advice is being sought as to the best method of achieving this.

Indicative costs for installation are identified in paragraph 4. There are also negotiations in progress with a charitable organisation who may be able to fund start up costs and an element of time limited staff capacity for cataloguing. There will still be revenue implications for annual maintenance charges.

- c) Rationalisation of service
This relates to the current level of duplication across the authorities and services such as libraries and museums. There have been initial discussions where appropriate and recently an increased integration of promotional activity. The purchase of CALM software would increase opportunity and capacity for future co-operation and increased access to the service.

OPTION APPRAISAL/RISK ASSESSEMENT

6 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 and developments being in place in line with past recommendations. The withdrawal of the appointment means that the service would not be able to hold deposited public records under Section (I) of the Public Records Act 1958. These include records of local courts, hospitals and health Authorities and Coroners.

FINANCIAL IMPLICATIONS

7 These indicative costs relate to the installation and maintenance of CALM software, including training, licenses and equipment. They are based on a maximum use scenario for the four authorities and all new equipment. Any additional charge from HBS is not included.

	Start up £	Equipment £	total	%	Maintenance (£ annual)
Hartlepool	2975	2550	5525	17	680
Middlesbrough	4550	3900	8450	26	1040
Redcar and Cleveland	4200	3600	7800	24	960
Stockton-on-Tees	5775	4950	10725	33	1320
Total	17,500	15,000	32500	100	4000

8 Ward Implications

There are no ward implications arising from this report

9 Legal Implications

The withdrawal of the appointment means that the service would not be able to hold deposited public records under Section (I) of the Public Records Act 1958. These include records of local courts, hospitals and health Authorities and Coroners.

RECOMMENDATIONS

10 That members:

- a) note the potential financial implications and accept for consideration within each authority for implementation in 2005/06.
- b) Approve the progression of the actions
- c) approve the further research into identifying external funding sources.

REASONS

11 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

No background papers were used in the preparation of this report.

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