

JOINT ARCHIVES COMMITTEE REPORT

PERFORMANCE REPORT FOR 2008 - 09

23 April 2009

KEVIN PARKES - INTERIM DIRECTOR, REGENERATION

PURPOSE OF THE REPORT

1. To:
 - a) provide performance results for 2008 – 09, and
 - b) update on 2008-10 Action Plan

BACKGROUND

2. The last inspection of Teesside Archives by the National Archives was in 2008. This is referred to in the Budget and Related Issues Report. Feedback will be brought to the Committee at a later date.
3. Since 2006 this inspection regime has been supplemented by an annual self-assessment, scored by The National Archives.
4. 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 for 2008-09 are reported in paragraph 8.
5. The range of work undertaken by Teesside Archives is varied, covering conservation to outreach work. This report provides a summary of this work. Appendix one shows a statistical report of activity for the period April 2008 - March 2009.

Self-assessment for local authority archive services

6. The annual self-assessment was completed in 2008. The service has been scored as a three-star service (out of four) and is said to be neither improving nor deteriorating. The self-assessment letter is shown in Appendix two.

7. This is the same overall result as 2007–08, but the actual score has increased to 67.5% (from 66%). In context, this is just below average for the NE region (68.5%) and above average for the UK (61%).

Local Indicators 2008 – 09

8. There are four local indicators for 2008 – 09.
 - a) An increase of 2% in visitor numbers from 2007 – 08 baseline
This indicator has not met the target. There were 5913 visitors, a decrease of 6%. However, a further 2957 people have been contacted via outreach work.
 - b) An increase of 5 % in virtual visits (phone, post and e-mail)
This indicator has not met the target. There were 2387 virtual visits, an increase of 0.3%.
 - c) 80 lifelong learning events to be organised
This target has been met with a total of 117 events held.
 - d) CALM installed by March 2009.
This target has been met. CALM was installed in September 2008. Work on web access to CALM is currently in hand.

Local Indicators 2009 – 10

9. As a result of a service review taking place, as mentioned in an earlier report, the Local Indicators for 2009-10 will be brought to the Committee for approval after the review has taken place.

Budget

Revenue

10. Due to the ongoing budgetary issues the projected outturn for 2008 – 09 revenue budget will be given at the next Committee meeting.

Capital

11. The breakdown for the capital project will be given at the next Committee meeting

Action Plan 2007 – 10

12. This was approved at the committee meeting on 7 February 2008.
13. A total of 30 actions have now been completed or are progress. Details of these are given in Appendix three. A summary of acquisitions, events and conservation are given in paragraphs 14-24.

Acquisitions

14. Recent accessions have included:

There were a total of 181 accessions of archive material. They included:

- Papers relating to J.W. Woolcock, Second World War fighter pilot based at Thornaby Aerodrome.
- A DVD relating to Harold Miff Brighton the last Eston ironstone miner.

- Electoral Registers of Hartlepool.
- Research files of Norman Moorsom, Middlesbrough historian.

Outreach

15. There have been a total of 117 events/talks/visits/displays over this period.

16. Events

A number of local shows and fairs have been attended including a Family Fun Day at Hartlepool Library.

17. Talks and group visits

The continuing wide variety of talks and group visits has included inclusion in a BBC Radio Tees Family History Forum.

18. Learning and Access

The Learning and Access staff have organised 103 sessions for groups, either here at Teesside Archives or in the community. This included two sessions with Sunnyside Primary School in Middlesbrough. This school draws pupils who are visually or hearing impaired, from the Teesside area. The sessions resulted in the school producing a heritage trail for these special pupils using hand-held audio visual units.

19. Displays

A display of documents relating to the centenary of the Youth Court Service was staged at the end of March 2009 to accompany mock trials which were performed by local school children at Teesside Magistrates Court in Middlesbrough

Conservation

20. Conservation has been carried out on a variety of archives in order to make them available to the public for research. In total 884 items were repaired, cleaned and repackaged. 550 were specifically from any one of the four Boroughs while 334 were from collections which covered the whole Teesside area.

21. Work included full conservation of the original tracing plans for the Teesside Archives building when it was the post office. An early 19th century Overseers' account book for the poor of Stockton was extensively repaired. A copy of an engraving showing a bird's eye view of a housing development in Coatham which was never built was treated. Full conservation of a West Hartlepool Petty Sessions volume for 1900 was carried out.

22. Some 5202 records were treated in preservation projects. This involved cleaning, repackaging, labelling and reboxing into acid free enclosures. The condition of these collections was noted so that any future conservation required could be prioritised.

23. The Conservator has been involved in two Learning and Access Projects, a youth project to encourage teenagers to use the archive service. Also a project to demonstrate bookbinding processes to children from St

Joseph's RC School in Norton and assisting them to make a leather bound book to house their project work.

24. The Conservator has been involved in the British Steel Archive Project, advising staff and training volunteers.

Action Plan 2009 – 11

25. As a result of a service review taking place, as mentioned in an earlier report, the Action Plan for 2009-11 will be put to the Committee for approval after the review has taken place.

OPTION APPRAISAL/RISK ASSESSMENT

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

FINANCIAL IMPLICATIONS

27. There are no financial implications.

RECOMMENDATIONS

28. That members:
a) note the performance report for 2008–09,

REASONS

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

BACKGROUND PAPERS

30. The following have informed this paper:
a) Statistical report on actual usage shown in Appendix one.
b) Self –assessment letter shown in Appendix two
c) Action Plan 2008-10 as shown in Appendix three

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