



Legal and Governance

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**JOINT ARCHIVES COMMITTEE**

<b>Date:</b> Wednesday 18th March, 2026
<b>Time:</b> 1.00 pm
<b>Venue:</b> Stainsby 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. Apologies for Absence
3. Declarations of Interest
4. Minutes of the Joint Archives Committee - 8 October 2025 3 - 6
5. Future Delivery Report 7 - 32
6. 2026/27 Budget Report 33 - 42
7. Executive Report 43 - 58
8. 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 10 March 2026

**MEMBERSHIP**

Councillors P Storey (Chair), N Cooke (Vice-Chair), Cllr G Allen 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 8 October 2025.

**PRESENT:** Councillors P Storey (Chair), Cllr G Allen, P Chaney (Substitute for C Richardson) and N Cooke

**OFFICERS:** S Fortune, R Hobbins, R Horniman, C Jones, R Kench, G Kirby and M Ramsey

**APOLOGIES FOR ABSENCE:** Councillor C Richardson

25/1 **WELCOME AND FIRE EVACUATION PROCEDURE**

The Chair welcomed all present to the meeting and read out the Building Evacuation Procedure.

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 Middlesbrough Council. The Member representative from Stockton, the authority next in rotation for the Chair, was appointed as Vice-Chair of the Committee.

**AGREED:**

- That Councillor P Storey be appointed Chair of the Joint Archives Committee for the Municipal Year 2025/2026.
- That Councillor N Cooke be appointed Vice-Chair of the Joint Archives Committee for the Municipal Year 2025/25.

25/2 **DECLARATIONS OF INTEREST**

There were no Declarations of Interest received at this point in the meeting.

25/3 **MINUTES OF THE JOINT ARCHIVES COMMITTEE - 7 MAY 2025**

The minutes of the Joint Archive Committee held on 7 May 2025 were submitted and approved as a correct record.

25/4 **TEESSIDE ARCHIVES EXECUTIVE REPORT**

The Archives Manager was in attendance and presented the Teesside Archives Executive Report to the Committee.

The report highlighted the key areas of activity of the Archive Service.

The Archives Manager discussed the deposits that the Archives had received during the reporting period, a full list was included in the report at Appendix One. The Archives Manager advised of her work on a Lottery funded project with the Tees Women Poets that collected pieces relating to the women’s movement from the 1980s, this had resulted in the acquisition of material including the Cleveland Group and its involvement in the Greenham Common peace campaign.

The community outreach figures for the period 1 February – 26 September 2025 were presented at Appendix Two and summarised below. The Archives Manager noted the Community Engagement Officer’s efforts to address the imbalance of activity in Hartlepool, as reflected in the data.

Local Authority	No. of People	% of total people
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>

**AGREED that the report be noted.**

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### **TEESSIDE ARCHIVES BUDGET UPDATE 2025/26**

The Archives Manager presented the Teesside Archives Budget Update 2025/26 which included:

- Income
- Employees
- Premises
- Transport
- Supplies and Services

The 2025 / 2025 Budget Contributions per Local Authority were also presented.

**AGREED that the report and expenditure on the 2025-26 budget as itemised at Appendix One, be noted.**

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### **TEESSIDE ARCHIVES INTERIM PROPOSALS**

The Head of Culture presented the Teesside Archives Interim Proposals report which sought the Committee's agreement of a series of interim arrangements for the continuation of the Archives Service.

The following interim arrangements were discussed:

#### **1. Service Level Agreement**

The outcome of the Heritage Feasibility Study was still awaited; therefore, the existing Service Level Agreement (SLA) had been refreshed on a year-to-year basis. A copy of the current SLA was appended to the report at Appendix A. The Committee was asked to consider the following:

- 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
- For all four Local Authorities to sign-up to the new SLA for a period of three years (2026/27 – 2028/29); with the possible inclusion of a formal review point half-way through (October 27).

The Chair advised that the Joint Archives Committee had contacted the Department for Digital, Culture, Media and Sport to ascertain if other public bodies such as TVCA should be included within local archives service. Whilst no formal response had yet been received, local MPs had agreed to raise this issue with the House of Commons.

A discussion took place and Members expressed support for a review of the decision-making governance in the SLA; however, it was agreed that finalising the SLA should be linked to the financial position and the future service model, information which was not yet available.

It was further noted that committing to financial obligations for the next 3 to 5 years would be challenging, although there was recognition that renewing the agreement on a year-to-year basis was not ideal for staff. It was also considered that future proposals could be aligned with potential Arts Council funding in 2028.

It was agreed that the Project Leads would collaborate to develop the vision and present it to the Joint Archives Committee at its March 2026 meeting, for consideration of a 3-year SLA extension.

#### **2. Collections Storage**

The Committee were advised that the current 5-year contract with Restore for off-site storage would terminate at the end of June 2026. Within the procurement framework, the Archives were contracted with Restore, with an option to extend the contract for a maximum of two years (July 2026 – June 2028). Restore provided a fee proposal for a 2-year extension to the contract, as shown at Appendix B of the report, which reflected the increases in cost over the past 5 years, during which time costs had remained the same. The proposal represented an overall increase of £4,414.79 in year 1 (around 5%). Year 2 costs would likely increase slightly as Restore wished to include a Consumer Price Index (CPI) adjustment beginning in July 2027.

The Committee agreed to the triggering of the extension of the contract with Restore to July 2028 based on the acceptance of the fee proposal, as shown at Appendix B of the report.

### **3. Digital Preservation**

As had been previously discussed at Joint Archives Committee and Lead Officer meetings, the Archives Service had been struggling to manage its collection of digital records. The current arrangements, which included the use of several hard drives, was unsustainable and made the locating items extremely difficult. As an interim solution, the service had explored the option of a cloud-based system with Middlesbrough's ICT team, which would support better record keeping, but did not address the issue of long-term preservation. A briefing paper on this subject had been discussed at the Joint Archives Committee meeting in May 2025, which outlined the cost (over years 1-3) of purchasing and running a digital preservation system, Preservica.

The New Burdens grant of £115,991 could be used to fund the following:

- £66,810 acquisition of the Preservica system, including 3 years 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.

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

- a) Increase income into the service through new partners.
- b) Increase income into the service from other service areas.
- c) Increase income into the service from external funding sources.

The Committee was asked to consider the following:

- To agree that a digital preservation system is essential for the management and protection of the records currently held (and will be held in the future) and to fulfilling the responsibilities as an Accredited Archives Service.
- To agree to work collectively with the respective authorities and with each other to find the gap funding required to put digital preservation in place from 2026/27.

The Committee considered the capabilities of the digital system and its potential offerings. It was noted that each Local Authority stored additional records beyond those held by the Archives Service, such as digital birth records and library records and that some Local Authorities were currently developing separate systems for these. The system under discussion, however, could potentially accommodate all those records and avoid duplication.

While future funding decisions could not be made by the Committee at this stage, the Head of Culture advised that the New Burdens Fund was earmarked for this purpose and would need to be spent as the service could not retain it indefinitely.

It was agreed that the Head of Culture would liaise with Committee Members and Officers to arrange a demonstration of the system, with Data Officers from each Local Authority also included.

### **4. Outreach Programme**

A proposal from the Community Engagement Officer was shown at Appendix C and detailed the delivery of an annual programme of engagement with each borough. The aim was to create parity across the boroughs, support more effective planning of the Archives Service

resources and encourage greater partnership working by supporting what was happening in each Local Authority. A suggested outline for the annual programme was appended and the final programme would need to be measurable and deliverable within the current resource (Community Engagement Officer - 21 hours per week) and agreed with each Local Authority in advance.

The Committee agreed that each Local Authority would provide a named point of contact within their authority to work with the Community Engagement Officer to develop and agree an annual outreach plan, which would commence 2026/27.

**AGREED:**

- **That Project Leads would collaborate to develop the vision and present it to the Joint Archives Committee at its March 2026 meeting, for consideration of a 3-year Service Level Agreement extension.**
- **To the triggering of the extension of the contract with Restore to July 2028 based on the acceptance of the fee proposal, as shown at Appendix B of the report.**
- **That the Head of Culture would liaise with Committee Members and Officers to arrange a demonstration of the system, with Data Officers from each Local Authority also included.**
- **That each Local Authority would provide a named point of contact within their authority to work with the Community Engagement Officer to develop and agree an annual outreach plan, which would commence 2026/27.**

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

None.

**MIDDLESBROUGH COUNCIL**

<b>Report of:</b>	Director of Environment, Communities & Culture
<b>Relevant Executive Member:</b>	Deputy Mayor and Executive Member for Education and Culture
<b>Submitted to:</b>	Joint Archives Committee
<b>Date:</b>	18 March 2026
<b>Title:</b>	Future Delivery 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>	No
<b>Why:</b>	Not a key decision

**Proposed decision(s)**

We ask that the Joint Archives Committee approves the following recommendations:

- 1) The extension of the Joint Archives Service Level Agreement (SLA) for a further three years to enable the continued operation of the service.
- 2) For Lead Officers to propose a revision of the Service Level Agreement (SLA) through the appropriate channels to allow for delegated decision making and improved governance.
- 3) The extension of the existing contract with Restore for a further three years to enable the continued storage of the Archives collection.
- 4) The purchase of the digital preservation system, Preservica, on a minimum three-year contract.
- 5) A modest enhancement to the current staffing structure of the Archives team to provide essential capacity to manage digital preservation.

We ask that the Joint Archives Committee notes:

- 6) The amended collecting policy for Teesside Archives incorporating our approach to collecting digital records.

### **Executive summary**

The Archives Service has been in a holding position for several years. Financial pressures on partner authorities, temporary accommodation at the Dorman Museum, delays to the completion of a Tees Valley Heritage Feasibility Study and a lack of consensus on a future development plan for the service has resulted in a 'standstill' position. This is unsustainable as it risks our ability to undertake our statutory responsibilities of collecting, preserving and facilitating public access to archival records, which consequently risks National Archives Accreditation of the Service.

This report proposes an operational plan for the next three years to enable the Archives Service to undertake its statutory responsibilities in a way which requires minimal investment, whilst we continue to develop a long-term plan for the service which seeks to maximise the value of the Archives Service to all partners and their residents.

By approving the recommendations above, for a period of three years, the Archives Service will be able to honour its responsibilities for public records (physical and digital), ensure safe storage of the Teesside collection, improve its governance to support decision-making around its longer-term future, and maintain National Archives Accreditation.

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

1.1 To propose an operational framework which enables Teesside Archives to deliver its statutory responsibilities over the next three years:

Our ambitions	Summary of how this report will support delivery of these ambitions, and the underpinning aims
<b>A successful and ambitious town</b>	<ul style="list-style-type: none"> <li>• Fulfilling the statutory responsibilities of our public organisations.</li> <li>• Holding organisations and individuals to account.</li> <li>• Promoting pride through learning about past achievements.</li> <li>• Recording and conserving the history of our people and places for future generations.</li> <li>• Creating employment opportunities through proposed changes to the staffing structure.</li> </ul>
<b>A healthy Place</b>	<ul style="list-style-type: none"> <li>• Ensuring access to the Archives for all.</li> <li>• Supporting the recollection &amp; sharing of memories.</li> <li>• Promoting a culture of knowledge and learning.</li> </ul>
<b>Safe and resilient communities</b>	<ul style="list-style-type: none"> <li>• Helping people discover more about their lives; past and present.</li> <li>• Giving value to people and events who have shaped our lives today.</li> <li>• Helping us to understand who we are.</li> <li>• Inspiring creativity and collaboration.</li> <li>• Reflecting the rich diversity of our communities.</li> </ul>
<b>Delivering best value</b>	<ul style="list-style-type: none"> <li>• Making records available to support effective decision-making and good governance.</li> <li>• Creating maximum value from the modest additional investment required.</li> </ul>

## 2. Recommendations

2.1 That the Committee approves the following recommendations:

2.1.1 The extension of the Joint Archives Service Level Agreement (SLA) for a further three years to enable the continued operation of the service.

2.1.2 For Lead Officers to propose a revision of the Service Level Agreement (SLA) through the appropriate channels to allow for delegated decision making and improved governance.

2.1.3 The extension of the existing contract with Restore for a further three years to enable the continued off-site storage of the Archives collection.

2.1.4 The purchase of the digital preservation system, Preservica, on a minimum three-year contract.

2.1.5 A modest enhancement to the current staffing structure of the Archives team to provide essential capacity to manage digital preservation.

2.2 That the committee notes the following:

2.2.1 The amended collecting policy for Teesside Archives incorporating our approach to collecting digital records.

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

#### **3.1 SLA Extension:**

For the last couple of years, the SLA has been rolled forward on a year-to-year basis. This provides very little security for the service, demonstrates a lack of commitment to external partners such as The National Archives, and wastes administration time. We propose that it is extended for a three-year period to align with the wider operational plan detailed in this report.

#### **3.2 SLA Revision:**

The current SLA agreement does not allow for delegated decision-making outside of the two meetings per year. Additionally, the frequent changes to membership and a rotating chair every year doesn't support a long-term, strategic approach to the Service. It is proposed that, through the appropriate channels, the Lead Officers seek a revision to the SLA which allows for a level of delegated decision-making and supports more robust and strategic governance overall.

#### **3.3 Restore Contract Extension:**

The current 5-year contract with Restore for off-site storage terminates in July 2026. With the Service continuing to be housed within the Dorman Museum for the foreseeable future, and based on our satisfaction with the off-site storage service provided by Restore, we are proposing to extend the contract for a further three years, to align with the wider operational plan detailed in this report.

#### **3.4 Purchase of Preservica:**

Despite the rapid acceleration in the volume of Public Records and other Archive material now being generated in 'born digital' format, Teesside Archives does not have an effective system for managing such records. Relying on hard drives not only presents difficulties in cataloguing and searching files, but more importantly risks digital formats becoming outdated and unreadable in the future. Having researched the digital preservation market,

and hosted a live demo for partners, the proposal is to purchase Preservica which is used extensively by the Archives sector including by other Local Authorities. This would enable the Service to collect, preserve and make publicly available both 'born digital' and digitised records. This is also important as The National Archives has updated its Accreditation requirements to include the management of digital material as a fundamental requirement for Accreditation.

### 3.5 Staffing Structure:

There has been no investment in the staff resource for the Archives Service for several years. A benchmarking exercise undertaken by Elizabeth Oxborrow-Cowan as part of the Tees Valley Heritage Feasibility Study highlighted that the resourcing of Teesside Archives is low compared to other shared Local Authority archives services and recommended that consideration be given to specific areas of risk, such as digital preservation, to agree what resource is required. It is not possible for the Service to progress with digital preservation without making a modest investment in the staffing structure. The proposal adds 0.51 FTE to the staffing establishment to create capacity for managing digital preservation alongside other archivist responsibilities. In reality, the Service requests a greater investment in staffing to properly fulfil its responsibilities, but due to the financial constraints of the partners, the proposal is a compromise to ensure we meet our minimum statutory requirements and those required to maintain Accreditation.

### 3.6 Collecting Policy:

The Archives Collecting Policy has been updated to incorporate born digital records. The policy recognises that the accessioning of records in digital formats should follow the same approach as physical records as there is still a cost to the Service of managing, storing and making these documents available to the public.

## 4. Background and relevant information

### 4.1 SLA Extension:

A copy of the current SLA is attached as **Appendix 1**. Please refer to section 3.1 for further background information.

### 4.2 SLA Revision:

A copy of the current SLA is attached as **Appendix 1**. Please refer to section 3.1 for further background information.

### 4.3 Restore Contract Extension:

The current contract with Restore for off-site storage ends in July 2026. Middlesbrough Council's Legal Team have advised that under the framework used to procure the initial 3-year contract with Restore, we are able to extend this for up to five years. The proposal is to extend for three years to align with the wider operational plan detailed in this report.

Restore have provided a Contract Change Notice, attached as **Appendix 2**. Restore have proposed a CPI increase of 3.8% will be applied from 01/08/2026 to the charges under the existing contract. This adjustment reflects the most recently published CPI by the Office for National Statistics (ONS) and supports the continued sustainability of records management services considering ongoing cost pressures. It is noted that a further CPI increase will be applicable from 2027 and 2028 and will be determined using the most recently published CPI at the relevant time.

#### 4.4 Purchase of Preservica:

The proper safe keeping of born digital records is a statutory function of the Archives Service. Teesside Archives does not currently have a suitable system to hold and preserve digital records. Through research, Preservica has been identified as the most suitable digital preservation system of our purposes. An opportunity for Local Authority Partners (Lead Officers, Record Managers and ICT Teams) to view the functionality of Preservica and raise questions was arranged and positive feedback was received. The proposal is to purchase the standard version of the system – 'Preservica Professional' - which has the following functionality/terms.

<b>Preservica Professional</b>
Hosted on AWS EU Dublin or UK London
<a href="#">Gov Apps - additional fee</a>
For smaller organisations
Managed hosting, backup, recovery and upgrades in a shared infrastructure, multi-tenant cloud
Flexible & fast ingest tools up to 30Tb and up to 1 million digital files
Live Web based training
Unlimited Support
Ingest Outlook, Gmail, PastPerfect, CONTENTdm, DSpace, Disk images and BagIt
Automated Website archiving
OAI-PMH and CMIS content query API
Catalogue integration for Adlib, CALM, Axiell Collections or ArchivesSpace: £3,240 one-off/£1,100 annual
Epexio: licensing for usage of the Preservica API £3,240 annual (note: integration services provided by Metadatis)
Optional IIIF Viewer additional £3,000pa
<b>Preservica Contract Terms</b>
Preservica do not accept any amendments to our Professional contracts as we're providing a standard service used by a large number of existing customers in a multi-tenancy AWS environment under the same terms and competitive pricing.
<b>Future storage at the following rates:</b> £1,210 per annum per Tb of S3 £460 per annum per Tb of Glacier
<b>Extras:</b> Multiple UA Portals: £1,100 (one-off)/£1,100 annual Custom Universal Access URL (one-off): £2,160 Accelerated Success Service packs (5-days): £12,500

From a storage perspective, 1TB of data will be sufficient for the Service at the outset. Teesside Archives currently holds 248.12GB of born digital data plus 166GB of digitised archives. The Archives Manager has requested that Collections Officers advise how much material they have in digital format to inform costs going forward. The priority for the Service will be to ingest the digital records currently held. The Archives Manager recommends delaying the integration of Preservica with our catalogue as the current system is approaching end of life within two years and will need to be replaced. It's therefore more cost effective to do the integration at this point.

It is proposed to purchase Preservica on the minimum three-year contact. The costs are summarised in the table below:

Item	Year 1	Year 2	Year 3	TOTAL
Annual Subscription <b>includes 1Tb AWS S3 SaaS Subscription</b>	15,250	15,250	15,250	45,750
Axiell Collections Integration (Preservica side) <b>£3,240 one-off/£1,100 annual</b>	-	4,340	1,100	5,440
Additional storage when required <b>Data Storage 1TB (S3) per Tb per annum</b>	-	-	1,210	1,210
Additional storage when required <b>Data Storage 1TB (Glacier) per Tb per annum</b>	-	-	460	460
Axiell Collections Integration (Axiell side) <b>Estimate for one off cost of integration/API</b>	-	2,000	-	2,000
<b>Total</b>	<b>15,250</b>	<b>21,590</b>	<b>18,020</b>	<b>54,860</b>

The above costs are based on 1TB of data being sufficient for two years, and the integration with our catalogue system coming in year 2. The full cost of Preservica for years 1-3 can be funded in full by New Burden's funding, which has a current balance of £115,991. The ongoing annual cost from year 4 onwards will be a minimum of £18,020 a year, but could increase in longer term based on data storage requirements.

#### 4.5 Staffing Structure:

The current staffing structure does not provide capacity to support digital preservation and the work required to set up, populate and run Preservica. A minimum investment in staffing resource is proposed.

The current staffing model is as follows:

Post	Grade	FTE
Archives Manager	M	1
Archivist	H	1
Conservator	H	1
Community Engagement Officer	G	0.57
Archives Supervisor	H	0.75
Archives Assistant	D	0.62
Temp	B	0.07
<b>TOTAL FTE</b>		<b>5.01</b>

The proposed staffing model is as follows:

<b>Post</b>	<b>Grade</b>	<b>FTE</b>
Archives Manager	M	1
Archivist	H	0.6
Archivist	H	0.6
Conservator	H	1
Community Engagement Officer	G	0.57
Archives Supervisor	H	0.75
Archives Assistant	D	1
<b>TOTAL FTE</b>		<b>5.52</b>

As shown by the comparisons to other Archives Services in the Tees Valley Heritage Feasibility, keeping the status quo is not sustainable. There is already a reliance on volunteers for core aspects of the service and no capacity to manage digital preservation including proactively engaging with partners to identify records to bring into the system and uploading existing digital records. The proposed revision to the structure creates an additional 0.51 FTE through a modest increase in capacity to the Archivist and Archives Assistant functions only.

#### 4.6 Collecting Policy:

An updated version of the Teesside Archives Collecting Policy is included as **Appendix 3**.

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

N/A

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

6.1 SLA Extension: An extension of less than three-years creates uncertainty around the future of the Archives Service, demonstrates a lack of commitment to The National Archives and creates unnecessary administrative costs.

6.2 SLA Revision: The precise details of the revision are yet to be agreed, but as this is the main governance document for Teesside Archives it is the only mechanism we have to improve governance arrangements.

6.3 Restore Contract Extension: A shorter contract duration would not provide the certainty of off-site storage whilst the Service remains in its 'temporary' home in the Dorman Museum. A longer-term duration would potentially over-commit the Service beyond its

requirements if new accommodation for Teesside Archives enables records to be held on site.

6.4 Purchase of Preservica: There is a limited market for digital preservation systems. Preservica was considered to be the most appropriate option for Teesside Archives based on its functionality and proven record with a range of users, including other Local Authorities. A minimum three-year contract is stipulated by Preservica.

6.5 Staffing Structure: An alternative staffing structure was developed (as shown below) based on the required level of resource needed to improve the service including a focus on collecting core records, addressing gaps in holdings, working on new material acquired and progressing digital preservation. It would also improve the front of house service to customers and increase the capacity of the Community Engagement Officer to work across the boroughs.

<b>Post</b>	<b>Grade</b>	<b>FTE</b>
Archives Manager	M	1
Archivist	H	1
Archivist	H	0.6
Conservator	H	1
Communty Engagement Officer	G	1
Archives Supervisor	H	1
Archives Assistant	D	1
Archives Assistant	D	0.57
		<b>7.17</b>

This option has been costed and is presented as one of the budget options for 2026/27, however, based on feedback from partners, we don't think it's viable due to financial pressures. Maintaining the staffing structure as it is, is also not considered a viable option as it does not enable the Service to meet its statutory responsibilities around digital preservation.

6.6 Collecting Policy: N/A.

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

<b>Topic</b>	<b>Impact</b>
Financial (including procurement and Social Value)	Annual increase in Restore costs in line with CPI index (3.8% from 01/08/26). Annual cost of Preservica from 2029/30 onwards. Staff costs associated with additional 0.63 FTE from 2026/27 onwards. Depletion of New Burdens funding which, when required, has been used to subsidise the service.

Legal	Meeting the statutory duty of the four Local Authorities to collect, preserve and make available public records. Three-year extension to existing contract with Restore. New three-year contract to be put in place with Preservica.
Risk	<b>Risks of doing nothing:</b> Loss of local authority records / failure to meet statutory duty re the retention of public records. Key information is lost that could negatively impact on the councils in the future e.g. their ability to prove key decisions were taken, due process followed, etc. Failure to meet the National Archives Accreditation standard / loss of Accreditation. <b>Wider risks:</b> Failure to secure the additional investment required to manage digital Preservation beyond the initial 3-year contract.
Human Rights, Public Sector Equality Duty and Community Cohesion	N/A
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
Secure approval for SLA amendments within each Local Authority	Lead Officers	30 April 2026
Extend the SLA to 31 March 2029	Head of Culture	30 April 2026
Legal Instruction for three-year Restore contract extension	Archives Manager	31 March 2026
Signed contract extension in place with Restore	Archives Manager	30 April 2026
Procurement Exemption for Preservica	Archives Manager	16 March 2026
Contract in place with Preservica	Archives Manager	31 March 2026

Vacancy Control approval for additional staff posts	Archives Manager	31 March 2026
Recruitment underway for additional staff posts	Archives Manager	30 April 2026

## Appendices

1	Teesside Archives Service Level Agreement
2	Restore Contract Change Notice 2 February 2026
3	Teesside Archives Collecting Policy

## Background papers

N/A

**Contact:** Gaye Kirby

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

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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:-



**Contract Change Notice (CCN) – Extension to ESPO Framework Reference 390\_18 Document Management Solution with Annual CPI Increase.**

**Title:** Contract Change Notice (CCN) – Extension to ESPO Framework Reference 390\_18 Document Management Solution with Annual CPI Increase.

**Contracts Affected:** ESPO Framework Reference 390\_18 Document Management Solution Lot 4

**Parties:** The Council of the Borough of Middlesbrough / Restore Information Management

**Date of Issue:** 02/02/2026

**Proposed Effective Date:** 01/08/2026

## 1. Purpose

This CCN confirms the extension of the current ESPO Framework Reference 390\_18: Document Management Solution contract for the period 01/08/2026 to 31/07/2029.

The extension period will be subject to an annual increase based on the Consumer Price Index (CPI), applied on each anniversary of the contract.

A CPI increase of **3.8%** will be applied from **01/08/2026** to the charges under the above contract(s). This adjustment reflects the most recently published CPI by the Office for National Statistics (ONS) and supports the continued sustainability of records management services considering ongoing cost pressures.

The CPI increase applicable from **2027** and **2028** will be determined using the most recently published CPI at the relevant time.

## 2. Rationale and Impact Statement

Over the past 12–24 months, Restore has experienced increases in operating costs across multiple areas that directly affect service delivery. The proposed 3.8% adjustment is evidence-based and proportionate:

### a) Labour / People Costs

- Wage growth, recruitment, and retention for warehouse, transport, and records management staff have materially increased labour costs.

### b) Property / Facility Costs

- Storage site rental, utilities, insurance, business rates, and compliance costs have risen in line with market trends for commercial properties, critical for secure, storage facilities.

### c) Transport & Logistics

- Costs for fuel, vehicle maintenance, insurance, and driver pay have increased due to market volatility, affecting collection, delivery, and inter-site transfers.

### d) Consumables / Operational Supplies

- Increased costs of archive boxes, pallets, racking, and other operational materials further contribute to the overall cost base.

**Summary:**

The combined effect of these cost pressures supports a 3.8% uplift, ensuring service continuity, compliance, and operational quality.

**3. Proposed Change**

- **Price Adjustment:** All applicable charges in the contract(s) will increase by 3.8%, effective from 1<sup>st</sup> August 2026, and
- **Service Levels:** No change to scope, KPIs, SLAs, or service delivery standards.
- **Duration:** This increase remains in effect until any future contract review or pricing update is agreed.

**4. Financial Impact**

This shows the key activities only. The 3.8% will apply to all contracted rates and will be shown on your invoices and MI packs.

Activity	Activity Comments	ESPO Rate
File Add		£1.20
File Perm Out	plus handling	£0.80
File Retrieval		£1.50
File Return		£1.50
File Destroy	plus handling	£0.35
File Index		£0.35
Box Add		£1.20
Box Retrieval		£1.50
Box Return		£1.20
Box Destroy	plus handling	£1.80
Box Index		£0.35
Box Perm Out	plus handling	£1.80
ReBox (includes flatpack)		£2.50
Failed Pick Charge		£0.70
Sell Flatpack Small	R10	£2.29
Sell Flatpack Medium	R14	£2.99
Sell Flatpack Large	R17	£3.99
Labour		£30.00
Transport Next Day	From Spennymoor	£30.00
Transport	up to 20 boxes from Upper Heyford	£86.00
Collection		£30.00
Box Barcodes		£0.10
File Barcodes		£0.10
Transport Same Day	NA	£55.00
Transport Urgent		£150.00
Transport Out of Hours	NA	£150.00
Storage File	NA	£0.02
Storage Brief Case		£0.16

Storage Ledger		£0.08
Storage Packet		£0.02
Storage (Medium Tube)		£0.16
Storage (Tube Large)		£0.25
Storage (Tube Sml)		£0.08
Storage Small Box (R05)		£0.12
Storage Small Box (R06)		£0.12
Storage R10		£0.00
Storage R14		£0.24
Storage R17		£0.00
Storage R19		£0.00
0.5 m3	heritage/vault	£4.40
1m3	heritage/vault	£8.80
Brief Case	heritage/vault	£0.25
Cabinets	heritage/vault	£5.54
Cabinets	heritage/vault	£5.54
Drawer	heritage/vault	£0.16
Drawer	heritage/vault	£0.25
Frame (R03)	heritage/vault	£0.25
Ledger	heritage/vault	£0.12
Packet	heritage/vault	£0.03
Storage (Medium Tube)	heritage/vault	£0.25
Storage (Tube Large)	heritage/vault	£0.38
Storage (Tube Sml)	heritage/vault	£0.12
Storage Large Box (R17)	heritage/vault	£0.43
Storage Standard Box (R14)	heritage/vault	£0.35
Storage: 0.91 Cu Ft Box	heritage/vault	£0.16
Storage: 0.91 Cu Ft Box	heritage/vault	£0.25

## 5. Approval

This CCN requires written acceptance by the authorised signatory for each customer. On acceptance, the updated charges will be applied from the Proposed Effective Date.

	<b>Restore Information Management</b>	<b>Budget holder - Customer</b>
<b>For and on behalf of Authorised signatory</b>	Restore Information Management	
<b>Name</b>	Nigel Dews	
<b>Position</b>	Managing Director	
<b>Signature of authorised representative</b>		
<b>Date of signature</b>		

## Annex A – Supporting Cost Impact Statement

### 1. Overview

This annex summarises the principal cost pressures experienced by Restore Information Management over the past 12–24 months. These pressures directly affect the delivery of secure, compliant, and timely records management services.

The 3.8% one-off increase is based on the most recent published CPI and aligns with documented increases in labour, property, transport, and operational costs.

### 2. Key Cost Drivers

Cost Category	Description of Cost Pressure	Evidence / Source
<b>Labour / People Costs</b>	Wage growth, retention, and recruitment for warehouse, transport, and records management personnel	ONS ASHE wage data; internal payroll review
<b>Property / Facility Costs</b>	Increased storage site rents, utilities, business rates, insurance, and compliance costs	CBRE commercial property market commentary; internal lease and utility invoices
<b>Transport &amp; Logistics</b>	Fuel cost volatility, vehicle maintenance, insurance, and driver pay increases	Road Haulage Association (RHA) reports; internal fleet and fuel data
<b>Consumables / Operational Supplies</b>	Archive boxes, pallets, racking, and other operational materials	Supplier price lists and purchase records
<b>Overall Impact</b>	Combined effect of these factors exceeds headline CPI	Proposed one-off uplift of 3.8% balances these cost pressures while ensuring service continuity

### 3. Rationale

The above categories represent the most significant and unavoidable cost increases affecting records management service delivery. The 3.8% uplift:

- Accounts for rising labour, property, transport, and consumable costs
- Ensures continuity of service and compliance with information governance standards

This annex supports the CCN and can be referenced in internal and customer approvals.

### 4. References

1. Office for National Statistics (ONS), Consumer Price Index, September 2025, <https://www.ons.gov.uk/>
2. CBRE UK Industrial Market Commentary, 2025
3. Road Haulage Association (RHA), Annual Cost Movement Report, 2025
4. Internal payroll, fleet, and facilities cost records, Restore Information Management

## **Scope of collecting policy**

Teesside Archives will seek to ensure that the collection of archives reflects the broadest range possible of the life and work of the people of the area. It will support the council's main aims including ensuring that citizens are well educated. The future direction of collecting activity will seek to maximise the social inclusion of all sections of our community and to generate new audiences for the archives of the area.

Collections of archives will be acquired through the statutory obligations and powers noted above, by responding to all approaches from owners of documents for the deposit or donation of archives, by outreach activity, and by occasional purchase.

Archives will be collected for the geographical area of Teesside. These will include:

- Official archives of 4 named councils and their predecessor authorities.
- Public records under the Public Records Act such as records of courts and hospitals. A charge will be applied for storing records that are not yet 30 years old (NB this is due to be reduced to 20 years in phases) as these records are semi-current and do not yet qualify as archives.
- Church of England and Roman Catholic parishes and registers of non-conformist churches,
- Records of any date relating to all aspects of the history of Teesside including records of societies, charities, organisations, institutions, businesses, industrial and commercial organisations, families, individuals, trade unions, and political parties.
- It is the responsibility of the depositor to arrange for transport of records to Teesside Archives although will assist private depositors wherever possible.

In seeking and collecting archives in future, priority will be given to archives of communities, such as the Black and other ethnic communities, which are not well represented in collections at present.

Teesside Archives reserves the right to require a potential donor or depositor to provide proof of ownership and to refuse to accept a donation or deposit if this cannot be supplied. Formal agreement may also be required regarding any obligations under the Data Protection Act, 1998.

## **Limitations of the collecting policy**

Teesside Archives seeks to avoid duplication, conflict and competition with other repositories.

At present we have no specialist facilities for the storage and preservation of sound archives but we will accept them in this format.

We do not have specialist facilities for the storage of film archives so we direct those holding films to the Northern Region Film and Television Archive. They provide a service for storing, preserving and making accessible film archives [www.nrfta.org.uk](http://www.nrfta.org.uk)

\*We will accept born digital records and will where possible migrate them to a modern and more sustainable format. However, at present, we lack the equipment and resources to do much in this area but the situation is under review. Depositors should be aware that material in digital format will be appraised and managed in the same way that physical archives are dealt with, and we cannot accept large amounts of data without reviewing the content to assess its suitability for permanent preservation. This applies to material stored on portable media, such as hard drives, pen drives, CDs DVDs etc. Depositors should note that there is an environmental cost as well as a financial cost associated with digital storage, and should keep this in mind when considering what should be preserved indefinitely.

|

Three-dimensional artefacts will normally be referred to the appropriate museum service

**MIDDLESBROUGH COUNCIL**

<b>Report of:</b>	Director of Environment, Communities & Culture
<b>Relevant Executive Member:</b>	Deputy Mayor and Executive Member for Education and Culture
<b>Submitted to:</b>	Joint Archives Committee
<b>Date:</b>	18 March 2026
<b>Title:</b>	Budget Report
<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>	No
<b>Why:</b>	Not a key decision

**Proposed decision(s)**

We ask that the Joint Archives Committee considers the three budget options for 2026/27 in **Appendix 1**, with the following recommendation:

- 1) To agree, as a minimum, Budget Option 2, which includes a 0.51 FTE staffing increase required for managing Preservica/digital preservation.

We ask that the Joint Archives Committee discusses:

- 2) Options for the future funding arrangements for Teesside Archives in **Appendix 2**.

**Executive summary**

Three budget options have been prepared for consideration by JAC. In all options, the following changes have been made:

- A 3% increase in the pay budget to reflect an assumed pay award for 2026/27.
- A reduction in employers superannuation.

- A 2% increase in rental costs (Dorman Museum) in line with inflation.
- A reduction in the income from fees and charges budget to £8,000, which is reflective of recent actuals.

Storage costs are maintained at £82,000 which, based on 2025/26 actuals, will allow for the CPI increase from 1/8/26 and still allow for additional storage as a result of new accessions.

Option 1 is effectively a standstill budget with the only changes being those detailed above.

Option 2 includes a small increase to the staffing establishment of 0.51 FTE to provide capacity to manage digital preservation. If JAC agree to purchase Preservica this is the minimum staffing requirement to run it.

Option 3 includes an increase to the staffing establishment of 2.16 FTE which would allow for an improved Archives service including a more proactive approach to collecting, greater outreach capacity and an improved customer experience.

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

1.1 To agree a budget for Teesside Archives for 2026/27.

Our ambitions	Summary of how this report will support delivery of these ambitions and the underpinning aims
<b>A successful and ambitious town</b>	<ul style="list-style-type: none"> <li>• Fulfilling the statutory responsibilities of our public organisations.</li> <li>• Holding organisations and individuals to account.</li> <li>• Promoting pride through learning about past achievements.</li> <li>• Recording and conserving the history of our people and places for future generations.</li> <li>• Creating employment opportunities through proposed changes to the staffing structure.</li> </ul>
<b>A healthy Place</b>	<ul style="list-style-type: none"> <li>• Ensuring access to the Archives for all.</li> <li>• Supporting the recollection &amp; sharing of memories.</li> <li>• Promoting a culture of knowledge and learning.</li> </ul>
<b>Safe and resilient communities</b>	<ul style="list-style-type: none"> <li>• Helping people discover more about their lives; past and present.</li> <li>• Giving value to people and events who have shaped our lives today.</li> <li>• Helping us to understand who we are.</li> <li>• Inspiring creativity and collaboration.</li> <li>• Reflecting the rich diversity of our communities.</li> </ul>
<b>Delivering best value</b>	<ul style="list-style-type: none"> <li>• Making records available to support effective decision-making and good governance.</li> <li>• Creating maximum value from the modest additional investment required.</li> </ul>

## 2. Recommendations

2.1 That the Committee considers the three budget options for 2026/27 in **Appendix 1**, with the following recommendation:

- 2.1.1 To agree, as a minimum, Budget Option 2, which includes the 0.51 FTE staffing increase.
- 2.1.2 To discuss options for the future funding arrangements for Teesside Archives in **Appendix 2**.

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

The Archives Service has been in a standstill position for several years due to a lack of investment. Three budget options have been prepared for 2026/27 with a recommendation to approve, as a minimum, Option 2. This option includes a 0.51 FTE increase to the staffing establishment to enable the Archives Service to undertake its responsibility to collect, preserve and make accessible born-digital records, and is aligned with the proposal to purchase a digital preservation system. The additional staff resource is required to import existing digital format records into the system and work with partners to identify other digital records that should be archived in this way.

The cost of purchasing and running Preservica for three years is not shown in the budget, as it will be funded in full for this period from New Burden's grant income.

### 4. Background and relevant information

The table below shows the contributions from the Partner Local Authorities for Budget Option 2 (26/27):

Local Authority	Contribution %	Contribution £	Support Services @ 8%	Total Per Authority
Hartlepool	16.49%	£55,934	£6,784	<b>£62,718</b>
Middlesbrough	24.47%	£83,002	£6,784	<b>£89,786</b>
Redcar & Cleveland	24.17%	£81,985	£6,784	<b>£88,769</b>
Stockton	34.87%	£118,279	£6,784	<b>£125,063</b>
<b>Total</b>	<b>100.00%</b>	<b>£339,200</b>	<b>£27,136</b>	<b>£366,336</b>

The difference in contribution for each Partner Local Authority, compared to the 2025/26 budget is shown in the table below:

Local Authority	Contribution %	Contribution £	Support Services @ 8%	Total Per Authority
Hartlepool	0.00%	£6,276	£761	<b>£7,037</b>
Middlesbrough	0.00%	£9,313	£761	<b>£10,074</b>
Redcar & Cleveland	0.00%	£9,199	£761	<b>£9,960</b>
Stockton	0.00%	£13,271	£761	<b>£14,032</b>
<b>Total</b>	<b>0.00%</b>	<b>£38,059</b>	<b>£3,044</b>	<b>£41,103</b>

Similar comparisons between Options 1 and 3, and the 2025/26 budget can be found in **Appendix 1**.

A separate report to the Committee titled 'Future Delivery Report to JAC March 2026' provides further background information and justification for the proposed Budget Option 2.

## 5. Ward Member Engagement if relevant and appropriate

N/A

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

Option 1 (status quo): Keeping the staffing resource as is would not enable the Archives Service to manage digital preservation as there isn't the capacity in the current team to take on this responsibility as things stand. Having worked with the Lead Officers of the Partner Authorities to understand the requirements around digital preservation and identify a system that can support this area of work effectively, the staffing increase proposed in the Budget Option 2 is the minimum required to manage the system and the archiving of records in a digital format.

Option 3 (additional 2.16 FTE): This budget has been prepared based on a staffing establishment which would allow for an improved Archives service including a more proactive approach to collecting, greater outreach capacity and an improved customer experience. Whilst this is the direction the Service should take going forward to maximise the value of the Archives to its stakeholders, it hasn't been recommended to the Committee based on feedback from the Lead Officers on their capacity to meet an increase to the budget.

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

Topic	Impact
Financial (including procurement and Social Value)	Increase in budget from 2025/26 – Appendix 1 details the impact for each Local Authority based on the three options.
Legal	N/A
Risk	The risk of not approving Budget Option 2 as a minimum is a lack of capacity to support digital preservation resulting in not meeting the Archives statutory responsibilities in this area and losing National Archives Accreditation.
Human Rights, Public Sector Equality Duty and Community Cohesion	N/A
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)**

<b>Action</b>	<b>Responsible Officer</b>	<b>Deadline</b>
Set budget for 2026/27 as agreed by JAC	Finance Business Partner	31/03/26

### **Appendices**

<b>1</b>	Teesside Archives Budget Proposals 2026/27
<b>2</b>	Teesside Archives Future Funding Models

### **Background papers**

N/A

**Contact:** Gaye Kirby

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

<u>Cost/Profit Centre Code</u>	<u>Cost/Profit Centre Code Description</u>	<u>2025/26</u>	<u>2026/27</u>	<u>Notes</u>
12221	Archives			
<b><u>General Ledger Code</u></b>	<b><u>General Ledger Code Description</u></b>			
<b>EXPENDITURE</b>				
5120150	Local Government Services Pay	168,400	192,500	Based on 2025/26 actual pay award + 3% assumed pay award for 2026/27
5120158	Local Government Services National Insurance (employers)	20,500	23,600	
5120159	Local Government Services Pension (employers contribution)	21,900	22,100	Reduced from 13% to 11.5% due to pension fund having healthy reserves
5120801	Other Payroll Costs	1,500	1,500	£1,000 car mileage, £500 exam and course fees
<b>Employees Total</b>		<b>212,300</b>	<b>239,700</b>	
6124000	Rents	15,000	15,300	
6128200	Shared Service Costs (Premises)	2,000	2,000	
<b>Premises Total</b>		<b>17,000</b>	<b>17,300</b>	
6145140	Professional, Commission & Membership Fees	4,800	4,800	
6149000	Other Supplies & Services	9,000	9,000	
6149010	Removals/relocations/storage	82,000	82,000	
6149330	Conservation costs	9,500	9,500	
<b>Supplies &amp; Services Total</b>		<b>105,300</b>	<b>105,300</b>	
<b>GROSS EXPENDITURE TOTAL</b>		<b>334,600</b>	<b>362,300</b>	
<b>INCOME</b>				
4190017	Department for Culture, Media & Sport	(15,100)	(15,100)	
4191100	Other Local Authorities Contributions	(245,500)	(276,550)	
4192200	Fees & Charges	(18,400)	(8,000)	Reduced to reflect the current level of income being received
<b>INCOME TOTAL</b>		<b>(279,000)</b>	<b>(299,650)</b>	
<b>NET EXPENDITURE TOTAL</b>		<b>55,600</b>	<b>62,650</b>	
<b>ARCHIVES TOTAL</b>		<b>55,600</b>	<b>62,650</b>	

339,200

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## Teesside Archives Budget Report – Appendix 2

### Future Funding Options

#### Purpose:

At the request of Stockton Borough Council, to consider other potential funding models for Teesside Archives alongside agreeing the budget for 2026/27 and wider operating plans for the next three years.

#### Current Situation:

The current funding model for the Archives is based on population size, with partner authority contributions calculated on a per capita basis, as shown in the table below.

Local Authority	% Contribution
Hartlepool	17%
Middlesbrough	25%
Redcar & Cleveland	24%
Stockton	34%

In October 2023, the Lead Officers were asked by the JAC to look at other viable options for funding the Archives service. It proved very difficult to find examples of a joint Local Authority consortium like Teesside Archives, but we did find one similar example between Dorset, Bournemouth, Christchurch & Poole. Having been asked a similar question, they had explored alternatives to the population-based approach, but could find nothing else that worked as well and continue to use population as the basis for their funding agreement.

It was agreed at the time to continue apportioning costs on a per capital basis. Partly in response to this, it was later agreed by JAC in October 2025 to agree action plans for engagement from 2026 onwards in order to attach some targets which, whilst not conditions of funding, would be set to reflect the per capita contribution and can be monitored.

We have also taken steps to bring other partners into the Archives Service including Tees Valley Combined Authority (TVCA) and Teesside University (TU). Neither have accepted invitations to join the partnership to date. We have written to DCMS seeking guidance on the responsibilities of public bodies like TVCA in relation to their records they are creating, to help us make the case. However, despite following this up, we are yet to receive a response.

#### Alternative Options:

##### 1. Equal Share

A simple option is for all four authorities to pay an equal contribution of 25% each. This will have a minimal impact on what Middlesbrough and Redcar & Cleveland are already paying, but will essentially reduce Stockton's contribution and increase Hartlepool's contribution by a similar amount.

## **2. Collections Based Approach**

A more complex option is to base the contribution on the volume of records held in the Archives from each Local Authority. Whilst there is a list of collections by borough, this is not broken down into standard quantities, but rather a mixture of things like e.g. number of boxes, volumes, rolls, envelopes, etc. It would require a separate piece of work to establish a more accurate volume of collections by local authority. Assuming this is done, there would also need to be an agreed approach to those records which belong to more than one authority and to those which have broader ownership e.g. Cleveland County records. For these shared records, we could follow the per capita or the equal share model.

ENDS

**MIDDLESBROUGH COUNCIL**



<b>Report of:</b>	Director of Environment, Communities & Culture
<b>Relevant Executive Member:</b>	Deputy Mayor and Executive Member for Education and Culture
<b>Submitted to:</b>	Joint Archives Committee
<b>Date:</b>	18 March 2026
<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>	No
<b>Why:</b>	Not a key decision

**Proposed decision(s)**

That JAC notes the content of the report and considers the draft Teesside Archives Strategy.

**Executive summary**

The report highlights key areas of the activity of the Archive Service in the current reporting period. As an appendix to this report, there is a draft 10-year Archives Strategy for discussion.

## 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.

Our ambitions	Summary of how this report will support delivery of these ambitions and the underpinning aims
<b>A successful and ambitious town</b>	<ul style="list-style-type: none"> <li>• Fulfilling the statutory responsibilities of our public organisations.</li> <li>• Holding organisations and individuals to account.</li> <li>• Promoting pride through learning about past achievements.</li> <li>• Recording and conserving the history of our people and places for future generations.</li> <li>• Creating employment opportunities through proposed changes to the staffing structure.</li> </ul>
<b>A healthy Place</b>	<ul style="list-style-type: none"> <li>• Ensuring access to the Archives for all.</li> <li>• Supporting the recollection &amp; sharing of memories.</li> <li>• Promoting a culture of knowledge and learning.</li> </ul>
<b>Safe and resilient communities</b>	<ul style="list-style-type: none"> <li>• Helping people discover more about their lives; past and present.</li> <li>• Giving value to people and events who have shaped our lives today.</li> <li>• Helping us to understand who we are.</li> <li>• Inspiring creativity and collaboration.</li> <li>• Reflecting the rich diversity of our communities.</li> </ul>
<b>Delivering best value</b>	<ul style="list-style-type: none"> <li>• Making records available to support effective decision-making and good governance.</li> <li>• Creating maximum value from the modest additional investment required.</li> </ul>

## 2. Recommendations

2.1 That the Committee notes the report and discusses the draft 10-year Strategy,

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

N/A

## 4. Background and relevant information

### 4.1 Collections

The service has continued to take in deposits including: records from the Fiesta Night Club in Norton; the design work from the artist responsible for the dinosaur sculptures at Teesaurus Park; records relating to the establishment of the Fire Brigade at Redcar; and some interesting photographs of Redcar taken before the Second World War.

In February, our Conservator, Helen, collected the contents of a time capsule discovered on the site of the Old Town Hall, which is currently undergoing redevelopment. The capsule was found in the foundation corner stone whilst excavating a long deep trench in the area of the clock tower.

The documents include three newspapers and a handwritten parchment document, which records the laying of the foundation stone by the Mayor, Henry Thompson, on Saturday 25<sup>th</sup> September 1858. The ceremony was also attended by the town's 'great and good' including Isaac Wilson, Henry Bolckow and John Vaughan. At least one of the newspapers mentions the laying of the foundation stone and the time capsule.

Helen brought the documents back to the Archives conservation studio where they have been assessed and placed under light weights. They are stable but Helen will be carrying out further conservation work once they have been viewed in their present state.

The discovery highlights the importance of the Archives and the role of the conservator to be able to respond instantly to rescue finds of this nature and ensure that our history remains intact and made accessible to the public.

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

## 4.2 Community Outreach

**Appendix 2** provides full details of the outreach sessions held between 27 September 2025 and 16 February 2026.

There has been an endeavour to work more equitably across the boroughs, and the overall picture across the year has improved, although this is not reflected in this period alone. More is planned across the boroughs in the coming months and action plans for the next 12 months will be agreed with each borough individually and reported in future reports to JAC. It's worth noting that the quantity of work in this area has had to reduce in this period due to the absence of the Archivist (Maternity Leave) and the resulting pressure on the service.

Local Authority	No. of People	% of total people
Hartlepool	20	5%
Middlesbrough	291	66%
Redcar & Cleveland	59	13%
Stockton	49	11%

Tees Valley	20	5%
Other	0	0%
<b>TOTAL</b>	<b>439</b>	<b>100%</b>

#### 4.3 Public Access & General Operations

The service has continued to run as normal, but we have seen a decline in the in-person visits to the public search room. We now receive more enquiries via email and social media that require staff and volunteer time to resource. The service operates within the constraints of the number of documents we are able to recall from Restore at one time, and the space available, which means that despite the numbers, the public area is often full.

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

##### In person visits to the Archives from October 2025 – January 2026

<b>Local Authority</b>	<b>No. of Visitors</b>	<b>% of total</b>
Hartlepool	45	4%
Middlesbrough	620	56%
Redcar & Cleveland	145	13%
Stockton	147	13%
Other UK	138	13%
Rest of the world	11	1%
<b>TOTAL</b>	<b>1,106</b>	<b>100%</b>

Total number of document issues (Oct 25 – Jan 26): 52,098

Total number of enquiries (Oct 25 – Jan 26 Feb – Sep 25): 2,996

Total number of volunteer hours (Feb – Sep 25): 738

#### 4.4 Future Strategy

A draft 10-year Strategy for Teesside Archives is included as **Appendix 3** to set out the proposed vision, mission and short/medium/long-term objectives for the service. It is

essential that we are able to articulate an agreed forward plan for the Archives, which is supported by the Joint Archives Committee and provides a clear mandate for the direction in which to take the service.

**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)**

Topic	Impact
Financial (including procurement and Social Value)	N/A
Legal	N/A
Risk	N/A
Human Rights, Public Sector Equality Duty and Community Cohesion	N/A
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
A second iteration of the Archives Strategy to be produced following comments from JAC.	Head of Culture	April 2026

**Appendices**

1	Archives Deposits 2025-26
2	Engagement Statistics (Oct 25 – Jan 26)
3	Teesside Archives Strategy 2026-2036 DRAFT

**Background papers**

N/A

**Contact:** Ruth Hobbins

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

Move the cursor over the headings in the table for more guidance.

ARCHON Number GB20	Repository Name Teesside Archives	Creator of the records including full name, dates, epithet, descriptor and/or function.  Please do not include sensitive personal data	Summary description	Covering dates	ISAD(G) reference code	Quantity of accessioned collection*	Additional deposit? (Y/N)	Collection highlight? (Y/N)	Persistent URL of catalogue entry	Keywords	Fields for public records only				
											Public Record? (Y/N)	Transferring body for public records only (note that the creator and transferring body may not always be the same)	Quantity in linear metres of public records  Please use numerical value only to allow us to sum automatically	Quantity in MB of born-digital public records	Are the records open or closed? (Open/Closed)
			Publications relating to Stockton, including the Quayside Mission, Short History of Stockton, postcards, a race card etc	1920-1960s		8085 1 envelope	n								
			Speakers Book and Book of Remembrance	1977-2024		8086 2 volumes	n								
			Plans of Gjers Mill (originally deposited by SK Chapman)	c.1900		8087 12 rolls	y								
			North Eastern Railway Plans (originally deposited by British Railways Board)	1860s-1960s		8088 25 bundles	y								
			Cleveland Group Greenham Common	1980s		8089 1 box	n								
			Middlesbrough Rugby Club		2024	8090 1 envelope	y								
			Deeds and other documents relating to 400 Thornaby Road	1787-1961		8091 1 box	n								
			Records of Middlesbrough & District Ramblers group	1948-2025		8092 1 box	y								
			Records of Ayresome Iron Works (Gjers Mills) Correspondence, production records, accident book	1860-1962		8093 2 boxes	y								
			Material relating to CIE Memorial Window at Cuthbert's Church, Marton and cartoon sketch of Steelmaking R&D processes	2014		8094 2 envelopes	y								
			Saltburn Valleys CIO	2025		8095 1 item	n								
			Village Arts	1962		8096 8 envelopes	y								
			ICI	1980s		8097 1 box	y								
			Comic Strip cuttings of 'The ICI Story', 1977 and photographs of ICI course attendees	1884-1982		8098 2 boxes	n								
			Publications relating to iron and steel	1978-2014		8099 1 box	y								
			St. Oswald's Church, Newton Under Roseberry	1961-2023		8100 2 boxes	y								
			Kirkclevington Mother's Union	2 Aug 1796		8101 1 item	n								
			Bargain and Sale for a house and premises at Yarm. Parties: Rev Tidy, Mr Davison to Mr Mowson	1820s-1990s		8102 10 envelopes	n								
			Norman Lansbury, County Councillor, Cleveland CC, photographs. Also Labour party images, and events in Saltburn and East Cleveland. Some personal items relating to	1992-1998		8103 1 box	n								
			Prison Chaplain's Journals 1992-1998	1912-1964		8104 1 box	n								
			Papers collected by William Bernard Shepherd BEM, 76 Acton St. Sewerman for Middlesbrough Council	1730-1950s		8105 3 boxes	n								
			Deeds relating to Norton Water Corn Mill	Dec-24		8106	n								
			Middlesbrough Central Library, Heritage Recording of Newspaper Stand.	2013		8107 2 boxes	n								
			Civic Ritual in Darlington and Middlesbrough in Comparative Perspective, 1850-1953 (2013) and When HMS Trincomalee was Foudroyant: Youth training and the			8108 1 envelope	n								
			Ben Roberts			8109 1 box	n								
			Documents relating to Cleveland in the 1980s relating to women, collected for a project Tees Women Poets and Poet in Residence			8110 1 envelope	n								
			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	20th cent		8111 1 box, 1 large envelope	n								
			Deeds relating to property in Union Street, Clairville Road and the New Inn at Maltby 1865-1964 and to the family that owned them	1867-1964		8112 1 folder	n								
			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	20th cent		8113 1 folder	n								
			Glass slides showing an ice cream factory advert, 1940s police notebooks and photographs of the North Ormesby area	1940s-1950s		8114 96.7KB	n								
			Exchange Sq photographs including the return of Bolckows statue from Albert Park, Royal Exchange and PO Building	20th cent		8115 3 boxes	n								
			Julie Easley, member of Tees Women's Group	1920s-1970s		8116 1 box	y								
			Ode to Teesside Archive's History Walk at Albert Park	1977		8117 5 volumes, 2 items	n								
			Dorman Long photographs, Sydney Harbour Bridge Contract and Tender, Souvenir publications and documents relating to Maurice Lapp	1935-1977		8118 5 items	y								
			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	1892-2004		8119 1 box	n								
			Pauline Cantrell Stephenson	1994-1997		8120 1 volume	n								
			Photographs of Middlesbrough taken by Pauline Cantrell Stephenson, being an Architectural record and history of Middlesbrough taken. Also info on German pilot shot down	1977		8121 1 envelope	n								
			Stockton Quay showing Railway Sidings	20th cent		8122 2 volumes, 1 envelope	n								
			Thornaby Labour Party, Women's Group 1935-1977. Minutes, membership records, pamphlets, photographs etc	1977		8123 1 item	y								
			Kirkclevington Prison	1935-1977		8124 1 box	n								
			Chaplin's Journals	1892-2004		8125 1 box	n								
			Magazine and leaflets re Billingham Campus School and local maps showing location of the school, and plan of Wolviston Back Lane (Teesside County Borough)	20th cent		8126 1 box	n								
			Papers relating to William Butterwick and Haverton Hill shipyard.	20th cent		8127 1 volume	n								
			Department of Planning, Langbaurgh	1978		8128 1 hard drive (can't plug in)	n								
			Skelton & Brotton District Plan, Supplement to the Report of Survey & Issues.	1895		8129 1 box	n								
			Box of lantern slides showing Middlesbrough Dock at the end of the 19th century	1940s-1990s		8130 22 MB	n								
			British Steel Publications - various	20th cent		8131 2 files	n								
			Letters, discharge certificates, apprentice indenture for Alrick Constantine Rylander	20th cent		8132 1 box	y								
			Super Prestige No 28 Teesside Railless Traction Board, Publication	2025		8133 2 boxes	n								
			Periplum	2025		8134 1 box	n								
			Oral History recordings - Trailblazers Project by Periplum	2025		8135 2 volume	n								
			The Durham County Association for the Welfare of the Physically Handicapped	1961-1990s		8136 1 item	n								
			Photographs of a map hung in the basement of the municipal buildings in Middlesbrough	1950s		8137 1 item	n								
			New Opportunities for Women	1990s		8138 4 boxes, 1 portfolio	y								
			Village Arts	1980s		8140 2 boxes, 2 volumes	n								
			Derwent Street School Logbooks	1900-1968		8141 2 boxes	n								
			Minutes and file relating to bandstand concerts and Xmas	1990-2021		8142 1 box	n								
			Saltburn 500 Club	1990-2021		8143 1 item	n								
			Letters from Madge to Harry, published version of original letters also deposited. Service and Release book for Harry Singleton, Signalman serving in India 1942-1943	1900-1968		8144 1 box	n								
			Derwent Street School Logbooks	1930s-2020s		8145 2 boxes	n								
			Notebooks, theatre programmes, photographs relating to Joan Johnston (nee Hindmarch) and her performances to entertain troops during WWII, later at Redcar Old	1920-1980		8146 2 items	n								
			Hinderwell & Staithes Methodist Church	1869-2023		8147 2 items	n								
			Cleveland Wheelers	1960s-		8148 1 volume	n								
			Records of the Cleveland Wheelers and Teesside Cycling Club, minutes, results, social life, photos	1962-1992		8149 1 box	n								
			Middlesbrough Round Table 808	1962-1992		8150 1 item	n								
			Flower Arrangement Exhibition at Ormesby Hall	1962		8151 2 boxes	n								
			Records relating to Redcar Fire Brigade and the establishment of a better service for the town. Also other Redcar Council records and events in the town			8152 1 file	n								
			Maureen Richardson	1970s-2012		8153 3 boxes	n								
			ICI	1980-1981		8154 10 boxes	n								
			Papers relating to Maureen Richardson, environmental campaigner in 1970s. Scrapbooks, photographs, correspondence, info on North East Survival Group, Consumption	1970s-2012		8155 born digital	n								
			Photographs of ICI propanethene 5 plant	1980-1981		8156 1 box	n								
			Peter Benson	2025		8157 1 item	n								
			Teesside 1968-1999. Photograph books showing the Newport area of Middlesbrough, demolition and clearance, then the wider area either side of the River Tees.	2024		8158 1 box	n								
			Teessmouth Bird Club	2024		8159 2 boxes	n								
			Genevieve Glatt	1976-1980			n								
			Portfolio of work, Teesaurus Park, images, plans and correspondence				n								
			Coatham Parish Church				n								
			Map of Middlesbrough 1868				n								
			Minutes, property and financial records				n								
			Rudds Yard, file relating to its closure with photographs, plans, lists of voters etc, 1907				n								
			Photographs of Redcar, Home Guard training materials and Dorman Long material				n								
			Files relating to the Turner and Watson families and associated businesses/people				n								
			Cleveland Naturalists Field Club				n								
			Doff Pollard				n								
			Proceedings and other files				n								
			Village Arts and Cleveland Rural Community Council records, also slides and images				n								
			Lease of Stockton Port from Edward, Lord Bishop of Durham to Thomas Walker, 14 Jun 1844 for 21 years				n								
			John Ledger				n								
			Long Service certificate, CV and photos of drawing office, Dorman Long, belonging to John Ledger, Chief Draughtsman, 1946-1980				n								
			Records relating to Kirby School for girls including a photograph album, 1940s, Home Guard group photographs, photos and papers relating to Norman Thompson Ltd, builders, Lint				n								

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Date	Event	School/Group	Year group	Project/Topic	LA	Participant Notes
27/09/25	Exhibition launch	General public		The Winter Gardens	M'bro	20
06/10/25	Training session	Stockton heritage volunteers		Caring for collections workshop	S'ton	4
06/10/25	Talk	Cleveland Outlook		Saltburn; A Town's Tale	M'bro	25
16/10/25	School session	Newham Bridge Primary	Yr 6	WW2/Air Raid report activity	M'bro	50
18/10/25	Talk	General Public		Middlesbrough Winter Gardens	M'bro	17
18/10/25	Talk	Women's Labour Group		Archive talk	R&C	4
22/10/25	Talk	Varied Arts ladies group		Saltburn; A Town's Tale	S'ton	20
31/10/25	Talk	Hartlepool Headland library		Spooky things!	Hartlepool	20
10/11/25	Talk	General Public/Marske Library		South Gare	R&C	30
12/11/25	School session	Acklam Green Primary	Yr 6	M'bro in Maps	M'bro	90
19/11/25	School session	Eaglescliffe Primary	Yr 3	River Tees maps	S'ton	25
19/11/25	Drop in session	General public		M'bro maps (1857, 1882, 1895)	M'bro	11
26/11/25	Drop in session	General public		M'bro material	M'bro	10
10/12/25	Drop in session	General public		M'bro material	M'bro	13
16/12/25	Volunteer Xmas pa	Archive volunteers		Thank you celebration	Tees Valley	20
17/12/25	Drop in session	General public		M'bro material	M'bro	15
12/01/26		General Public/Marske Library		Saltburn	R&C	25
16/02/26	Talk	The Cleveland Association		WGB	M'bro	
16/02/26	Visit to archives an	Middlesbrough College		Intro to archives and museum career	M'bro	40
						<b>439</b>

Date	Event	School/Group	Year group	Project/Topic	LA	Participant Numbers	
31/10/25	Talk	Hartlepool Headland library		Spooky things!	Hartlepool	20	
					<b>Subtotal</b>	<b>20</b>	5%
27/09/25	Exhibition launch	General public		The Winter Gardens	M'bro	20	
06/10/25	Talk	Cleveland Outlook		Saltburn; A Town's Tale	M'bro	25	
16/10/25	School session	Newham Bridge Primary	Yr 6	WW2/Air Raid report activity	M'bro	50	
18/10/25	Talk	General Public		Middlesbrough Winter Gardens	M'bro	17	
12/11/25	School session	Acklam Green Primary	Yr 6	M'bro in Maps	M'bro	90	
19/11/25	Drop in session	General public		M'bro maps (1857, 1882, 1895)	M'bro	11	
26/11/25	Drop in session	General public		M'bro material	M'bro	10	
10/12/25	Drop in session	General public		M'bro material	M'bro	13	
17/12/25	Drop in session	General public		M'bro material	M'bro	15	
16/02/26	Talk	The Cleveland Association		WGB	M'bro		
16/02/26	Visit to archives an	Middlesbrough College		Intro to archives and museum career	M'bro	40	
					<b>Subtotal</b>	<b>291</b>	66%
18/10/25	Talk	Women's Labour Group		Archive talk	R&C	4	
10/11/25	Talk	General Public/Marske Library		South Gare	R&C	30	
12/01/26		General Public/Marske Library		Saltburn	R&C	25	
					<b>Subtotal</b>	<b>59</b>	13%
06/10/25	Training session	Stockton heritage volunteers		Caring for collections workshop	S'ton	4	
22/10/25	Talk	Varied Arts ladies group		Saltburn; A Town's Tale	S'ton	20	
19/11/25	School session	Eaglescliffe Primary	Yr 3	River Tees maps	S'ton	25	
					<b>Subtotal</b>	<b>49</b>	11%
16/12/25	Volunteer Xmas pa	Archive volunteers		Thank you celebration	Tees Valley	20	
					<b>Subtotal</b>	<b>20</b>	5%

# Teesside Archives Strategy 2026-2036

## DRAFT VERSION 1

### 1. Purpose

#### Vision:

A modern, interactive, digital and enlightening hub for heritage in the Tees Valley. A 'one stop shop' where visitors discover and share the stories of our place through archives, local history collections, exhibitions and events. A place to understand our past and how it connects with us today; embracing heritage as a means to valuing our sense of identity, community and place.

#### Mission:

- We collect, catalogue, preserve and make accessible records and documents relating to the areas of Middlesbrough, Stockton, Hartlepool, and Redcar & Cleveland.
- We celebrate and protect our area's rich heritage by using collections to engage with local, national and international audiences.
- We ensure people and organisations have access, in person or remotely, to collections which are representative of the communities we serve and their lived experience.
- We support organisations to fulfil their statutory obligations for preserving and making accessible public records.

#### Values:

- We respond to the needs and interests of our communities.
- We prioritise accessible and inclusive collections.
- We preserve the integrity and authenticity of our records.
- We embrace opportunities for technological change.

### 2. Strategic Priorities

1. Establishing a permanent home for Teesside Archives.
2. Developing a financially sustainable operating model for Teesside Archives including securing increased investment through a range of stakeholders and greater partnership working across the heritage sector.
3. Ensuring the long-term preservation of physical and digital records.
4. Improving the accessibility of our collections by making them more discoverable, accessible and inclusive, ensuring they are representative of the rich and diverse communities of Hartlepool, Middlesbrough, Redcar & Cleveland and Stockton.
5. Developing our people from our governance arrangements to our staff and volunteer team to ensure we have the skills, experience and decision-making powers we need to run the service effectively.

6. Aligning the Archives Service to political agendas and local strategies around place, learning, health & wellbeing, etc.

### 3. Short Term Strategy (0-2 years)

#### **Key Objectives:**

<b>Objective</b>	<b>Owner</b>
To agree a 10-year strategy for Teesside Archives.	Head of Culture
To agree a business case for a new Archives facility and operating model.	Head of Culture
To implement a digital preservation system to collect, catalogue and preserve digital records.	Archives Manager
To commence delivery of a stakeholder engagement plan to advocate for the value of Teesside Archives in the region.	Archives Manager
To spread public engagement with Teesside Archives across all four boroughs.	Archives Manager
To secure Full Accreditation of Teesside Archives by The National Archives.	Archives Manager

#### **Supporting Actions:**

<b>Actions</b>	<b>Timeline</b>	<b>Owner</b>
Prioritise existing / at risk digital records for import into Preservica.	Year 1	Archives Manager
Agree born-digital records management protocols with Local Authorities to ensure they are deposited with the Archives.	Year 1	Archives Manager
Improve governance arrangements through an update of the Teesside Archives SLA.	Year 1	Head of Culture
Establish a staff succession plan.	Year 1	Head of Culture
Explore potential inclusion of Teesside Archives within to the Tees Valley Museums Group NPO.	Year 1	Head of Culture
Seek additional funding for digital preservation projects	Year 2	Archives Manager
Ensure the Archives is connected with place-making and regeneration projects where appropriate.	Year 1-2	Head of Culture / Director of ECC
Deliver outreach programme against agreed action plans with each borough	Year 1-2	Archives Manager

#### **Measures of Success:**

- % of digital records added to Preservica / reduction in Preservation backlog.
- % of core records being deposited by LA partners.
- Number of people engaging with Teesside Archives across the four boroughs.
- Full Accreditation from TNA

### 4. Medium Term Strategy (3-5 years)

#### **Key Objectives:**

<b>Objective</b>	<b>Owner</b>
To address gaps in representation within the Archives through proactive collecting.	Archives Manager
To implement a new catalogue system, integrated with Preservica.	Archives Manager
To secure investment for a new home for Teesside Archives.	Head of Culture / Director of ECC
To improve public awareness of the diverse themes and treasure within the Teesside Archives collection.	Archives Manager
To improve Teesside Archives' online presence.	Archives Manager

**Supporting Actions:**

<b>Actions</b>	<b>Timeline</b>	<b>Owner</b>
Launch new catalogue system and integrate with Preservica.	Year 3	Archives Manager
Digitise high demand collections first, then broaden out.	Year 3-5	Archives Manager
Deliver capital fundraising campaign.	Year 3-5	Head of Culture
Host events, workshops and projects to support proactive collecting of records.	Year 3-5	Archives Manager
Deliver rolling programme of exhibitions (physical and digital).	Year 3-5	Archives Manager

**Measures of Success:**

- Increase in online catalogue usage.
- Growth in digital downloads.
- Number of new accessions from under-represented communities.
- Capital investment secured.
- Increase in public awareness of Teesside Archives.

**5. Long-Term strategy (6-10 years)****Key Objectives:**

<b>Objective</b>	<b>Owner</b>
To move Teesside Archives to its new home.	ECC Director
To ensure all collections are stored in compliance with sector standards.	Archives Manager
To increase the number of in-person and online users.	Archives Manager
To support partners in the wider heritage sector to ensure their collections / archives are secure, accessible and sustainable.	Archives Manager
To develop education partnership with Universities, Colleges and Schools.	Archives Manager

**Key Actions:**

<b>Actions</b>	<b>Timeline</b>	<b>Owner</b>
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Update retention schedules.	Year 6	Archives Manager
Review all policies.	Year 6	Archives Manager
Implement green archives initiatives.	Year 6-10	Archives Manager
AI and automation integration.	Year 7-10	Archives Manager
Develop shared service arrangements with heritage partners.	Year 7-10	Archives Manager / Head of Culture

**Measures of Success:**

- Number of in person visits and online users.
- Number of partners working with Teesside Archives to improve the stewardship of their collections/archives.
- Maintenance of TNA Accreditation.
- Annual research enquiries

**6. Enablers & Risks**

Key Enablers:

- Our collection is our biggest asset.
- Strategic alignment to Council Plan, Place Vision, Heritage Strategy, etc.
- Secure physical storage systems (working on digital).
- Experienced and qualified staff.
- Strong volunteer engagement.
- Compliance with statutory responsibilities.

Key Risks:

- Lack of buy-in from key stakeholders – Archives seen as low priority.
- Backlogs in digital preservation and cataloguing.
- Lack of investment and understaffing.
- Records Management functions don't exist in each Local Authority / inconsistency in approach to depositing records with the Archives.
- Temporary accommodation with inadequate space to operate the service.
- Risk to Accreditation status.

**7. Review and Accountability**

Frequency of Review: Annually

Owned By: Head of Culture, Archives Manager

Progress Reported To: Director of ECC, Joint Archives Committee, Local Authority Lead Officers

Frequency of Strategy Refresh: Every 3 years

**ENDS**

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