

**JOINT ARCHIVES COMMITTEE**

A meeting of the Joint Archives Committee was held on 22 July 2010.

**PRESENT:**

Councillor S Clarke (Redcar and Cleveland Council), Councillor C Rooney (Middlesbrough Council), Councillor H Thompson (Hartlepool Council) and Councillor Mrs M Womphrey (Stockton Council).

**\*\*OFFICERS:**

J Baker, J Brittain, S Cartlidge, G Jarritt and C Lunn.

**ALSO IN ATTENDANCE:**

J Nicholson (Friends of Teesside Archives Group).

**\*\*APOLOGIES FOR ABSENCE:**

There were no apologies for absence.

**DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

**\*\*APPOINTMENT OF CHAIR AND VICE-CHAIR FOR 2010/2011**

In accordance with the agreed protocol for the appointment of Chair and Vice-Chair on a rota basis, the chairmanship transferred to the Member representative from Middlesbrough Council. The Member representative from Hartlepool, the authority next in rotation for the Chair, was appointed as Vice-Chair of the Committee.

The Committee thanked Councillor S Clarke for the contributions made as Chair during the Municipal Year 2009/2010.

**ORDERED**

- 1. That Councillor Rooney be appointed Chair of the Joint Archives Committee for the Municipal Year 2010/2011.**
- 2. That Councillor H Thompson be appointed Vice-Chair of the Joint Archives Committee for the Municipal Year 2010/2011.**

**REASON**

**The decisions were supported by the following reason:**

- 1. In accordance with the Committee's Terms of Reference.**

**\*\*MINUTES**

The minutes of the meeting of the Joint Archives Committee held on 22 April 2010 were submitted and approved as a correct record.

**BUDGET UPDATE REPORT**

The Library Services Manager presented a report, the purpose of which was to update Members on the 2010/2011 revenue budget.

As Members were advised at the meeting of 18 February 2010, the budget which was recommended by the Joint Archives Committee at its meeting on 23 July 2009 had subsequently

been referred to and agreed by the Tees Valley Chief Executives. Each authority had been invoiced, and had paid, their proportion of the budget as agreed.

Appendix 1 of the report showed the revenue budget at 1 April 2010 and the expenditure for the first quarter of the year.

The budget breakdown for 2010/2011 was set out for Members' information. The table showed the adjusted payments incorporating the carry forward from 2009/2010. Invoices would be raised quarterly, with the final invoice being adjusted for final outturn figures. The percentage split was based on the population mid-year estimates for 2008.

It was explained to Members that following the final outturn invoices for this year, the invoices for subsequent years would reflect the agreed budget totals and population splits.

#### **ORDERED**

- 1. That the amended invoice amounts for 2010/2011 be noted.**
- 2. That it be noted that subsequent year's invoices would reflect the agreed budget amounts.**

#### **REASON**

**The decisions were supported by the following reason:**

- 1. For reasons outlined in the report.**

#### **PERFORMANCE REPORT FOR APRIL 2010 – JUNE 2010**

The Acting Principal Archivist presented a report, the purpose of which was to update Members on the performance of Teesside Archives for the period April 2010 – June 2010, and to provide an update on the Action Plan.

The last inspection of Teesside Archives by the National Archives (TNA) was in 2008. In 2008 this inspection regime was supplemented by an annual self-assessment, scored by the TNA. As previously reported the service was scored as a three-star service (out of four) and was said to be neither improving nor deteriorating.

There were currently no statutory indicators or standards relating to archives services. A C.I.P.F.A return was required on an annual basis. The range of work undertaken by Teesside Archives was varied and included conservation and outreach work. The submitted report provided a summary of this work.

The number of visitors to Teesside Archives during this period was 1578. A breakdown of these was included in Appendix 1 of the report. The 416 visitors who were from outside the area came from such places as Switzerland, Australia and Canada. The Acting Principal Archivist indicated that a number of these individuals had utilised records at Teesside Archives for genealogy purposes. Analysis of the visitor figures for the last two years was shown in Appendix 2 of the report.

The Action Plan that was put to the Committee on 23 July 2009 as part of the Review of Teesside Archives Report had been updated and further key actions added. This could be seen at Appendix 3 of the report.

During discussion, clarification was sought in respect of Hartlepool's Holdings figures and the contents of the 3010 Preservation items that were recorded in Appendix 1 of the report. The Acting Principal Archivist explained that a large collection of documents specific to the Hartlepool area had been deposited, and preservation work, including boxing and labelling, had been carried out on them. It was confirmed that further details regarding the contents of the documents would be provided.

In relation to the Action Plan and the utilisation of outreach activity to encourage more visitors to, and increase awareness of, Teesside Archives, it was suggested that in order to help promote the Teesside Archives service, occasional meetings of the Joint Archives Committee could be held at alternative venues across the four boroughs. Members discussed the proposal. It was agreed that arrangements for an alternative venue would be made for the next meeting of the Joint Archives Committee, scheduled to take place on Thursday, 28 October 2010.

A discussion ensued pertaining to the increased digitisation of records. It was explained that work had already been undertaken in respect of the British Steel Archives. It was felt that the exploration of potential links to projects such as DigitalCity could be beneficial to the overall scheme.

#### **ORDERED**

- 1. That arrangements be made for an alternative venue for the next meeting of the Joint Archives Committee, scheduled to take place on Thursday, 28 October 2010.**
- 2. That the performance report for April 2010 – June 2010 be noted.**

#### **REASON**

**The decisions were supported by the following reason:**

- 1. For reasons outlined in the report.**

#### **HERITAGE LOTTERY UPDATE**

The Library Services Manager presented a report to inform Members about the discussions that had taken place with the Heritage Lottery Fund regarding bids for future funds to develop the Teesside Archives Service.

The Teesside Archives Service had been in its present location since 1982 and the building at Exchange House had not had any major refurbishment work undertaken during this period. The British Steel Collection (BSC) was housed in the Archives building, with the current cataloguing and conservation work ending in December 2010.

It was explained that the mothballing of the blast furnace at Corus, and the ceasing of steel production on Teesside, would have a direct impact on the communities and industrial heritage of the Tees Valley. The work on the BSC was still progressing, but this had an even more important role to play in the cultural heritage of the Tees Valley. There was the possibility of using the BSC as a platform to develop the Teesside Archives Service.

An informal discussion had been held with the Heritage Lottery Fund in June to explore funding opportunities for Teesside Archives. Interest was expressed in a project bid which would help to build on the work currently being done on the BSC as well as develop the Teesside Archives Service within the Tees Valley and beyond.

The suggestion was to prepare a smaller project bid to expand on the work currently being undertaken within the Archives, on cataloguing and conserving their collections, including the BSC. Alongside this, the proposal was to prepare a larger Tees Valley wide bid in collaboration with partners to develop the Archives Service and its collections, and make them more accessible both nationally and internationally. The aim was to ensure that the heritage, which the Archives Service was responsible for preserving, was accessible to as wide an audience as possible.

Members discussed the proposals and offered full support to the recommendations.

#### **ORDERED**

- 1. That the proposals be noted and supported.**

**REASON**

**The decisions were supported by the following reason:**

- 1. For reasons outlined in the report.**

**ARCHIVES MANAGER APPOINTMENT**

The Library Services Manager informed the Committee that an appointment had been made to the post of Archives Manager. The new manager would be starting the week commencing 26 July 2010.

**ORDERED**

- 1. That the information, as presented, be noted.**

**ANY OTHER ITEMS****ACTING PRINCIPAL ARCHIVIST**

It was explained to the Committee that the Acting Principal Archivist would soon be leaving Middlesbrough Borough Council. Members thanked the Acting Principal Archivist for the contributions and support offered to the work of the Committee, and wished her well for the future.

**ORDERED**

- 1. That the information, as presented, be noted.**

**PHOTOGRAPHIC IMAGE - R101 AIRSHIP**

The Acting Principal Archivist tabled a photographic image of an R101 airship for Members' perusal. The Pickerings Lift document had recently been deposited at Teesside Archives and showed the airship tethered to a lift structure that had been assembled by Cleveland Bridge. It was unclear as to when and where the photograph was taken.

**ORDERED**

- 1. That the information, as presented, be noted.**