

JOINT ARCHIVES COMMITTEE

A meeting of the Joint Archives Committee was held on 11 February 2020.

PRESENT: Councillors J Beall, G Hall, S Kay and M L Smiles

OFFICIALS: S Blood, M Freeman, R Hobbins and L Littlewood

APOLOGIES FOR ABSENCE: None

DECLARATIONS OF INTERESTS

None declared

19/8 WELCOME AND EVACUATION PROCEDURE

The Chair welcomed the committee and read out the fire evacuation procedure.

19/9 MINUTES OF THE MEETING HELD ON 30 JULY 2019

The minutes of the meetings held on 30 July 2019 were submitted as a true record.

AGREED- That the minutes be approved.

19/10 OUTSTANDING ACTIONS FROM 30 JULY 2019

Councillor Beall expressed his thanks to the officers of the Archives for their welcome and tour.

19/11 JOINT ARCHIVES SERVICE UPDATE

The Archives Manager provided the Committee with a service update. The key issues were as follows:

1. Joint Archives had moved Directorates and was now sitting within Culture.
2. Senior Archivist had moved jobs, which left the service with staffing pressures, however the service recently employed a new Archivist and Community Engagement Officer.
3. The Community Engagement Officer is keen to engage with the community and has been involved in the following projects:
 - Career advise at Ingleby Manor
 - Culture Bridge- running of stall
 - reconnecting with Learning Arch
 - Nature and heritage walks
 - Local History Month - May 2020- staff at Orange PIP market
 - Photographs of Public Houses (will look at potential link with Public Health)
 - Joint sessions with Stockton
 - Talk at Hartlepool HUB

A discussion took place regarding the role of the Engagement officer and her remit, it was therefore agreed that the job description and work programme would be circulated to Committee members.

AGREED- That the job description and work programme of the Community Engagement Officer be circulated to the Committee.

19/12 JOINT ARCHIVES BUDGET

The Archives Manager presented a report to update members on the outturn of the 2019-20 revenue budget for Teesside Archives and to seek approval for the proposed budget for 2020-21.

The report required a decision as set out in the terms of reference of the committee and the decision could not be implemented without a member decision.

The Committee were advised that there has been no change in rents or rates, however the projected budget change is for staff salaries.

The Archives Manager also outlined that there was a possible move in Summer 2021 of Court records due to the Government changes from 30 to 20 years retention of files.

AGREED:

1. **That the members note the expenditure on the 2019-20 budget**
2. **That members approved the proposed budget of £236,600 for 2020-21**
3. **That for future meetings, Members be provided with the excell version of the budget**

19/13 **BUSINESS CASE FOR DIGITAL PRESERVATION AT TEESSIDE ARCHIVES**

Item deferred

19/14 **ANY OTHER URGENT ITEMS WHICH IN THE OPINION OF THE CHAIR, MAY BE CONSIDERED.**

The Acting Head of Culture proposed to the Committee about the potential of introducing Discover Teesside.

The Acting Head of Culture advised that Middlesbrough support Discover Middlesbrough, which consists of the opening of heritage buildings over a 2 week period. Middlesbrough pay for staffing and produce a brochure for the event.

It was proposed that this extended to be Discover Teesside as a wider Tees Valley initiative.

The members agreed in principle that this was an excellent proposal and would sit nicely under the Enjoy Tees Valley brand of the Tees Valley Combined Authority. A budget had been set aside specifically for culture and therefore the Committee felt there would be warrant in approaching the Tees Valley Combined Authority to see if they would fund this programme.

AGREED: That the Acting Head of Culture write a proposal and send to each Local Authority.