

JOINT ARCHIVES COMMITTEE

A meeting of the Joint Archives Committee was held on 28 October 2010.

QUORUM

In the absence of a quorum and given the business to be transacted, it was agreed by those present to proceed with the items on the agenda on an informal basis. Any decisions would be formally considered at the next meeting of the Joint Archives Committee.

PRESENT:

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

****OFFICERS:**

J Brittain, R Hobbins, G Jarritt, C Lunn and C Wood.

ALSO IN ATTENDANCE:

J Nicholson (Friends of Teesside Archives Group).

****APOLOGIES FOR ABSENCE:**

An apology for absence was submitted on behalf of Councillor S Clarke (Redcar and Cleveland Council).

DECLARATIONS OF INTEREST

There were no Declarations of Interest.

****MINUTES**

The minutes of the meeting of the Joint Archives Committee held on 22 July 2010 were submitted.

It was agreed by those present that, in the absence of a quorum, the minutes of the meeting of the Joint Archives Committee held on 22 July 2010 would be formally ratified at the next meeting of the Committee.

BUDGET UPDATE REPORT

The Head of Library Services 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 to 30 September 2010. There was a projected underspend on the staffing budget due to staff vacancies within the Archives Service. The figures would be confirmed in the Q3 report.

RECOMMENDED

That the expenditure on the budget to date be noted.

REASON

The recommendation was supported by the following reason:

For reasons outlined in the report.

PERFORMANCE REPORT FOR JULY 2010 – SEPTEMBER 2010

The Archives Manager presented a report, the purpose of which was to update Members on the performance of Teesside Archives for the period July 2010 – September 2010.

Teesside Archives had completed the self-assessment survey for the National Archives (TNA) and awaited the results. 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 1534. A breakdown of these was shown in Appendix 2 of the report. The visitors who were from outside the area came from other parts of the UK, as well as from Australia, New Zealand and Thailand.

Details were provided in respect of Acquisitions; Outreach events; Learning and access and Conservation work that had been carried out.

Copies of two booklets entitled 'Crossing Historical Boundaries' and 'Learning Arc: Archives Education Group' were tabled for Members' perusal.

A discussion ensued in relation to genealogy and the services that Teesside Archives currently offered to those interested in researching their ancestral heritage. It was explained that staff at Teesside Archives were available to assist individuals throughout the research process. It was highlighted that an additional advantage of using Teesside Archives to complete genealogy research was that additional records held by the Archives service, such as workhouse and land records, could be accessed and utilised. It was felt that the genealogy service offered by Teesside Archives had raised the profile of the Archives service substantially. With regard to future developments, it was hoped that access to genealogy-related records would be made available online in the future.

Reference was made to outreach activities and the 28 events/talks/visits/displays that had taken place over the period July 2010 – September 2010. Clarification was sought as to the types of organisations/groups that had received talks. The Archives Manager explained that both educational establishments and Community groups had been visited. It was explained to the Committee that any referrals in respect of future organisation/group talks would be both welcomed and appreciated.

A comment was made in relation to the visitor access and outreach activity figures for each of the four partner authorities. It was felt that the level of pro-activity in terms of raising the awareness of Teesside Archives could be increased in some areas. The Head of Library Services explained that this and other issues had been noted, and that work was currently being undertaken on a 2011/2012 Action Plan that would take these issues forward.

RECOMMENDED

That the performance report for July 2010 – September 2010 be noted.

REASON

The recommendation was supported by the following reason:

For reasons outlined in the report.

ANY OTHER ITEMS**FRIENDS OF TEESSIDE ARCHIVES – VAT AND MONETARY DONATIONS**

The representative of the Friends of Teesside Archives Group explained to the Committee that following the purchase of equipment for Teesside Archives, the group had been informed that they were not eligible to recoup the cost of VAT, and would prefer to make donations of money. In light of the current financial climate, it was felt that this did not allow the group to operate as economically as it could have done. The Head of Library Services would raise this issue with the finance department.

RECOMMENDED

- 1. That the Head of Library Services raise the issue of donations with the finance department.**
- 2. That the information, as presented, be noted.**