

JOINT ARCHIVES COMMITTEE

A meeting of the Joint Archives Committee was held on 28 July 2011.

PRESENT:

Councillor S Clarke (Redcar and Cleveland Council), Councillor K Dixon (Stockton Council), Councillor C Rooney (Middlesbrough Council) and Councillor H Thompson (Hartlepool Council).

**OFFICERS:

S Cartlidge, R Hobbins, G Jarritt, C Lunn, E Tennant and M Walker.

ALSO IN ATTENDANCE:

J Nicholson (Friends of Teesside Archives Group).

**APOLOGIES FOR ABSENCE:

An apology for absence was submitted on behalf of J Brittain.

DECLARATIONS OF INTEREST

Name of Member	Type of interest	Item / Nature of Interest
J Nicholson (Friends of Teesside Archives Group)	Personal/Non Prejudicial	Representative of the Friends of Teesside Archives Group – the group was currently working with Teesside Archives on a number of projects.

**APPOINTMENT OF CHAIR AND VICE-CHAIR FOR 2011-2012

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 Hartlepool Council. The Member representative from Stockton, the authority next in rotation for the Chair, was appointed as Vice-Chair of the Committee.

The Committee thanked Councillor C Rooney for the contributions made as Chair during the Municipal Year 2010-2011.

ORDERED

1. That Councillor H Thompson be appointed as Chair of the Joint Archives Committee for the Municipal Year 2011-2012.
2. That Councillor K Dixon be appointed as Vice-Chair of the Joint Archives Committee for the Municipal Year 2011-2012.

REASON

The decisions were supported by the following reason:

In accordance with the Committee's Terms of Reference.

**MINUTES

The minutes of the meetings of the Joint Archives Committee held on 22 July 2010, 28 October 2010, 27 January 2011 and 9 June 2011 were submitted and approved as correct records.

An update was provided in respect of the following item from the 9 June 2011 meeting of the Committee:

PERFORMANCE REPORT FOR JANUARY 2011 – MARCH 2011

With regards to the suggestion concerning the utilisation of Council fleet buses for the transportation of children to the Archives building, it was felt that this would be difficult to implement for two reasons. Firstly, fleet buses tended to be used during both mornings and afternoons, which would limit the availability of the vehicles. Secondly, it was pointed out that operation of the fleet bus services would be considered as part of the financial reviews being undertaken by each of the authorities. Therefore, it was felt that the utilisation of Council fleet buses was not a suitable solution at this time, but it was hoped that such an initiative could be implemented in the future.

ORDERED

That the information as presented be noted.

**BUDGET OUTTURN 2010-2011 AND
BUDGET APPROVAL 2011-2012**

The Head of Economic Development and Culture Communities presented a report, the purpose of which was to a) update Members on the final outturn of the 2010-2011 revenue budget and b) to seek approval of the proposed 2011-2012 budget for Teesside Archives.

Appendix 1 of the submitted report showed the revenue expenditure to the 31 March 2011. There was an under-spend on the staffing budget due to staff vacancies within the Archives Service. The budget under-spend was reflected in the quarter four invoices to each authority.

Appendix 2 indicated the proposed budget for 2011-2012. It was explained that the contributions from each authority reflected the population based on the mid-year estimates for 2009. However, a commitment had also been given to achieve an in-year saving, prior to the review, of 10%. Therefore the anticipated outturn would be £223,353. The expected contributions from each authority were identified within the report.

The 2011-2012 budget was required to provide the service at a level in line with the staffing requirements to retain the appointment of a place of deposit as delegated by The National Archives. The withdrawal of the appointment would mean that the service would not be able to hold deposited public records under Section (I) of the Public Records Act 1958.

During discussion a query was raised in relation to the 10% saving commitment that had been made. It was clarified that the total of the expected contributions from each authority had taken this saving commitment into account.

It was explained that a previous Archives Service review undertaken in 2009 had concluded that the service ought to continue in its current form. However, owing to the current financial climate, it was felt that increased monitoring would be necessary in order to achieve the savings required. It was suggested that the lead library officers from the four authorities meet together to discuss ways in which to assist with the current review. This suggestion would be followed up.

ORDERED

- 1. That the proposed budget for 2011-2012 be approved.**
- 2. That the expenditure on the 2010-2011 budget be noted.**
- 3. That the four lead library officers meet together to discuss ways in which to assist with the current Archives Service review.**

REASON

The decisions were supported by the following reasons:

1. **To enable the 2011-2012 budget to be set.**
2. **To support the Archives Service review.**

PERFORMANCE REPORT FOR APRIL 2011-JUNE 2011

The Archives Manager presented a report, the purpose of which was to update Members on the performance of Teesside Archives for the period April 2011 – June 2011.

It was explained to the Committee that the Friends of Teesside Archives Volunteer Co-ordinator, in liaison with the Archives Manager and Conservator, had developed a programme of volunteering and this was now up and running with more people wishing to become involved. Full training had been provided and training sessions would now take place twice a year for new volunteers. The total number of hours worked by volunteers so far in 2011 (January-May) was 453 hours, which had allowed for progress to be made on collections from all four boroughs. Work had been completed on a deposit received from Redcar and Cleveland, digitisation had focused on Hartlepool Shipping Registers and work had commenced on cataloguing a large collection of deeds that were mainly from the Stockton area, but did cover the wider Teesside area.

A work experience placement for a school pupil was undertaken and registered with the University of Durham's employee volunteer scheme allowing a qualified Archivist to spend one week at Teesside Archives.

The number of visitors to Teesside Archives during this period was 1,833. A breakdown was shown in Appendix 1 of the report. The Archives Manager explained that work was currently being undertaken in relation to online accession to Archive material.

Details were provided in respect of Acquisitions, Outreach and Conservation work that had been carried out.

With regards to the Archives Service Review, work on the review was progressing and it was expected that a formal proposal would be put to the Committee at the next meeting.

A discussion ensued in relation to the volunteers currently working at the Archives. It was explained that there were a number of volunteers working for Teesside Archives, which were divided into a number of areas. There were 4/5 volunteers working in digitisation, 3 in cataloguing and 4/5 in conservation. In addition, the Friends of Teesside Archives Group carried-out a range of activities, which included attending events such as The Cleveland Show. The age of the volunteers was varied; it was highlighted that work experience placements were regularly offered. Regarding accreditation for volunteering, it was queried whether or not this was being offered to volunteers, as a similar initiative in respect of other service areas was currently being developed in the Redcar and Cleveland area. It was explained that although this was not currently available to volunteers at Teesside Archives, it was an initiative that could potentially be developed in the future. The Archives Manager would liaise with the representative from Redcar and Cleveland Borough Council's Libraries Service in order to discuss the progress made in the Redcar area, and how such an initiative could help develop the Archives Service. It was intended that this would be discussed at a future meeting of the Committee. The Archives Manager indicated that a recent report produced by the service's Volunteer Co-ordinator could be circulated following the meeting - this would be followed up.

The Archives Manager highlighted that visits to the Teesside Archives building could be arranged for any members of the Committee wishing to attend.

ORDERED

1. **That the Archives Manager liaise with the representative from Redcar and Cleveland Borough Council's Libraries Service to discuss volunteer accreditation.**
2. **That the Archives' Volunteer Co-ordinator's report be circulated to members of the Committee.**

- 3. That the performance report for January 2011 – March 2011 be noted.**

REASONS

The decisions were supported by the following reasons:

- 1. To support the development of Teesside Archives.**
- 2. To acknowledge quarter 1 performance.**

BUDGET UPDATE REPORT

The Head of Economic Development and Culture Communities presented a report, the purpose of which was to update Members on the expenditure for April 2011 - June 2011 of the 2011-2012 revenue budget.

Appendix 2 of the report showed the revenue expenditure to the 30 June 2011. There was an under-spend on the staffing budget due to staff vacancies within the Archives Service.

It was clarified that an under-spend in respect of cleaning services had arisen from charges not yet being made/received.

With regards to laundry and dry cleaning, the Archives Manager explained that an error had occurred on the spreadsheet. The £650.00 allocation for this would be re-assigned to the printing category in the subsequent column, and the laundry and dry cleaning reference removed. Concerning printing, it was queried whether or not this included printing work undertaken by the public. It was explained that public printing work was excluded in this respect, as this related to such work as information leaflets, reports and meeting papers. Public printing costs were included in the income – fees and charges category.

ORDERED

- 1. That the amendments to the budget spreadsheet in respect of printing and laundry and dry cleaning be undertaken.**
- 2. That the expenditure on the 2011-2012 budget be noted.**

REASON

The decisions were supported by the following reason:

To approve quarter 1 expenditure.

DATE OF NEXT MEETING

The next meeting of the Committee would take place on Thursday, 27 October 2011 at 10.30 a.m. in the Spencer Room, Town Hall, Middlesbrough.

ORDERED

That the information, as presented, be noted.