

## **Service Review for Teesside Archives**

### **Scope of review**

The review first needs to set out a brief description of the Archives Service. This should include the following

1. its role and purpose
2. a brief outline of the kinds of records it holds
3. where it is based with a brief description of the accommodation, its size, fitness for purpose etc
4. its staffing structure and costs
5. its main activities including:
  - customer services
  - cataloguing
  - conservation
  - acquisitions
  - storage
  - outreach
6. hours of opening/operation
7. revenue budget (income and expenditure)

The review should examine whether or not the current range of activities remains necessary and appropriate, whether any efficiency savings can be found in any of the current areas of expenditure, whether income potential is currently being maximised, and whether there are significantly better means of delivering the service.

### **Management of the review**

The potential way forward is to have a Steering Group chaired by the Director of Regeneration (Middlesbrough) and to include the four Borough Librarians.

The Review Team to consist of staff from all four Borough Library Services and Teesside Archives.

The Review Team would pull together the short review in a few weeks and pass to the Steering Group for consultation and action.