

## **JOINT ARCHIVES COMMITTEE**

A meeting of the Joint Archives Committee was held on 26 January 2012.

### **\*\*PRESENT:**

Councillor K Dixon (Stockton Council), Councillor C Hill (Hartlepool Council) and Councillor C Rooney (Middlesbrough Council).

### **\*\*OFFICERS:**

J Brittain, M Freeman, R Hobbins and C Lunn.

### **\*\*ALSO IN ATTENDANCE:**

J Nicholson (Friends of Teesside Archives Group).

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

An apology for absence was submitted on behalf of G Jarritt.

### **\*\*DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

### **QUORUM/SUBSTITUTION**

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.

Owing to the fact that the issue of quorum had been raised on numerous occasions over previous years, a discussion ensued in relation to potential remedies that could be implemented. These included: reducing the quorum figure, remote discussion and decision-making, and amendment of the current substitution requirements. It was highlighted that any changes would impact upon the Committee's Constitution and Terms of Reference.

It was indicated that work was currently being undertaken in respect of Governance arrangements, following which a report would be submitted to a future meeting of the Committee.

### **RECOMMENDED**

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

### **REASON**

**The recommendation was supported by the following reason:**

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

### **\*\*MINUTES**

The minutes of the meeting of the Joint Archives Committee held on 27 October 2011 were submitted.

An update was provided in respect of the following item:

### **ANY OTHER BUSINESS – FRIENDS OF TEESSIDE ARCHIVES**

The representative of the Friends of Teesside Archives Group informed the Committee that the non-electronic catalogues pertaining to Hartlepool Council's records had now been completed. These would be digitised in due course.

**RECOMMENDED**

**That the minutes be approved as a correct record.**

**REASON**

**The recommendation was supported by the following reason:**

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

**PERFORMANCE REPORT FOR OCTOBER 2011 – DECEMBER 2011**

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

It was explained that 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 1,528. A breakdown was shown in Appendix 1 of the report. Regarding document issues, it was pointed out that 2,508 documents had been issued. It was highlighted that the service was on course to increase visitor numbers by 10%.

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

It was noted that nine new volunteers had been recruited and trained, making a total of thirty-one. The service was reaching its capacity to house and supervise new volunteers but good progress continued to be made in all areas. It was highlighted that the volunteers had been organised into teams and had thus far completed work that equated to approximately £45,000. Teesside University was currently funding a graduate intern to work for twelve weeks on cataloguing the papers of Mo Mowlam.

Regarding the digitisation of Parish records, it was explained that a press announcement would be made in February 2012 at the 'Who Do You Think You Are?' event in London. It was hoped that the press announcement would increase awareness of the Archives' activities and increase visitor figures.

With regards to the work being undertaken by the volunteers, the Committee wished to express their gratitude to all those involved, particularly in terms of the potential financial expenditure that had been saved in the current economic climate. The Archives Manager and representative of the Friends of Teesside Archives Group would forward these comments to the next Archives' Management Committee meeting.

**RECOMMENDED**

- 1. That the Committee's gratitude towards the Archives Service's volunteers be forwarded to the next meeting of the Archives' Management Committee.**
- 2. That the performance report for October 2011 – December 2011 be noted.**

**REASONS**

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

**To acknowledge quarter 3 performance.**

## **BUDGET UPDATE REPORT**

The Head of Library Services presented a report, the purpose of which was to update Members on the expenditure for October 2011 – December 2011 of the 2011-2012 revenue budget.

Appendix 1 of the submitted report showed the revenue expenditure to the 31 December 2011. It was explained that budgets were on target, including the commitment to deliver the 10% saving this year.

It was explained that re-alignment of some budget lines would be undertaken for the 2012-2013 budget process, to ensure that the anticipated profile expenditure reflected the actual expenditure through the year.

### **RECOMMENDATION**

**That the expenditure on the 2011-2012 budget be noted.**

### **REASON**

**The recommendation was supported by the following reason:**

**To approve quarter 3 expenditure.**

### **\*\* EXCLUSION – PRESS – PUBLIC**

Those Members present agreed that the press and public be excluded from the meeting for the following item on the grounds that, if present, there would be disclosure to them of exempt information as defined in Paragraphs 1 and 2 of Part 1 of Schedule 12A of the Local Government Act 1972 and that the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

### **ARCHIVES REVIEW UPDATE**

Information was provided on the outcome of the consultation exercise relating to the preferred option, as previously identified at the 27 October 2011 meeting of the Committee.

In the absence of a quorum, it was agreed that further consideration of this item would be deferred to the 26 April 2012 meeting of the Committee.

### **RECOMMENDED**

**That this item be deferred to the 26 April 2012 meeting of the Committee.**

### **REASON**

**The decision was supported by the following reason:**

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

### **DATE OF NEXT MEETING**

The next meeting of the Committee would take place on Thursday, 26 April 2012 at 10.30a.m. in the Spencer Room, Town Hall, Middlesbrough.

### **RECOMMENDED**

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

**ANY OTHER BUSINESS****Future Meetings of the Joint Archives Committee**

Following a brief discussion in relation to the location of future Committee meetings, it was recommended that the 26 April 2012 meeting be held at the Archives building, with the potential for tours of the facilities to be undertaken.

**RECOMMENDED**

**That the 26 April 2012 meeting of the Joint Archives Committee be held at the Archives building.**

**Middlesbrough Reference Library – Toilet Use**

In response to a query raised regarding toilet facilities at Middlesbrough Reference Library, it was explained that a toilet was available for use, though because the facility was kept locked, access would need to be requested. It was pointed out that toilets were also available for use at MIMA.

**RECOMMENDED**

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