

JOINT ARCHIVES COMMITTEE

A meeting of the Joint Archives Committee was held on 18 April 2016.

PRESENT: Councillors C Quartermain (Chair), L Young (Vice-Chair), B Loynes and N Wilburn

ALSO IN ATTENDANCE: Keith Sweetmore, National Archives Engagement Manager,
David Worthington, Head of Culture and information (Hartlepool Borough
Council) and Mark Freeman, Libraries and Heritage Services Manager
(Stockton Borough Council)
Ann Clayton, Friends of Teesside Achieves

OFFICIALS: Susie Blood, Ruth Hobbins and Martin Harvey

APOLOGIES FOR ABSENCE: None

DECLARATIONS OF INTERESTS

None declared

16/1 APPOINTMENT OF CHAIR AND VICE CHAIR OF THE JOINT ARCHIVES COMMITTEE FOR THE 2015/16 MUNICIPAL YEAR

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 Redcar and Cleveland.

ORDERED as follows:

1. That Councillor C Quartermain be appointed as Chair of the Joint Archives Committee for the Municipal Year 2015-2016

2. That Councillor L Young be appointed as Vice-Chair of the Joint Archives Committee for the Municipal Year 2015-2016.

REASON

**The decisions were supported by the following reason:
In accordance with the Committee's Terms of Reference.**

16/2 MINUTES - JOINT ARCHIVES COMMITTEE - 25 MARCH 2015.

The minutes of the meeting held on 25 March 2015 were submitted and approved as a correct record.

16/3 MINUTES - JOINT ARCHIVES COMMITTEE - 15 MARCH 2016.

The minutes of the meeting held on 15 March 2016 were submitted and approved as a correct record.

16/4 PROJECTED BUDGET OUTTURN 2015-2016 AND BUDGET APPROVAL 2016-2017.

The Archives Manager presented a report to update Members on the projected outturn of the 2015-2016 revenue budget for Teesside Archives and seek approval for the proposed budget for 2016-2017.

Appendix 1 showed the revenue expenditure for Teesside Archives to the 31st December 2015, and the projected outturn to the 31st March 2015 and the projected budget for 2016-17. There is a small increase in the budget due to the pay award implemented in January 2015 and the changes to Employer National Insurance Contributions but there has been no

increase in the rent paid as part of the custodian agreement. The service has been able to reach the income target thanks to external digitisation partnerships and it is hoped the service can build on this trend moving forward.

ORDERED

- 1. That members note the expenditure on the 2015-16 budget.**
- 2. That members approve the proposed budget for 2016-17.**

REASON

The decisions were supported by the following reason:

To enable the budget for 2016-17 to be set.

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THE NATIONAL ARCHIVES SECTOR LEADERSHIP ROLE.

The Panel welcomed Keith Sweetmore, National Archives Manager to the meeting. Keith provided a presentation on the The National Archives and local authority archive services.

The presentation covered the following areas:

1. The National Archives
2. Our achieve sector and leadership role
3. Archives Service accreditation scheme
4. Places of deposit approval
5. 20 year rule developments
6. Support programmes, and
7. key development trends for archive services

Mr Sweetmore commended the hard work that has been done in Middlesbrough and outlined that he wishes to develop a stronger sense of 'togetherness' with the Joint Authorities.

The Panel thanks Mr Sweetmore for his presentation.

Agreed : that the presentation be noted

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ANY OTHER URGENT ITEMS, WHICH IN THE OPINION OF THE CHAIR, MAY BE CONSIDERED.

Members raised the frequency of the meetings and the ability to scrutinise and move issues forward. It was agreed, as per the terms of reference, that if deemed necessary the Joint Committee could meet when they saw fit.

ORDERED: That if necessary, a meeting of the Joint Archives Committee would be established in 6 months.