

MIDDLESBROUGH COUNCIL

Joint Archives Committee Report – Updated proposal for the Archives Service.

Kevin Parkes – Director, Regeneration

27 October 2011

PURPOSE OF THE REPORT

1. To present members with an updated proposal for the Archives Service.

SUMMARY OF RECOMMENDATIONS

2. That members determine which option is to be pursued.

IF THIS IS A KEY DECISION WHICH KEY DECISION TEST APPLIES?

3. It is over the financial threshold (£150,000)
It has a significant impact on 2 or more wards
Non Key

DECISION IMPLEMENTATION DEADLINE

4. For the purposes of the scrutiny call in procedure this report is.

Non-urgent
Urgent report

If urgent please give full reasons

BACKGROUND AND EXTERNAL CONSULTATION

5. A paper was presented to the meeting of the Joint Archives Committee (JAC) on the 27th January 2011. It explained the current position of Teesside Archives and outlined a proposal for an alternative option for delivery of the service which would produce an anticipated saving of £25k per year on the whole budget. This saving would then be reflected in each Authority's contribution to the service.
6. It was agreed that the proposal would be developed in further detail and presented to the JAC in due course.
7. Since the paper was presented consultation has taken place with the Friends of Teesside Archives and the Lead Officers of each of the four Boroughs.
8. This has resulted in some refinement of the initial proposal and following the Committee meeting in July which asked for more savings to be found than was initially proposed, further detailed work on the savings.

UPDATED PROPOSAL

9. Following consultation, the previous ideas have been refined to incorporate the following :-
 - Acknowledgement for the need to have 2 trained archivists and 1 conservator working on collection care, to meet The National Archives Standard for this size of collection.
 - Learning and access/outreach work across all four authorities should work more closely with library staff, in particular the Reference Library staff in all partner authorities.
 - Each authority would have some dedicated staff hours allotted to them each month to be used as they see fit, in discussion with the Archives Manager and the Lead Officer in each authority.
 - Original archive documents would not be transported between the Archive building and the Central Library for viewing, but remain at Archives to be examined in the search room, during a pre-booked session.
 - The more popular holdings on microfilm would be transferred to Middlesbrough Central Library for increased access. This is an interim measure until available parish records are on-line.
 - Work towards the digitisation of parish records with a private partner would continue, to enable on-line access to the most popular holdings across all four authorities.
10. The premise costs for the building are a fixed charge and the supplies and services budget which include conservation material is 8% of the total budget. Therefore, in order to achieve the required savings and ensure Teesside Archives continues to provide a service fit for purpose, a review of the staffing will need to take place.
11. Outlined below are three possible options to achieve a level of savings that should be acceptable to the Committee following the comments at the meeting in July 2011.

Option 1	Current establishment (f.t.e)	Proposed (f.t.e.)	Saving on staff budget	% saving on whole budget
Archives Manager	1	1		
Archivist	1	1		
Conservator	1	1		
Learning & Access	1	0.5		
Archives assistant	3	2		
TOTAL COST	£183,000	£150,363	£32,637	13%

Option 2	Current establishment (f.t.e)	F.T.E.	Saving on staff budget	% saving on whole budget
Archives Manager	1	1		
Archivist	1	1		
Conservator	1	1		
Learning & Access	1	0.5		
Archives assistant	3	1.5		
TOTAL COST	£183,000	£140,495	£42,505	17%

Option 3	Current establishment (f.t.e)	F.T.E	Saving on staff budget	% saving on whole budget
Archives Manager	1	1		
Archivist	1	1		
Conservator	1	1		
Learning & Access	1	0.5		
Archives assistant	3	1		
TOTAL COST	£183,000	£131,342	£51,658	21%

12. All options are likely to lead to staff being at risk of redundancy, although the potential for redeployment to vacant posts will be explored. Any requests for voluntary redundancy/early retirement would be considered to avoid a compulsory redundancy arising. Any redundancy costs would be shared by all four authorities.

IMPACT ASSESSMENT (IA)

13. An IA is being prepared and will be available at the meeting.

OPTION APPRAISAL/RISK ASSESSMENT

14. Not applicable.

FINANCIAL, LEGAL AND WARD IMPLICATIONS

15. There are no financial, legal or ward implications.

RECOMMENDATIONS

16. The Committee is asked to determine which option should be pursued.

REASONS

17. To allow the service review to progress and savings to be made, as outlined in the report.

BACKGROUND PAPERS

18. JAC report, Archives Service proposal 27th January 2011.

19. JAC minutes 27th January 2011

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