

JOINT ARCHIVES COMMITTEE REPORT

PERFORMANCE REPORT FOR 2005 - 06

20 September 2006

TIM WHITE - DIRECTOR, REGENERATION

PURPOSE OF THE REPORT

- 1 To provide:
 - a) the 2005 - 06 performance report , and
 - b) advise on the indicators for 2006 – 07.

BACKGROUND

- 2 There are currently no statutory indicators or standards relating to use for archive services. A CIPFA statistical return is required on an annual basis. Local indicators have been agreed and are reported below.
- 3 The last inspection for Teesside Archives was conducted in 2001/02. Inspections are on a two/three year cycle with progression against recommendations expected. A self-assessment has been completed this year with a view to inclusion in CPA for 2007/08. The assessment included comparison against previous performance and service improvement was evident. The score is not yet known. It is anticipated that this could replace the inspection regime except where a service is failing. Further direction on this is awaited.

Local Indicators 2005 – 06

- 4 There were five local indicators for 2005 – 06. Four met or exceed targets. The final outturn for 2005 – 06 is as follows:
 - a) Visits to Archives
A 21% increase in visits has been recorded, against the target of 3%. However this is in part due to increased use due to the transferring of material following the closure of Middlesbrough Central Library.

b) Satisfaction with the service
The target of 94% has been surpassed with a 100% satisfaction rating scored in the most recent national user survey.

c) Lifelong learning events
A total of 30 events were held, against the target of 20. This is due both to the establishment of the Learning and Access officer in September 2005 and to increased national publicity from the TV programmes on family history.

d) Virtual visits
A decrease of 2.3% compared to a target of 3% increase. However the number of postal/e-mail enquiries has risen by 4.8%. It is likely that the increase in material available and public awareness on the Internet has led to a decrease in telephone enquiries.

e) Enquiries relating to planning applications
This is on target to achieve 154 enquires for 2005/06, against a target of 150.

5 The proposed local indicators for 2006 – 07 are as follows:

- a) An increase of 5% in visitor numbers from 2004 – 05 baseline
- b) 50 Lifelong learning events to be organised

Budget

6 The 2005 – 06 outturn was neutral.

Action Plan

7 This was reported at the committee on 17 April 2006.

Accessions

8 Acquisitions
There have been 88 accessions of archive material during this period. They included additional parish registers from Guisborough, Loftus, Carlin How and Yarm, a record book relating to the ships built at Richardson Dock, Shipbuilders of Stockton, documents, photographs etc relating to the construction of the Bottle of Notes in Middlesbrough and Coroners records for Hartlepool dating from 1997 to 2003.

The Mo Mowlam Archive Trust has donated material relating to the late Mo Mowlam MP. The material requires cataloguing prior to the Trust agreeing access rights.

Outreach

9 Events

The annual Day School, which is arranged in collaboration with the library services of the four boroughs, was held in Stockton Library on Saturday 19th November. It was attended by over 60 people and its theme was oral history sources in the area. It featured speakers from Teesside Archives, Hartlepool Port Cities Website, the Northern Region Film and Television Archive and the African Living History project.

10 Who Do You Think You Are

Teesside Archives service was involved in associated events with staff attending the regional Family History Roadshow held at Bishop Auckland Library in February 2006. BBC Radio Cleveland based a family history series, which ran for the duration of the TV series, in Teesside Archives.

11 Now and Then Magazine

An article about Teesside Archives was featured in the spring edition resulting in many enquiries. Each issue will feature a double page spread based on photographs from the collection.

12 Talks and Group Visits

Talks to various groups have been given. Group visits to the Archives have included University of Teesside, Redcar and Cleveland Adult Education and a Creative Writing Skills group. An Introduction to Archives session was provided for library staff of the four boroughs.

13 Learning and Access

Since commencement of the post of Learning and Access Officer there has been an increase in class visits to and from the archive service. To date all boroughs have used this service. Pupils reached are primarily from key stages 2 and 3, with geography, history and art being the most popular subjects for use of the archives. In addition Teesside Archives has been represented at four MLA North East SchoolGate events. Other work includes the development of learning resources via the web including a Local Heroes project celebrating the 200th anniversary of West Hartlepool's founder Ralph Ward Jackson. The learning and Access officer has worked closely with the African Oral History project to draw the initial project to a close and strengthen links for continuation.

Conservation

- 14 Conservation work has been carried out on a variety of archives in the last six months in order to make them available to the public for research. In total 317 items were repaired and repackaged. Particular items of interest include the original building plans of Bell Bros. Offices in Zetland Road, drawn in 1919 and an early Valentines card subsequently used for a childrens project. Other work has covered the repair of postcards and maps including 22 photo albums from the Sotheran collection.

15 It should be noted that priority is given to items in high demand and poor physical state and the time taken for individual items varies according to the state and format. The conservator's duties also cover the environmental monitoring and condition survey for the Archives building.

16 The Conservator has also been busy with outreach work. Talks and demonstrations were given to various groups, as well as demonstrating and giving advice for the Heritage Open Days in September. Paid conservation work has been undertaken for the Dorman Museum, Redcar Reference Library, Hartlepool Central Library and several members of the public.

OPTION APPRAISAL/RISK ASSESSMENT

17 The basic archives service is provided free at the point of delivery.

FINANCIAL IMPLICATIONS

18 There are no financial implications.

RECOMMENDATIONS

19 That members:

- a) note the performance report for 2005 – 06
- b) approve the local indicators as shown in paragraph

REASONS

20 This recommendation is made as it recognises the work currently being undertaken by Teesside Archives.

BACKGROUND PAPERS

21 Statistical report on actual usage shown in Appendix A.

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