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| EXECUTIVE REPORT |
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Report Title: Joint Archives Committee – Revised Service Level Agreement for Joint Archives Committee

Executive Member for Regeneration

Kevin Parkes

Date : 26th July 2012

PURPOSE OF THE REPORT

1. To seek approval for the proposed revised Service Level Agreement (SLA) and terms of reference for the Joint Archives Committee (JAC)

SUMMARY OF RECOMMENDATIONS

2. That Members approve the revised SLA and terms of reference.

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

- | | | |
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| 3. | It is over the financial threshold (£150,000) | <input type="checkbox"/> |
| | It has a significant impact on 2 or more wards | <input type="checkbox"/> |
| | Non Key | <input checked="" type="checkbox"/> |

DECISION IMPLEMENTATION DEADLINE

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

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|---------------|-------------------------------------|
| Non-urgent | <input checked="" type="checkbox"/> |
| Urgent report | <input type="checkbox"/> |

If urgent please give full reasons

BACKGROUND AND EXTERNAL CONSULTATION

5. Following discussions at the JAC meeting of 26th April 2012 and the period of consultation following this, which ended on the 31st May 2012, Appendix 1 is the resulting revised proposal for the SLA and Appendix 2 the revised terms of reference for the JAC.
6. The main alterations to the SLA and terms of reference are as follows :-
 - The JAC would meet only once per year in February to agree the budget, but provision is made for meetings to be called at other times.
 - Each Council must appoint at least one deputy and nominate up to three persons whom may act as a deputy.
 - Any three members of the JAC shall form a quorum.
7. Although it is proposed that the JAC will only meet formally once per year, the Officers for the Library Services in each authority will meet on a regular basis during the year to discuss progress and development of Teesside Archives.
8. If the revised SLA and terms of reference are approved, these changes would take immediate effect.

IMPACT ASSESSMENT (IA)

9. Not applicable.

OPTION APPRAISAL/RISK ASSESSMENT

10. Not applicable.

FINANCIAL, LEGAL AND WARD IMPLICATIONS

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

RECOMMENDATIONS

12. That Members approve the proposed revised SLA and terms of reference for the JAC.

REASONS

13. To ensure the future operation of the JAC

BACKGROUND PAPERS

Previous SLA and terms of reference

AUTHOR: Jen Brittain
TEL NO: (01642) 729418

Address: Central Library, Victoria Square, Middlesbrough. TS1 2AY
Website: <http://www.middlesbrough.gov.uk>