

## JOINT ARCHIVES COMMITTEE

<b>Date:</b> Wednesday 8 October 2025
<b>Time:</b> 3.00 pm
<b>Venue:</b> Spencer Room

### AGENDA

1. Welcome and Fire Evacuation Procedure

In the event the fire alarm sounds attendees will be advised to evacuate the building via the nearest fire exit and assemble at the Bottle of Notes opposite MIMA.

2. Declarations of Interest

3. Minutes of the Joint Archives Committee - 7 May 2025 3 - 4

4. Teesside Archives Executive Report 5 - 16

5. Teesside Archives Budget Update 2025/26 17 - 24

6. Teesside Archives Interim Proposals 25 - 46

7. Any other urgent items which in the opinion of the Chair, may be considered

Charlotte Benjamin  
Director of Legal and Governance Services

Town Hall  
Middlesbrough  
Tuesday 30 September 2025

### MEMBERSHIP

Councillors P Storey (Chair), Cllr G Allen, N Cooke and C Richardson

### Assistance in accessing information:

**Should you have any queries on accessing the Agenda and associated information please contact Claire Jones, 01642 729112, [claire\\_jones@middlesbrough.gov.uk](mailto:claire_jones@middlesbrough.gov.uk)**

## JOINT ARCHIVES COMMITTEE

A meeting of the Joint Archives Committee was held on Wednesday 7 May 2025.

**PRESENT:** Councillors C Male, N Cooke, C Richardson and P Storey

**OFFICERS:** Tara Connor, Richard Horniman, Claire Jones, Gaye Kirby, Marnie Ramsey and Gemma Ptak

### 24/60 **WELCOME AND FIRE EVACUATION PROCEDURE**

The Chair welcomed all attendees to the meeting and explained the fire evacuation procedures.

### 24/61 **DECLARATIONS OF INTEREST**

None.

### 24/62 **MINUTES OF THE JOINT ARCHIVES COMMITTEE - 5 MARCH 2025**

The minutes of the Joint Archive Committee held on 5 March 2025, were submitted and approved as a correct record.

### 24/63 **TEES VALLEY HERITAGE FEASIBILITY REPORT (DRAFT)**

Item Deferred.

### 24/64 **DIGITAL PRESERVATION - BRIEFING PAPER**

As requested at the Joint Archives Committee meeting on 5 March 2025, a briefing paper was presented by the Head of Culture to provide further detail on the investment required into the Archives Service to support the storage and preservation of born digital, and other digitised material held by Teesside Archives.

Preservica had been identified as the best system to meet the digital repository needs. The New Burdens funding had a current balance of £115,991 which would allow the service to purchase the system and support the running costs for three years, (the minimum initial contract) with a total cost of £66,810. There would also be a requirement to invest in staff resource and a recommendation had been put forward for an initial one-year fixed contract for a Digital Archivist to manage the set up and initial population of Preservica, also funded through New Burdens with a total cost of £43,172. This would result in a total investment from the New Burdens fund of £109,982 leaving a small balance of £6,009 to cover any contingencies that may have arisen.

It was noted that there would need to be a further commitment from the partners in the Archives Service to support the ongoing annual cost of Preservica beyond year three, at a cost of £15,250 pa. There would also be an ongoing requirement for staff resource beyond the first year to manage the system and the archiving of digital records, estimated at £25,000 pa and would equate to circa 22 hours per week. The hours required would be determined by what the partners agreed around the system's use and the records it would receive from each LA/other partners.

From year four onwards, the costs would increase to £40,250 pa to include the annual Preservica fee. The costs would need to be funded from a mix of increased income to the service which may arise from the implementation of the system, the introduction of new partners and/or a review of the current staffing structure.

The Archives Service had taken the first step on the digital preservation journey by creating a Digital Materials Register; 20,976 files or 248.12GB of 'born digital' data had been identified.

In addition, there was a quantity of digitised material, currently less than 1TB, but expected to grow in future. Once more than 1TB of data was held, Preservica would charge an additional £460 pa for storage.

The committee discussed potential options for future funding, emphasising the need for a stronger business case to support these opportunities. It was agreed that the system's capacity would be explored further, with suggestions that it could support and enhance wider service delivery and storage functions beyond the Archives Service alone. The Lead Officers meeting would consider this and officers would brief their member on the findings.

Further work was required for Local Authority partners to identify sources of additional investment, in order for a formal proposal to be presented to the Joint Archives Committee. Opportunities should be explored through the proposals detailed in the Heritage Feasibility Report, which would be released in due course, and through conversations with potential partners including TVCA and the LA Museum Services. Should additional investment be identified, a formal proposal would be presented at the October meeting of the Joint Archives Committee.

**AGREED that:**

- 1. The information provided was received and noted.**
- 2. Local Authority partners consider sources of additional investment.**
- 3. A formal proposal is to be presented at the October 2025 meeting of the Joint Archives Committee.**

24/65

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

A request was made by the Chair to circulate the following documents to the Members of the Joint Archives Committee, for information:

- Joint Archives Committee – Terms of Reference
- Briefing Note – Teesside Archives Governance – 20 December 2024 (as presented at the 5 March 2025, JAC meeting).

NOTED.

<b>MIDDLESBROUGH COUNCIL</b>	
------------------------------	--

<b>Report of:</b>	Director of Regeneration
<b>Relevant Executive Member:</b>	Deputy Mayor and Executive Member for Education and Culture
<b>Submitted to:</b>	Joint Archives Committee
<b>Date:</b>	8 October 2025
<b>Title:</b>	Executive Report
<b>Report for:</b>	Information
<b>Status:</b>	Public
<b>Council Plan priority:</b>	Delivering Best Value
<b>Key decision:</b>	No
<b>Why:</b>	Decision does not reach the threshold to be a key decision
<b>Subject to call in?</b>	For endorsement
<b>Why:</b>	To enable the service to deliver its core function

<b>Proposed decision(s)</b>
That JAC notes the content of the report

<b>Executive summary</b>
The report highlights key areas of the activity of the Archive Service.

## 1. Purpose of this report and its contribution to the achievement of the Council Plan ambitions

1.1 To provide an update on activity within Teesside Archives to the Joint Archives Committee.

<b>Our ambitions</b>	<b>Summary of how this report will support delivery of these ambitions and the underpinning aims</b>
<b>A successful and ambitious town</b>	<i>Aims within this ambition are to:</i> <ul style="list-style-type: none"> <li>- attract and grow businesses to increase employment opportunities</li> <li>- Improve attainment in education and skills</li> <li>- Ensure housing provision meets local demand</li> </ul>
<b>A healthy Place</b>	<i>Aims within this ambition are to:</i> <ul style="list-style-type: none"> <li>- improve life chances of our residents by responding to health inequalities</li> <li>- protect and improve our environment</li> <li>- promote inclusivity for all</li> <li>- reduce poverty</li> </ul>
<b>Safe and resilient communities</b>	<i>Aims within this ambition are to:</i> <ul style="list-style-type: none"> <li>- support adults to be independent for longer</li> <li>- improve transport and digital connectivity</li> <li>- promote new ideas and community initiatives</li> <li>- reduce crime and anti-social behaviour</li> </ul>
<b>Delivering best value</b>	<i>Aims within this ambition are to:</i> <ul style="list-style-type: none"> <li>- ensure robust and effective corporate governance</li> <li>- set a balanced revenue budget and Medium Term Financial Plan to restore financial resilience and sustainability</li> </ul>

## 2. Recommendations

2.1 That the Committee notes the report

## 3. Rationale for the recommended decision(s)

N/A

## 4. Background and relevant information

### 4.1 Collections

The service continues to take in new material and some highlights include the records of one of the directors of the Haverton Hill shipyard, a box of lantern slides that show the construction the extension to Middlesbrough Dock in the 1890s. The images in this collection do not appear in any of the literature or any collections we can locate and are a great find.

The Archives Manager is working on a Lottery funded project with the Tees Women Poets that seeks to collect memories relating to the women's movement from the 1980s and that has resulted in the acquisition of some interesting material including the Cleveland Group and its involvement in the Greenham Common peace campaign.

A full list of deposits received in this reporting period is included in Appendix 1.

The Conservator has taken on some private work to help generate income and has been working on the backlog of material as well as working on recent deposits. We have received, and worked on, a large amount of photographic material recently. The Conservator has been a great support to the Archives Manager over recent months whilst the Archivist is on maternity leave.

## 4.2 Community Outreach

The Community Engagement Officer has worked hard to address the imbalance of activity in Hartlepool and this is reflected in the figures. A separate proposal on her future work has been presented to Heads of Service and is contained within the Interim Proposals paper.

Appendix 2 provides full details of the outreach sessions held between 1 February – 26 September 2025. Figures are summarised below.

<b>Local Authority</b>	<b>No. of People</b>	<b>% of total people</b>
Hartlepool	201	16%
Middlesbrough	499	39%
Redcar & Cleveland	200	16%
Stockton	143	11%
Tees Valley	169	13%
Other	56	4%
<b>TOTAL</b>	<b>1,268</b>	<b>100%</b>

## 4.3 Public Access & General Operations

Teesside Archives closed for 2-weeks during the quieter period in the summer to work on the cataloguing backlog, including plans and photographs that had been in Middlesbrough Town Hall.

The service has managed operations well during this reporting period, despite reduced level of staffing due to the Archivist being on maternity leave.

Visits to the Archives Service and details of enquiries and document issues are detailed below.

In person visits to the Archives from February - September 2025

<b>Local Authority</b>	<b>No. of Visitors</b>	<b>% of total</b>
Hartlepool	41	5%
Middlesbrough	440	54%
Redcar & Cleveland	111	14%
Stockton	112	14%
Other UK	104	13%
Rest of the world	6	1%
<b>TOTAL</b>	<b>814</b>	<b>100%</b>

Total number of document issues (Feb – Sep 25): 3,139

Total number of enquiries (Feb – Sep 25): 1,884

Total number of volunteer hours (Feb – Sep 25): Circa 3,000

We are still awaiting the publication of the Heritage Feasibility Study and an agreed way forward, which makes it difficult to plan longer-term for the service. We are also awaiting a decision from the JAC regarding how to move forward with born digital records. The National Archives are waiting for an update on these issues before deciding if we can

## **5. Ward Member Engagement if relevant and appropriate**

N/A

## **6. Potential alternative(s) and why these have not been recommended**

N/A

## **7. Impact(s) of the recommended decision(s)**

<b>Topic</b>	<b>Impact</b>
Financial (including procurement and Social Value)	N/A
Legal	N/A
Risk	N/A
Human Rights, Public Sector Equality Duty	N/A



and Community Cohesion	
Reducing Poverty	N/A
Climate Change / Environmental	N/A
Children and Young People Cared for by the Authority and Care Leavers	N/A
Data Protection	N/A

### **Actions to be taken to implement the recommended decision(s)**

Action	Responsible Officer	Deadline

### **Appendices**

1	Deposits (Feb – Sep 25)
2	Engagement Statistics (Feb – Sep 25)

### **Background papers**

N/A

**Contact:** Ruth Hobbins

**Email:** ruth\_hobbins@middlesbrough.gov.uk

This page is intentionally left blank

8093	Records of Ayresome Iron Works (Gjers Mills) Correspondence, production records, accident book	U/GM/D/1
8094	Material relating to CIE Memorial Window at Cuthbert's Church, Marton and cartoon sketch of Steelmaking R&D processes	U/S/2972
8095	Saltburn Valleys Brochure, produced by the Saltburn Valleys CIO 2035	U/S/2971
8096	Villages Arts material and photographs	U/DP
8097	Comic Strip cuttings of 'The ICI Story', 1977 and photographs of ICI course attendees, 1962	ICI/Z/16
8098	Publications relating to iron and steel 1884-1982	
8099	PCC Minutes and AGM Minutes, St Oswalds Church, Newton Under Roseberry 1978-2014	PR/NTC/6
8100	Kirklevington Mother's Union Records, minutes, photographs and branch registers 1961-2023	PR/KRV/1
8101	Bargain and Sale for a house and premises at Yarm 2 Aug 1796. Parties: Rev Tidy, Mr Davison to Mr Mowsom	U/S/2974
8102	Norman Lansbury, County Councillor, Cleveland CC, photographs. Also Labour party images, and events in Saltburn and East Cleveland. Some personal items relating to Norman	U/DP/2/8-
8103	Prison Chaplain's Journals 1992-1998	NG/PR/1/
8104	Papers collected by William Bernard Shepherd BEM, 76 Acton St. Sewerman for Middlesbrough Council	U/WBS/1-
8105	Deeds relating to Norton Water Corn Mill 1730-1850s	U/S/2975
8106	Middlesbrough Central Library, Heritage Recording of Newspaper Stand, Dec 2024. Mosedale Gillat Architects	Born Digit
8107	Civic Ritual in Darlington and Middlesbrough in Comparative Perspective, 1850-1953 (2013) and When HMS Trincomalee was Foudroyant: Youth training and the preservation of heritage abraod Hartlepool's Historic Ship 1879-1990	U/S/2976
8108	Documents relating to Cleveland in the 1980s relating to women, collected for a project Tees Women Poets and Poet in Residence	U/TWP/1-
8109	David Pye family material including various memories of WWI &II, Sydney Warren and his work on electrification, Philip Theodore (a gifted young magician who died aged 25) etc	
8110	Deeds relating to property in Union Street, Clairville Road and the New Inn at Maltby 1865-1964 and to the family that owned them	U/S/2977
8111	Papers relating to the Wright family, inc. Frederick Wright (worked for Dorman Long and built a rolling mill in South Africa) and his wife Jennie Boe, Thomas P. Wright (killed in WWI), bundle of letters and signatures from well known figures and	U/WGT
8112	Misc local	U/S/2980
8113	Exchange Sq photographs including the return of Bolckows statue from Albert Park, Royal Exchange and PO Building	U/S/2979
8114	Ode to Teesside Archive's History Walk at Albert Park by Julie Easley, member of Tees Women Poets	U/S/2978
8115	Dorman Long photographs, Sydney Harbour Bridge Contract and Tender, Souvenir publications and documents relating to Maurice Lapp	BS/DL/D
8116	Documents relating to New Opportunities for Women, New Start for Women and other documents relating to education for women in the area from late 1980s-2000s	U/TWP/4
8117	Photographs of Middlesbrough taken by Pauline Cantrell Stephenson, being an Architectural record and history of Middlesbrough taken 1994-7. Also info on German pilot shot down in WW2 and letters excahnged with a former German pilot regarding an	U/PCS
8118	Stockton Quay 1877 showing Railway Sidings	U/S/2981
8119	Thornaby Labour Party, Women's Group 1935-1977. Minutes, membership records, pamphlets, photographs etc	U/TLW
8120	Chaplin's Journal, Kirklevington Prison 1982-2004	NG/PR/1/
8121	Magazine and leaflets re Billingham Campus School and local maps showing location of the school, and plan of Wolviston Back Lane (Teesside County Borough)	U/S/2982
8122	Papers relating to Butterwick and Haverton Hill shipyard.	U/WTB
8123	Skelton & Brotton District Plan, Supplement to the Report of Survey & Issues, Department of Planning, Langbaurgh Borough Council, Jan 1978	H/TS/9/14
8124	Box of lantern slides showing Middlesbrough Dock at the end of the 19th century	U/MD
8125	British Steel Publications - various	TW/BOOK
8126	Letters, discharge certificates, apprentice indenture for Alrick Constantine Rylander, 20th. Cent.	
8127	Super Prestige No 28 Teesside Railless Traction Board, Publication, 2025	U/P/971
8128	Oral History recordings - Trailblazers Project by Periplum	Born Digit
8129	The Durham County Association for the Welfare of the Physically Handicapped, 1961-1990s	U/WPH
8130	Photographs of a map c. 1950 hung in the basement of the municipal buildings in Middlesbrough	ACC/8130
8131	Learning initiatives and New Opportunties for Women material 1990s	

This page is intentionally left blank

Date	Event	School/Group	Year group	Project/Topic	LA	Participant Numbers	Notes
05/02/2025	Talk	Middlesbrough U3A		Bridging the World: Archives of Dorman Long	M'bro	34	
06/02/2025	School session	Newham Bridge Primary School	Yr 6	River Tees Maps and Plans; pilot sessions	M'bro	40	
10/02/2025	Talk	CIAS		WGB	Tees Valley	25	
12/02/2025	Workshop	Hart Gables		LGBT+ History Month	Tees Valley	28	
13/02/2025	Talk	Hutton Lowcross WI		Sisterhood - Herstory in the Archives	R&C	43	
03/03/2025	Event	Assist Women's Network		International Women's Day	Tees Valley	92	
14/03/2025	Walks x2	Headland Library		Nature themed	Hartlepool	23	
31/03/2025	Talk	Marske Library		Marske Meanders	R&C	30	
08/04/2025	Archive Roadshow	Hartlepool Headland History Group		Hartlepool/conservation	Hartlepool	53	
17/04/2025	Walk	Northern Regional U3A		Barrage circular	S'ton	23	
28/04/2025	Talk	Marske Library		Marske Meanders	R&C	45	
30/04/2025	Walk	Carers Together		Saltburn	R&C	10	
03/05/2025	Drop in	General Public		Middlesbrough to the Max	M'bro	25	
14/05/2025	Walk	WI		South Gare	R&C	30	
15/05/2025	Walk	General Public		Railways	S'ton	13	
18/05/2025	Tees Heritage Walk/stall	General Public		Teesside Archives info and river material	M'bro	25	
22/05/2025	Walk	General Public		Railways	S'ton	12	
23/05/2025	Talk and display of records	General Public		Princess of Haverton Hill	S'ton	10	
31/05/2025	MIMA Roadshow	General Public		Public Art/MIMA	Tees Valley	5	
02/06/2025	Talk	Saltburn Retired Men's Group		Nature of Archives	R&C	25	
05/06/2025	Drop in map session	St Joseph's Primary	Y3/4/5/6	Middlesbrough maps	M'bro	150	
05/06/2025	Talk	Kirklevington Ladies Social Group		Introduction to Archives	S'ton	35	
13/06/2025	Talk	Hartlepool Library		Nature of Archives	Hartlepool	15	
18/06/2025	Visit to archives	Guisborough Museum		General visit	R&C	3	
21/06/2025	Information stall	General public		Armed Forces Day	S'ton	50	
24/06/2025	Tour	Linthorpe Primary	Yr 6	Old Middlesbrough	M'bro	90	
25/06/2025	Map Workshop	Lynnfield Primary	Yr 5	Hartlepool in Maps	Hartlepool	40	
05/07/2025	Drop in session	General public		Cleveland Art Society exhibition	M'bro	17	
22/07/2025	Visit	Volunteers		Teesworks site tour	R&C	14	
24/07/2025	Talk	NHS Retirement Group		Intro + health stories	Tees Valley	13	
29/07/2025	Stall at conference	Archivists and researchers at DCDC conference		General	Other	30	
14/08/2025	Pop up archive in beach hut	General public		Seaton Carew and Hartlepool	Hartlepool	40	
16/08/2025	Stall at Mela	General public		Archives awareness	M'bro	70	
19/08/2025	Talk	Stokesley and District Probus Group		Nature of Archives	Other	26	
21/08/2025	Pop up archive in beach hut	General public		Seaton Carew and Hartlepool	Hartlepool	30	
16/09/2025	Walk reccie	North Ormesby History Group + others		North Ormesby Community Walk	M'bro	10	

16/09/2025	Talk	Erimus Rotary Club	WGB	M'bro	25
24/09/2025	Walk	Carers Together	Transporter Bridge area	M'bro	13
26/09/2025	Drop in session	General public	Greenham Common memories	Tees Valley	6
					<b>1,268</b>

Date	Event	School/Group	Year group	Project/Topic	LA	Participant Numbers	Notes
14/03/2025	Walks x2	Headland Library		Nature themed	Hartlepool	23	
08/04/2025	Archive Roadshow	Hartlepool Headland History Group		Hartlepool/conservation	Hartlepool	53	
13/06/2025	Talk	Hartlepool Library		Nature of Archives	Hartlepool	15	
25/06/2025	Map Workshop	Lynnfield Primary	Yr 5	Hartlepool in Maps	Hartlepool	40	
14/08/2025	Pop up archive in beach hut	General public		Seaton Carew and Hartlepool	Hartlepool	40	
21/08/2025	Pop up archive in beach hut	General public		Seaton Carew and Hartlepool	Hartlepool	30	
				<b>Subtotal</b>		<b>201</b>	16%
05/02/2025	Talk	Middlesbrough U3A		Bridging the World: Archives of Dorman Long	M'bro	34	
06/02/2025	School session	Newham Bridge Primary School	Yr 6	River Tees Maps and Plans; pilot sessions	M'bro	40	
03/05/2025	Drop in	General Public		Middlesbrough to the Max	M'bro	25	
18/05/2025	Tees Heritage Walk/stall	General Public		Teesside Archives info and river material	M'bro	25	
05/06/2025	Drop in map session	St Joseph's Primary	Y3/4/5/6	Middlesbrough maps	M'bro	150	
24/06/2025	Tour	Linthorpe Primary	Yr 6	Old Middlesbrough	M'bro	90	
05/07/2025	Drop in session	General public		Cleveland Art Society exhibition	M'bro	17	
16/08/2025	Stall at Mela	General public		Archives awareness	M'bro	70	
16/09/2025	Walk reccie	North Ormesby History Group + others		North Ormesby Community Walk	M'bro	10	
16/09/2025	Talk	Erimus Rotary Club		WGB	M'bro	25	
24/09/2025	Walk	Carers Together		Transporter Bridge area	M'bro	13	
				<b>Subtotal</b>		<b>499</b>	39%
29/07/2025	Stall at conference	Archivists and researchers at DCDC conference		General	Other	30	
19/08/2025	Talk	Stokesley and District Probus Group		Nature of Archives	Other	26	
				<b>Subtotal</b>		<b>56</b>	4%
13/02/2025	Talk	Hutton Lowcross WI		Sisterhood - Herstory in the Archives	R&C	43	
31/03/2025	Talk	Marske Library		Marske Meanders	R&C	30	
28/04/2025	Talk	Marske Library		Marske Meanders	R&C	45	
30/04/2025	Walk	Carers Together		Saltburn	R&C	10	
14/05/2025	Walk	WI		South Gare	R&C	30	
02/06/2025	Talk	Saltburn Retired Men's Group		Nature of Archives	R&C	25	
18/06/2025	Visit to archives	Guisborough Museum		General visit	R&C	3	
22/07/2025	Visit	Volunteers		Teesworks site tour	R&C	14	
				<b>Subtotal</b>		<b>200</b>	16%
17/04/2025	Walk	Northern Regional U3A		Barrage circular	S'ton	23	
15/05/2025	Walk	General Public		Railways	S'ton	13	
22/05/2025	Walk	General Public		Railways	S'ton	12	
23/05/2025	Talk and display of records	General Public		Princess of Haverton Hill	S'ton	10	
05/06/2025	Talk	Kirklevington Ladies Social Group		Introduction to Archives	S'ton	35	

21/06/2025	Information stall	General public
10/02/2025	Talk	CIAS
12/02/2025	Workshop	Hart Gables
03/03/2025	Event	Assist Women's Network
31/05/2025	MIMA Roadshow	General Public
24/07/2025	Talk	NHS Retirement Group
26/09/2025	Drop in session	General public

Armed Forces Day
WGB
LGBT+ History Month
International Women's Day
Public Art/MIMA
Intro + health stories
Greenham Common memories

S'ton	50	
<b>Subtotal</b>	<b>143</b>	11%
Tees Valley	25	
Tees Valley	28	
Tees Valley	92	
Tees Valley	5	
Tees Valley	13	
Tees Valley	6	
<b>Subtotal</b>	<b>169</b>	13%
	<b>1,268</b>	<b>100%</b>



<b>MIDDLESBROUGH COUNCIL</b>	
------------------------------	--

<b>Report of:</b>	Director of Regeneration – Richard Horniman Executive Member for Education and Culture – Cllr Philippa Storey
-------------------	--

<b>Submitted to:</b>	Joint Archives Committee
----------------------	--------------------------

<b>Date:</b>	8 October 2025
--------------	----------------

<b>Title:</b>	Budget Report
---------------	---------------

<b>Report for:</b>	Information
--------------------	-------------

<b>Status:</b>	Public
----------------	--------

<b>Proposed decision(s)</b>
That the Committee notes the position of the 2025-2026 budget.

<b>Executive summary</b>
<p>The budget for the current financial shows the position to date. The budget is on target and each authority should see a small saving this financial year. This is due to the fact that a member of staff has taken a full year out on maternity leave which produces a saving. Some extra hours have been given to other part-time members of staff to help out. The service has kept a tight rein on spending with regard to the Restore contract, but has had to spend an increasing amount on conservation resources and on specialist software. The staff pay award was slightly higher than had been forecast.</p>

**1. Purpose of this report**

1.1 That members note the expenditure on the 2025-26 budget (Appendix 1)

**2. Recommendations**

2.1 That the Joint Archives Committee note the 2025-2026 budget.

**3. Rationale for the recommended decision(s)**

3.1 N/A

**4. Background and relevant information**

4.1 N/A

**5. Ward Member Engagement if relevant and appropriate**

5.1 N/A

**6. Other potential alternative(s) and why these have not been recommended**

6.1 N/A

**7. Impact(s) of the recommended decision(s)**

Topic	Impact
Financial (including procurement and Social Value)	
Legal	
Risk	
Human Rights, Public Sector Equality Duty and Community Cohesion	
Reducing Poverty	
Climate Change / Environmental	
Children and Young People Cared for by the Authority and Care Leavers	
Data Protection	

**Actions to be taken to implement the recommended decision(s)**

Action	Responsible Officer	Deadline

## Appendices

1	Archives Budget Working Papers 2025/26
---	--

## Background papers

Body	Report title	Date

**Contact:** Ruth Hobbins

**Email:** ruth\_hobbins@middlesbrough.gov.uk

This page is intentionally left blank

## 12221 Archives

	Current Budget Full Year	Current Budget Year To Date	Actual Year To Date 30/09/25	Variance Year To Date	Projected for Remainder of Year	Full Year Projected Outturn	Full Year Variance	Notes/Comments
	£		£		£	£	£	
<b>Income</b>								
4190017 Depart for Digital, Culture Media & Sport	- 15,100		0	-		-	15,100	New Burdens Income
4191100 Other Local Authorities Contributions	- 245,500		1,517	1,517	233,065	231,548	13,952	Invoice Local Authorities
4192200 Fees & charges	- 18,400		-1,759	1,759	2,000	3,759	14,641	Additional Income
4192100 Sales / Income			-196	196	4,496	4,692	4,692	£1124 quarterly from Ancestry
4192300 Sponsorship & Donations			-13		-	13	13	
4192150 Cash differences (Plus or Minus)			5	5		5	5	
4195011 Cost Transfers to Grants			0	-		-	-	
4192350 Rent Income			0			-	-	
<b>Total Income</b>	<b>- 279,000</b>	<b>-</b>	<b>-446</b>	<b>-433</b>	<b>-239,561</b>	<b>-240,007</b>	<b>38,993</b>	
<b>Employees</b>								
5120150 Local Gov. Services Pay	168,400		70,655	70,655	89,917	160,572	7,828	
5120154 Local Gov. Services - Overtime			2,269	2,269		2,269	2,269	
5120158 Local Gov. Services NI (ers)	20,500		9,776	9,776		9,776	10,724	
5120159 Local Gov. Services PEN (ers)	21,900		10,987	10,987		10,987	10,913	
5120801 Other Payroll Costs	1,500		116	116		116	1,384	
5120808 NI(ers) on other payroll costs			10	10		10	10	
5120809 PEN(ers) on other payroll costs			12	12		12	12	
5131400 Car Allowances			161	161		161	161	
5192240 Other Recoverable Charges			0	-		-	-	
6116690 Exam & Course fees			0	-	114	114	114	PO Commitments
			0			-	-	
<b>Total Employees</b>	<b>212,300</b>	<b>-</b>	<b>93,987</b>	<b>93,620</b>	<b>90,031</b>	<b>184,018</b>	<b>- 28,282</b>	
<b>Premises</b>								
6124000 Rents	15,000		15,000	15,000		15,000	-	Dormans Rent
6128200 Shared Service costs (Premises)	2,000		0	-		-	2,000	
<b>Total Premises</b>	<b>17,000</b>	<b>-</b>	<b>15,000</b>	<b>15,000</b>	<b>-</b>	<b>15,000</b>	<b>2,000</b>	
<b>Transport</b>								
6130350 Equipment	-		0	-	810	810	810	Covergold payment - annual charge for Scanner
6132000 Public Transport - general	-		0	-		-	-	
<b>Total Transport</b>	<b>-</b>	<b>-</b>	<b>0</b>	<b>-</b>	<b>810</b>	<b>810</b>	<b>810</b>	
<b>Supplies and Services</b>								
6130150 Vehicles Repairs & Maint			73	73		73	73	
6140020 Equipment Purchase			0	-		-	-	
6144820 Stationery			0			-	-	
6144700 Office Expenses			0	-		-	-	
6140100 Materials - general			0	-		-	-	
6143000 Clothing & Uniforms			0	-		-	-	
6144800 Printing			279	279		279	279	
6145140 Professional, commission & membership fees	4,800		0	-	2,000	2,000	2,800	Additional Expenditure
6146000 Computer Costs			0	-		-	-	
6146100 Postages			85		85	170	170	
6146150 Radio & Tv Costs			380			380	380	
6146200 Telephones Charges			71	71		71	71	
6147600 Subscriptions			67			67	67	
6145000 Hired & Contracted Services			70	70		70	70	

6148200 Shared Service Costs (Supplies)		0	-		-	-	
6149000 Other supplies & services	9,000	3,336	3,336	500	3,836	-	5,164 New Software - Instead of Adobe Photoshop
6149001 Delivery costs		27	27		27		27
6149010 Removals/relocations/storage	82,000	0	-		-	-	82,000 Removal
6149330 Conservation costs	9,500	1,229	1,229	10,000	11,229		1,729 7k in PO Commitments to be paid
6152000 Other Local Authorities		0	-		-		- Overpayment from LA- accrual
6157000 Partnership Payments		175			175		175
7149000 Call Off Other supplies & services		30,689	30,689	42,700	73,389		73,389 Restore Payments
					-		-

<b>Total Supplies and Services</b>	<b>105,300</b>	<b>-</b>	<b>36,480</b>	<b>35,774</b>	<b>55,285</b>	<b>91,765</b>	<b>-13,535</b>
------------------------------------	----------------	----------	---------------	---------------	---------------	---------------	----------------

<b>Total Expenditure</b>	<b>334,600</b>	<b>-</b>	<b>145,467</b>	<b>114,394</b>	<b>146,126</b>	<b>291,593</b>	<b>- 43,007</b>
--------------------------	----------------	----------	----------------	----------------	----------------	----------------	-----------------

<b>TOTAL TRANSACTIONS</b>	<b>55,600</b>	<b>-</b>	<b>145,021</b>	<b>113,961</b>	<b>- 93,435</b>	<b>51,586</b>	<b>- 4,014</b>
---------------------------	---------------	----------	----------------	----------------	-----------------	---------------	----------------

This is our contribution

**2025 / 2026 Budget Per Authority**

<b>Local Authority</b>	<b>Contribution %</b>	<b>Contribution £</b>	<b>Support Services @ 8%</b>	<b>Total Per Authority</b>		<b>Q2 Projected Net Position</b>
Hartlepool	16.49%	£49,658	£6,023	<b>£55,681</b>	£52,961.75	
Middlesbrough	24.47%	£73,689	£6,023	<b>£79,712</b>		
Redcar & Cleveland	24.17%	£72,786	£6,023	<b>£78,808</b>	£74,822.95	
Stockton	34.87%	£105,008	£6,023	<b>£111,030</b>	£105,280.60	
<b>Total</b>	<b>100.00%</b>	<b>£301,140</b>	<b>£24,091</b>	<b>£325,231</b>	<b>£233,065.30</b>	<b>284,651</b>

This page is intentionally left blank



<b>MIDDLESBROUGH COUNCIL</b>	
------------------------------	--

<b>Report of:</b>	Director of Regeneration
<b>Relevant Executive Member:</b>	Deputy Mayor and Executive Member for Education and Culture
<b>Submitted to:</b>	Joint Archives Committee
<b>Date:</b>	8 October 2025
<b>Title:</b>	Proposals for Interim Arrangements for the Archives Service
<b>Report for:</b>	Decision
<b>Status:</b>	Public
<b>Council Plan priority:</b>	Delivering Best Value
<b>Key decision:</b>	No
<b>Why:</b>	Decision does not reach the threshold to be a key decision
<b>Subject to call in?</b>	For endorsement
<b>Why:</b>	To enable the service to deliver its core function

Proposed decision(s)
<p>That JAC agree to the following proposals:</p> <ul style="list-style-type: none"> <li>a) For the Lead Officers to action a review of the SLA and obtain approval through the appropriate channels for a revised agreement which improves decision making and governance in relation to the Archives.</li> <li>b) For all four local authorities to sign-up to the new agreement for a period of three years (2026/27 – 2028/29); with the possible inclusion of a formal review point half-way through (October 27).</li> <li>c) To trigger the extension of the contract with Restore to July 2028 based on our acceptance of the fee proposal (Appendix B).</li> <li>d) To agree that a digital preservation system is essential for the management and protection of the records we hold (and will hold in the future) and to fulfilling our responsibilities as an Accredited Archives Service.</li> <li>e) To agree to work collectively with our respective authorities and with each other to find the gap funding required to put digital preservation in place from 2026/27.</li> <li>f) For each Local Authority to provide a named point of contact within their authority to work with the Community Engagement Officer to develop and agree an annual outreach plan, starting 2026/27.</li> </ul>

--

### **Executive summary**

This report is designed to seek agreement from all four local authority partners on the direction of Teesside Archives over the next 3 years.

It's fair to say that the service has been in a holding position for the last couple of years awaiting the outcomes of the Tees Valley Heritage Feasibility Study to be completed. The publication of that report is still awaited (an update is expected from TVCA w/c 29 September) and there is not yet consensus on how any of the recommendations made in respect of the Archives Service will be taken forward. Even if this was in place, it would still be several years before a new Archives facility was ready to open. Therefore, it's important that we agree plans to enable the ongoing management of the service in the short to medium term.

Having a plan in place is also essential to the service maintaining its Accreditation with the National Archives, which is currently 'provisional' awaiting clearer plans for the development of the service.

## 1. Purpose of this report and its contribution to the achievement of the Council Plan ambitions

1.1 For JAC to agree a series of interim arrangements for the continuation of the Archives Service.

<b>Our ambitions</b>	<b>Summary of how this report will support delivery of these ambitions and the underpinning aims</b>
<b>A successful and ambitious town</b>	<i>Aims within this ambition are to:</i> <ul style="list-style-type: none"> <li>- attract and grow businesses to increase employment opportunities</li> <li>- Improve attainment in education and skills</li> <li>- Ensure housing provision meets local demand</li> </ul>
<b>A healthy Place</b>	<i>Aims within this ambition are to:</i> <ul style="list-style-type: none"> <li>- improve life chances of our residents by responding to health inequalities</li> <li>- protect and improve our environment</li> <li>- promote inclusivity for all</li> <li>- reduce poverty</li> </ul>
<b>Safe and resilient communities</b>	<i>Aims within this ambition are to:</i> <ul style="list-style-type: none"> <li>- support adults to be independent for longer</li> <li>- improve transport and digital connectivity</li> <li>- promote new ideas and community initiatives</li> <li>- reduce crime and anti-social behaviour</li> </ul>
<b>Delivering best value</b>	<i>Aims within this ambition are to:</i> <ul style="list-style-type: none"> <li>- ensure robust and effective corporate governance</li> <li>- set a balanced revenue budget and Medium Term Financial Plan to restore financial resilience and sustainability</li> </ul>

## 2. Recommendations

2.1 That JAC agree to the following proposals:

- 2.1.1 For the Lead Officers to action a review of the SLA and obtain approval through the appropriate channels for a revised agreement which improves decision making and governance in relation to the Archives.
- 2.1.2 For all four local authorities to sign-up to the new agreement for a period of three years (2026/27 – 2028/29); with the possible inclusion of a formal review point half-way through (October 27).
- 2.1.3 To trigger the extension of the contract with Restore to July 2028 based on our acceptance of the fee proposal (Appendix B).
- 2.1.4 To agree that a digital preservation system is essential for the management and protection of the records we hold (and will hold in the future) and to fulfilling our responsibilities as an Accredited Archives Service.
- 2.1.5 To agree to work collectively with our respective authorities and with each other to find the gap funding required to put digital preservation in place from 2026/27.

- 2.1.6 For each Local Authority to provide a named point of contact within their authority to work with the Community Engagement Officer to develop and agree an annual outreach plan, starting 2026/27.

### **3. Rationale for the recommended decision(s)**

#### **3.1 Service Level Agreement:**

Whilst awaiting the outcome of the Heritage Feasibility work, we have been rolling forward the existing Service Level Agreement (SLA) on a year-to-year basis. This provides very little security for the service, wastes administration time, and it is considered that the existing SLA is outdated and doesn't support effective decision making for the Archives. A copy of the current SLA is attached as Appendix A.

#### **3.2 Collections Storage:**

The current 5-year contract with Restore for off-site storage terminates at the end of June 2026. Within the procurement framework we employed to contract with Restore, we have an option to extend the contract for a maximum of two years (July 2026 – June 2028).

Restore have provided a fee proposal for a 2-year extension to the contract (see Appendix B) which reflects the increases in cost over the past 5 years, during which time our costs have remained the same.

The proposal represents an overall increase of £4,414.79 in year 1 (around 5%). Year 2 costs would likely increase slightly as Restore wish to include a Consumer Price Index (CPI) adjustment beginning in July 2027.

#### **3.3 Digital Preservation:**

As has been discussed at both JAC and lead officer meetings, the Archives Service is struggling to manage its collection of digital records. The current arrangements, which include use of several hard drives, is unsustainable and makes locating items extremely difficult.

As an interim solution the service is exploring the option of a Cloud based system with Middlesbrough's ICT team, which should support better record keeping, but does not address the issue of long-term preservation.

A briefing paper on this subject was discussed at the Joint Archives Meeting in May, which outlined the cost (over years 1-3) of purchasing and running a digital preservation system – Preservica.

Digital Preservation Costs (Years 1-3)

	<b>Preservica</b>	<b>Staffing</b>	<b>Total</b>	<b>Propose Funded from</b>
<b>Year 1</b>	£36,310	£43,172 (Grade I, top of scale, plus on costs)	£79,482	£79,482: New Burdens
<b>Year 2</b>	£15,250	£25,000 - Investment in ongoing staff resource would be required – TBC depending on the number of partners depositing records.	£40,250	£15,250: New Burdens  £25,000: Archive Partners
<b>Year 3</b>	£15,250	£25,000 – As above	£40,250	£15,250: New Burdens  £25,000: Archive Partners
<b>Total</b>	<b>£66,810</b>	<b>£93,172</b>	<b>£159,982`</b>	<b>£109,982: New Burdens</b>  <b>£50,000: Archive Partners</b>

A detailed above, the New Burdens grant of £115,991 can be used to fund the following:

- £66,810 acquisition of the Preservica system, including 3 years running/maintenance costs.
- £43,712 for a full-time Grade I Digital Archivist for one year.

An additional £25,000 pa would need to be found in years 2 and 3 for staffing. From year 4 onwards, the costs would increase to £40,250 pa to include the annual Preservica fee.

The table below shows the cost of the increase to the OLA's should funding not be found from other sources. This is based on the Year 4 onwards costs, as these are the highest.

Table 2: Additional Cost to LA's from Year 4

<b>Authority</b>	<b>Cost</b>	<b>Cost + Uplift</b>
Hartlepool	6,637.23	7,168.20
Middlesbrough	9,849.18	10,637.11
Redcar & Cleveland	9,728.43	10,506.70
Stockton	14,035.18	15,157.99
	<b>40,250.00</b>	<b>43,470.00</b>

### Options to Fund Preservica

To work towards a situation where the ongoing costs associated with digital preservation are deemed to be cost neutral to the local authority partners, we need to take steps to increase income into the service. Options include:

a) Increase income into the service through new partners

We have actively sought advice from DCMS about public bodies, e.g. Combined Authorities and Police and Crime Commissioners, as to their responsibilities for maintaining and making accessible records of public interest that they generate. We are still awaiting a response on this and are actively chasing. Any positive affirmation from DCMS would support our case to the likes of TVCA to join the JAC as a funding partner.

We have separately approached Teesside University to assess their potential interest in joining the service as a partner, but they have advised that this would be unlikely, but that they would potentially be interested in partnering on a capital development should that be the direction that we take longer term.

We have approached Tees Valley Museums Group to explore how the Archives might be integrated into the Tees Valley Museums Group NPO in the next funding round, which starts 2028/29. The suggestion from the TVMG Chair is to use the next couple of years to forge a closer working relationship with the Archives Service, which could involve the development of partnership programmes around outreach and digital access, and align the work of the Archives more closely with Arts Council's Let's Create Strategy.

b) Increase income into the service from other service areas

The Preservica system would have value beyond the Archives Service as it could also manage and preserve born digital and digitised records from other service areas including museums and libraries. We know, for example, that there is a significant oral history collection, much of it on cassette, which could be digitised, catalogued and preserved through Preservica.

c) Increase income into the service from external funding sources

We are currently exploring opportunities, including the National Archives Revealed Fund, for investment into our digital programme. Some funds will support revenue/staffing costs, although this would only be for the period of the grant and not beyond.

### 3.4 Outreach Programme:

We have separately shared a proposal from the Community Engagement Officer (see Appendix C) for the delivery of an annual programme of engagement with each borough. The aim is to create parity across the boroughs, support more effective planning of the

Archives Service resources and encourage greater partnership working by supporting what's happening in each LA.

A suggested outline for the annual programme has been shared for comments. The final programme would need to be measurable, deliverable within the resource that we have (Community Engagement Officer is 21 hours per week), and agreed with each borough in advance so that it aligns with their cultural priorities.

#### **4. Background and relevant information**

Detailed in Section 3 above.

#### **5. Ward Member Engagement if relevant and appropriate**

N/A

#### **6. Potential alternative(s) and why these have not been recommended**

N/A

#### **7. Impact(s) of the recommended decision(s)**

<b>Topic</b>	<b>Impact</b>
Financial (including procurement and Social Value)	LA's maintaining financial commitment to the Archives for a further 3 years.
Legal	SLA extended by 3 years and revised to assist improved governance and decision-making.
Risk	Risks around continued housing of the Archives collection, disaggregation of the service if the joint arrangements aren't continued, and inability to manage and preserve digital records. All of the above also pose a risk to the Accreditation of the Archives Service from National Archives.
Human Rights, Public Sector Equality Duty and Community Cohesion	
Reducing Poverty	
Climate Change / Environmental	
Children and Young People Cared for by the Authority and Care Leavers	
Data Protection	

## Appendices

<b>A</b>	Teesside Archives Service Level Agreement
<b>B</b>	Restore Fee Proposal (From July 2026)
<b>C</b>	Teesside Archives Outreach Programme Proposal (From April 2026)

## Background papers

N/A

**Contact:** Gaye Kirby

**Email:** [gaye\\_kirby@middlesbrough.gov.uk](mailto:gaye_kirby@middlesbrough.gov.uk)



THIS AGREEMENT is made the            day of            2017  
BETWEEN THE BOROUGH COUNCILS OF STOCKTON ON TEES of the first  
part HARTLEPOOL of the second part MIDDLESBROUGH of the third part and  
REDCAR AND CLEVELAND of the fourth part (hereinafter called “the  
Councils”)

WHEREAS:

1.1 The Councils have agreed to provide and operate a joint archives service.

1.2 The Councils have further agreed that except for those records and archives which form part of local history collections held by said Councils pursuant to the provisions of the Library and Museums Act 1954 all archives and records which were formerly held by Cleveland County Council should remain part of the Archives Service and as such shall be administered maintained and developed in accordance with the arrangements made under this Agreement.

1.3 The Councils have passed the necessary resolutions for the purpose of entering into this Agreement.

NOW IT IS HEREBY AGREED between the parties hereto as follows:-

2.1 The joint archives service shall be known as “The Teesside Archives Service” (hereinafter referred to as “the Archives Service”).

2.2 A joint committee to be known as “the Teesside Archives Joint Committee” (hereinafter called “the Joint Committee”) shall be and is hereby constituted and shall conduct its business in accordance with the provisions set out in the Schedule to this agreement.

2.3 The Joint Committee shall administer maintain and develop the Archives Service and shall do all such things as they consider necessary or proper to facilitate such purposes including but not exclusively the budget for the Archive and the apportionment thereto of the Councils.

2.4 The Joint Committee shall consider and make recommendations to the Councils with respect to the submission of bids for capital allocations in respect of which the consent of all the Councils may be required.

2.5 Any contract entered into on behalf of the Joint Committee including contracts of employment of staff shall be entered into by Middlesbrough Borough Council on such terms as may be agreed between the Joint Committee and that Council.

2.6 The Borough Council of Middlesbrough (hereinafter called “the Holding Authority”) shall hold for the joint use and benefit of all the Councils any archives or records acquired on behalf of the Joint Committee together with all rights of Cleveland County Council (hereinafter referred to as “the County Council”) in all archives and records owned and/or deposited with the County Council as part of that Council’s archives service.

2.7 Spending allocation for capital expenditure incurred in respect of facilities which are used for the general administration of the Archives Service and all revenue costs directly attributable to the financing of such capital expenditure shall be met by the Councils in proportion to the Registrar General's estimated population figures for the districts of the Councils respectively for the year prior to that in which the expenditure is incurred.

2.8 The Holding Authority shall:

- a) Prepare annually by the 1<sup>st</sup> February a capital and revenue budget which shall show inter alia the amount to be contributed by the Councils.
- b) Arrange for the Joint Committee to meet each February for the specific purpose of approving the proposed budget and at any other time at the specific request of any of the Councils.
- c) As soon as practical after the said meeting of the Joint Committee send each of the Councils a copy of the said accounts.
- d) Make available to the Joint Committee the services of such legal, financial, secretarial and other facilities including accommodation as the Joint Committee may require for the purpose of this agreement.
- e) Appoint to its workforce a team of appropriately qualified staff specialising in archives.
- f) Bear in the first instance the expenses and expenditure of the Joint Committee except the expenses of the attendance of individual Council representatives which shall be divided annually between the Councils in proportion to the Registrar General's estimated population figures for each of the Councils respectively for the year prior to that in which the expenditure is incurred.
- g) Recover from each of the Councils on a quarterly basis a payment on account of their contribution to the budgeted sum.

2.9 Unless approved for in its budget nothing in this Agreement authorises the Joint Committee to incur any expenditure in the discharge of its functions.

2.10 This Agreement shall commence on the first day of April 2017 and shall continue for a period of five years.

2.11 At any time any of the parties may withdraw from this Agreement by giving not less than twelve month's notice in writing to all the other parties to expire on the thirty first day of March in any year and such withdrawal shall have the effect of terminating this Agreement from the end of the period of such notice subject to the right of the remaining Councils to reconstitute the Archives Service under a new Agreement:

- a) On the termination of this Agreement any archives or records which relate exclusively to a District (or any part thereof) shall vest in the Council of that District and any other archive or records or any property held by the Holding Authority for the purposes of the Archives Service shall vest in the respective parties as may be determined by the Joint Committee on such terms and conditions as may be agreed.

- b) Any costs of redundancy of staff disposal of equipment or associated costs arising from the termination of the Agreement shall be met by the Constituent Councils in proportion to their respective aggregate contributions to the Archives Service from 1<sup>st</sup> April 1996 to the termination of the Agreement and the certificate of the Finance Director of the Holding Authority of such contributions shall be conclusive evidence thereof.
- c) Upon the termination of this agreement the Parties hereto will determine the best appropriation of staff then employed by the Holding Authority mainly or exclusively on the function which is the subject of this Agreement and in doing so:-
  - (i) will carry out reasonable consultation with all appropriate staff association
  - ii) if in consequence of the said termination the relevant function will thenceforth be exercised directly by one or more of the other parties to this Agreement will use their best endeavours to ensure that (wherever reasonably possible) the relevant staff will if needed by that authority or those authorities and if the individual members of staff so agree be transferred or seconded by Middlesbrough Borough Council to that authority or those authorities
  - iii) In the event of any employment claim arising from the said termination of this agreement the said claim shall be conducted by the Holding Authority.

2.12 Subject as provided by Section 103 of the 1972 Act any question dispute or difference in relation to any matter in connection with this Agreement which may occur between the Councils or any of the or between the Joint Committee and any of the Councils shall be referred to a single Arbitrator to be appointed by agreement between the parties in dispute or in default of such agreement by the Secretary of State for the Environment and the decision of such Arbitrator shall be final and binding and the Arbitration Act 1950 shall apply to such a reference.

## THE FIRST SCHEDULE HEREINBEFORE REFERRED TO

### The Joint Committee

1. Each authority will appoint 1 executive member to the Joint Committee.
2. In the context of the Local Government Act 2000 and related regulations, the function of the joint committee is an executive responsibility, being a Joint Committee of less than 5 authorities, the executive of each Council will only appoint an executive member to the Joint Committee.
3. Political balance rules will not apply to those appointments for the committee membership overall.
4. Each Member appointed to the Joint Committee will hold office from the date of appointment to the date of their respective authority's annual Council meeting, unless they resign or are replaced beforehand by the appointment by their authority of a new representative member.
5. Each Council must nominate at least one deputy and up to three persons, any of whom may act as deputy for any of the members of the Joint Committee appointed by them and, any person so nominated, may attend and vote at any meeting which one of the members for whom he is appointed deputy is unable to attend, or which is held at a time when a casual vacancy exists in the members appointed by the Authority by whom he is nominated. The Joint Committee will appoint a Chair and Vice Chair from its members. The Chair of the Joint Committee will rotate annually between four local authorities on the following basis:- Middlesbrough Hartlepool Stockton Redcar and Cleveland The Joint Committee shall have a Vice- Chair from the authority next in rotation for the Chair. At the first meeting in the municipal year the Joint Committee shall appoint as Chair and Vice-Chair the Councillors nominated by the relevant authorities.

### **Function and Powers**

6. The function of the Joint Committee is to oversee and take decisions in relation to the locating, collection, preserving, processing and promoting the uses of the archives and records as defined in the Local Government (Records) Act 1962) and, in accordance with the powers delegated by the executive of each Council, parties to the Agreement, the Joint Committee shall administer, maintain and develop Archives Services and shall do all such things as they consider necessary or proper to facilitate such purposes in accordance with the Agreement including:
  - a. the preparation and review of the work of the Archives Service;
  - b. the monitoring and review of the work of the Archives Service;
  - c. the determination of the budget and staffing of the Archives Service; and
  - d. commenting on matters affecting archives and records regionally and nationally insofar as they affect the Archives Service.

## **General Provisions**

7. The Joint Committee shall meet each February for the specific purpose of approving the proposed budget and at any other time at the specific request of any of the Councils.
8. In the event of a casual vacancy occurring in the office of Chair, the constituent authority by whom the office holder concerned was nominated will nominate a successor to hold office for the remainder of the term of the office holder.
9. If the Chair is absent from the meeting of the Joint Committee, the Vice-Chair will preside as Chair for that meeting. In the absence of the Vice-Chair the Joint Committee shall appoint one of their members to preside.
10. The Holding Authority's Head of Legal Services and Director of Finance shall act as Secretary and Treasurer to the Joint Committee.
11. Except in cases of urgency with the approval of the Chair, at least five clear days' notice of any meeting, specifying the business proposed to be transacted, will be sent by the secretary to each representative member of the Joint Committee, each named substitute and each Chief Executive of a constituent authority.
12. Any three members of the Joint Committee (or their substitutes) shall form a quorum.
13. Voting at Joint Committee meetings will be by show of hands. Each member will have one vote, save that, in the case of an equality of votes the Chair shall have a casting vote.

The Joint Committee has full power to make further rules regarding its proceedings and the conduct of its business, and to vary such rules, as it may from time to time consider appropriate, provided that at least three members vote in favour of the resolution.

## **Joint Arrangement**

1. LGR disaggregation as at 1/4/96 proceeded on the basis that the County Council staff were to be redeployed according to the population percentages set out in the annex hereto i.e. in the absence of agreement to the contrary, each district was entitled and obliged to take staff equating to their relevant percentage. The population percentage(s) shall be the "relevant percentage (9)" for the purposes of this Schedule.
2. The concept of a joint arrangement with a lead authority was designed to provide for continuation beyond 31st March 1996 of the pre-reorganisation situation, with staff being transferred to the lead authority as at that date.
3. It was fundamental to the joint arrangement that the lead authority should not be disadvantaged by the transfer of staff to that authority; that principle extended as much to a termination situation as to a continuation to the service. It is to be noted that a joint agreement is terminated on the withdrawal of any authority. It then rests with the other authorities whether or not they wish to establish a new joint arrangement.
4. Accordingly, on termination, the fair sharing of the benefit and burden of staff employed in the service ("service staff") in the relevant percentages should remain the guiding principle. On any termination, therefore, the starting off point should be that each of the authorities will be entitled and obliged to take the number of service staff equating (as nearly as may be) to their relevant percentage (the "staff benefit/burden"). Disaggregation of other assets may also be an issue and is referred to in paras 9 and 10.
5. Authorities establishing a new joint arrangement would need to be protected against the outgoing authority avoiding a share of costs properly attributable to it, but which might arise only on a future winding up of the joint service. Conversely, the outgoing authority would need to be protected against bearing costs at the point of termination which benefit future operation of the service and, therefore, are properly attributable to the continuing authorities.

## **Staff**

6. The number of service staff together with the relevant percentage of the outgoing authority may dictate whether disaggregation of staff in accordance with the relevant percentages is practicable. Subject thereto, an outgoing authority would be responsible for redeploying service staff equivalent to its relevant percentage, or for the cost of redundancy of surplus service staff up to that percentage. Authorities who wish to remain within a new joint arrangement may implement their staff benefit/burden through the lead authority under the new arrangement taking staff equal to their combined percentages.
7. It may, however, suit a new joint arrangement lead authority to take staff in excess of the remaining authorities' combined percentage i.e. to retain service staff not required by an outgoing authority; indeed, the staff/percentage ratio may make it inevitable. A calculation of the overall

redundancy cost of winding up the service would be made as at the date of termination. A withdrawal cost for each authority is thereby achieved. An assessment would be made of the redundancy costs which the outgoing authority had avoided by the new joint arrangement lead authority's retention of staff not taken by the outgoing authority ("the termination payment"); the outgoing authority could either:-

(a) pay the termination payment immediately to the lead authority as a contribution to future redundancy costs arising on winding up of the new joint arrangement, or, if the outgoing authority so elect

(b) pay, on each future occasion when redundancy costs are payable in respect of service staff ("the future occasion") the product of the formula:-

$$\frac{A \times B}{C}$$

Where

(A) = the termination payment,

(B) = redundancy costs actually to be paid on the future occasion, and

(C) = the total redundancy cost which would be payable on a winding up of the joint service at the time of the future occasion, until the aggregate of the sums so paid on each future occasion equals the termination payment.

8. On any future termination of a new joint agreement, the same exercise would be gone through by the districts involved, their respective staff benefit/burdens being calculated by reference to their combined population percentages at the time of commencement of the new joint agreement (subject to any contrary provision in the new agreement).

#### **Non-personnel assets (other than land and premises)**

9. Assets would be valued as at the date of termination and a value ascribed to each authority according to their relevant percentages. Subject to 10, assets would be disaggregated accordingly.

10. In the event of a new joint arrangement being entered into, assets essential to the service would be retained and transferred to the new lead authority. The new lead authority would re-imburse the outgoing authority to the extent which the value of the assets disaggregated to the outgoing authority fell short of the value to which that authority would have been entitled according to its relevant percentage. Such reimbursement would be either by way of an immediate payment or, with the consent of the outgoing authority, by means of a deferred payment or payments to be made on a date or dates and in such a sum or sums to be agreed with the outgoing authority, so that in all cases that authority is reimbursed to the full extent of the value of the assets to which it was entitled by virtue of its relevant percentage.

#### **LGR population percentages**

11. Population percentages for the four Councils are based on the Registrar General's estimated population figures for the district of the Councils respectively for the year prior to that in which the expenditure is incurred.

**IN WITNESS** whereof the parties have caused their respective common seals to be affixed hereunder the day and year hereinbefore written

THE COMMON SEAL OF THE BOROUGH  
COUNCIL OF HARTLEPOOL was hereunto  
affixed in the presence of:-

THE COMMON SEAL OF THE BOROUGH  
COUNCIL OF STOCKTON ON TEES was  
hereunto affixed in the presence:-

THE COMMON SEAL OF THE BOROUGH  
COUNCIL OF REDCAR AND CLEVELAND  
was hereunto affixed in the presence of:-

THE COMMON SEAL OF THE BOROUGH  
COUNCIL OF MIDDLESBROUGH was  
hereunto affixed in the presence of:-



<b>Customer Name</b>	<b>Middlesbrough Council</b>
----------------------	------------------------------

Activity	Activity Comments	Qty	Current Rate	Current Annual Spend	ESPO Rate	ESPO Annual Charge
Admin Charge		12	£25.000	£300.000		
File Add		31	£0.270	£8.37	£1.20	£37.20
File Perm Out	plus handling	0		£0.00	£0.80	£0.00
File Retrieval		29	£0.750	£21.75	£1.50	£43.50
File Return		0		£0.00	£1.50	£0.00
File Destroy	plus handling	0		£0.00	£0.35	£0.00
File Index		0		£0.00	£0.35	£0.00
Box Add		135	£0.750	£101.25	£1.20	£162.00
Box Retrieval		1,588	£0.750	£1,191.00	£1.50	£2,382.00
Box Return		1,691	£0.750	£1,268.25	£1.20	£2,029.20
Box Destroy	plus handling	0		£0.00	£1.80	£0.00
Box Index		0		£0.00	£0.35	£0.00
Box Perm Out	plus handling	0		£0.00	£1.80	£0.00
ReBox (includes flatpack)		0		£0.00	£2.50	£0.00
Failed Pick Charge		4	£0.750	£3.00	£0.70	£2.80
Sell Flatpack Small	R10	0		£0.00	£2.29	£0.00
Sell Flatpack Medium	R14	0		£0.00	£2.99	£0.00
Sell Flatpack Large	R17	0		£0.00	£3.99	£0.00
Labour		0		£0.00	£30.00	£0.00
Transport Next Day	From Spennymoor	62	£26.880	£1,666.56	£30.00	£1,860.00
Transport	up to 20 boxes from Upper Heyford	1	£86.000	£86.00	£86.00	£86.00
Collection		0	£26.800	£0.00	£30.00	£0.00
Box Barcodes		60	£0.100	£6.00	£0.10	£6.00
File Barcodes		0	£0.100	£0.00	£0.10	£0.00
Transport Same Day	NA			£0.00	£55.00	£0.00
Transport Urgent				£0.00	£150.00	£0.00
Transport Out of Hours	NA			£0.00	£150.00	£0.00
Storage File	NA			£0.00	£0.02	£0.00
Storage Brief Case		1	£0.160	£1.92	£0.16	£1.98
Storage Ledger		40	£0.080	£38.40	£0.08	£39.55
Storage Packet		2,539	£0.020	£609.36	£0.02	£627.64
Storage (Medium Tube)		2,645	£0.160	£5,078.40	£0.16	£5,230.75

Storage (Tube Large)		181	£0.240	£521.28	£0.25	£536.92
Storage (Tube Sml)		124	£0.080	£119.04	£0.08	£122.61
Storage Small Box (R05)		539	£0.120	£776.16	£0.12	£799.44
Storage Small Box (R06)		4	£0.120	£5.76	£0.12	£5.93
Storage R10		0		£0.00	£0.00	£0.00
Storage R14		4,140	£0.230	£11,426.40	£0.24	£11,769.19
Storage R17				£0.00	£0.00	£0.00
Storage R19		0		£0.00	£0.00	£0.00
0.5 m3	heritage/vault	2	£4.270	£102.48	£4.40	£105.55
1m3	heritage/vault	1	£8.540	£102.48	£8.80	£105.55
Brief Case	heritage/vault	2	£0.240	£5.76	£0.25	£5.93
Cabinets	heritage/vault	1	£5.380	£64.56	£5.54	£66.50
Cabinets	heritage/vault	15	£5.380	£968.40	£5.54	£997.45
Drawer	heritage/vault	1	£0.160	£1.92	£0.16	£1.98
Drawer	heritage/vault	107	£0.240	£308.16	£0.25	£317.40
Frame (R03)	heritage/vault	11	£0.240	£31.68	£0.25	£32.63
Ledger	heritage/vault	577	£0.120	£830.88	£0.12	£855.81
Packet	heritage/vault	1,126	£0.030	£405.36	£0.03	£417.52
Storage (Medium Tube)	heritage/vault	396	£0.240	£1,140.48	£0.25	£1,174.69
Storage (Tube Large)	heritage/vault	7	£0.370	£31.08	£0.38	£32.01
Storage (Tube Sml)	heritage/vault	5	£0.120	£7.20	£0.12	£7.42
Storage Large Box (R17)	heritage/vault	105	£0.420	£529.20	£0.43	£545.08
Storage Standard Box (R14)	heritage/vault	1,906	£0.340	£7,776.48	£0.35	£8,009.77
Storage: 0.91 Cu Ft Box	heritage/vault	19,749	£0.160	£37,918.08	£0.16	£39,055.62
Storage: 0.91 Cu Ft Box	heritage/vault	4,563	£0.240	£13,141.44	£0.25	£13,535.68
<b>Total Annual Spend</b>				<b>£86,594.54</b>		<b>£91,009.33</b>

Current Contract Spend	£86,594.54
ESPO - Contract Renewal	£91,009.33

£4,414.79

## **Teesside Archives – Outreach Proposal**

**Proposal: To agree an annual programme of outreach activity with each Local Authority which creates parity across the boroughs and supports more effective planning of the council's resources and encourages greater partnership working.**

Chris Corbett, Community Engagement Officer, has suggested the following annual programme for each borough:

### 1 x large scale event, for example:

- Armed Forces Day – Stockton
- Mela – Middlesbrough
- Love Local Fair – Redcar & Cleveland
- Headland Carnival - Hartlepool

Working collaboratively with organisers to arrange for 1-2 members of the Archives team (plus volunteers) to attend and engage visitors with collections/documents relevant to the event/location.

### 2 x smaller scale community events, for example:

- Archive roadshows - so far, we've delivered these at Stockton Central library and at the monthly Hartlepool Headland Local History Society meeting

Opportunity to work with community venues and bring the Archives to unexpected places. Likely to require 2 Archives staff (Chris + conservator)

### School workshops (number in each borough tbc)

The current offer for schools includes:

- History in Maps (Middlesbrough and Hartlepool)
- WW2 air raid reports (Middlesbrough)
- Story of the River Tees in Maps (All)
- Stockton Workhouse (Stockton - currently in development with Stockton Reference Library)

Opportunity to work with LA's to promote these to schools in the borough (would need to agree a realistic number of sessions) and to develop new programme based on local interest/priorities.

### 2 x public guided walks

The Archives team deliver a programme of walks linked to initiatives such as National Walking Month (May), Local History Month (May), Heritage Open Days (September). We also respond to requests from groups for bespoke walks and have supported guided walks that partner LA's have organised e.g. Stockton library service and the Stockton townscape heritage project.

Heritage walks programme includes:

- Tees Barrage to the Transporter Bridge

- Tees Barrage to Newport Bridge Circular
- Saltholme to Port Clarence Circular
- Upleatham Circular
- Loftus Circular
- Eston Hills Circular
- Ormesby Hall/Stewart Park circular
- Black Path (Middlesbrough to South Bank section)
- South Gare

Shorter Story Strolls programme includes:

- Seaton Carew heritage (developed in partnership with Tees Archaeology Beneath the Sea project)
- Hartlepool Headland (Natural History theme developed and delivered in partnership with Hartlepool Library Service)
- Old Middlesbrough (from Transporter Bridge)
- Redcar seafront
- Marske
- Guisborough
- Saltburn

#### Community talks (number in each borough tbc)

We currently have a range of topics and deliver these to a wide range of community groups (Rotary groups, WI, local retirement groups) and in libraries across the 4 boroughs when requested.

We are starting to develop more bespoke talks, introducing the archives followed by more location specific stories and material.

Current talk topics include:

- Introduction to the Archives (this can be adapted to include more focussed material at the end)
- A Town's Tale; the story of Saltburn through the archives
- The Nature of Archives; natural history stories from the archive collections
- William Gileard Brown; Haverton Hill Hero
- All At Sea; stories from the maritime records of Hartlepool
- Herstory; Women's History on Teesside
- History of Hartlepool Workhouse
- Bridges built by Dorman Long and Cleveland Bridge
- Stockton Workhouse (delivered in partnership with Stockton Reference Library)
- South Gare (currently being developed)

#### **How do we make this work more effectively?**

Ideally, we would like a point of contact in each borough for Chris to liaise with in coordinating the above so that we can be sure what we are delivering is valuable. We would welcome support from the boroughs in finalising a programme for each area including finding community groups and venues to link with, agreeing which events to have a presence at, etc. This will help to identify address any gaps in engagement

In addition to an agreed annual programme, we are also happy for the Archives Service to be a partner in specific projects and would welcome involvement from the project development stage so that archive costs can be built in – this is potential new revenue stream and something we've spoken to TVMG about.

The final programme agreed with each borough needs to be based on the capacity of the Community Engagement Officer primarily (21 hours per week) supported where possible by other members of the team and Archives volunteers.

This page is intentionally left blank