

JOINT ARCHIVES COMMITTEE

Date: Tuesday 29th March, 2022
Time: 10.30 am
Venue: Virtual

Please note this is a virtual meeting.

**The meeting will be livestreamed via
the Council's YouTube channel at
[Middlesbrough Council - YouTube](#)**

AGENDA

1. Apologies for absence
2. Declarations of Interest
3. Minutes- Joint Archives- 27 October 2021 3 - 4
4. Joint Archives Budget- 2022-23 5 - 12
The Head of Culture will present the budget to the committee.
5. Service Level Agreement- Verbal Update

The Archives Manager will discuss the Service Level Agreement.
6. Community Engagement Officer 13 - 18

Following the committees comments at the meeting on 27 October 2021, the Archives Manager will provide a brief surrounding the role of the Engagement Officer and the work undertaken to date.

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

Charlotte Benjamin
Director of Legal and Governance Services

Town Hall
Middlesbrough
Date Not Specified

MEMBERSHIP

Councillors S Hill (Chair), J Beall (Vice-Chair), L Westbury and Nicholson

Assistance in accessing information

Should you have any queries on accessing the Agenda and associated information please contact Susie Blood- 01642 729645, ,

JOINT ARCHIVES COMMITTEE

A meeting of the Joint Archives Committee was held on Wednesday 27 October 2021.

PRESENT: Councillors , J Beall (Vice-Chair) and E Polano (Chair) and L Westbury

PRESENT BY INVITATION:

ALSO IN ATTENDANCE:

OFFICERS: Susie Blood, Scott Bonner, Charlotte Nicol, Ruth hobbins and Laura Case

APOLOGIES FOR ABSENCE: V Nicholson, S Kay and M Smiles

29 **APOLOGIES FOR ABSENCE**

Apologies were received from Councilors' Kay, Nicholson and Smiles.

30 **DECLARATIONS OF INTEREST**

There were no declarations of interest received at this point in the meeting.

31 **MINUTES- JOINT ARCHIVES COMMITTEE - 6 APRIL 2021**

The minutes of the Joint Archives Committee meeting held on 6 April 2021 were submitted and approved as a correct record.

32 **JOINT ARCHIVES BUDGET REPORT**

The Joint Archives Manager provided an update to members on the outturn of the 2021-22 revenue budget for Teesside Archives.

The Manager advised that at present the Archives had not been opened to the public during this financial year. In terms of spending, some money had been spent on conservation storage and therefore trying to ensure that documents are protected.

A member queried the moving costs discussed and that this would be recovered by the sale of the building. This was confirmed.

AGREED- That the budget be noted.

33 **JOINT ARCHIVES- UPDATE**

The Archives Manager provided the Committee with an update on the Archives.

Building move

Following a period of negotiation, the National Archives gave permission for the project to go ahead on the proviso that an upgraded area was created within the storage facility in Spennymoor for the Public Records. This work has now been carried out by Restore, and the different categories of records are being stored in the appropriate conditions. The archive service staff have carried out a lot of work on the stock to prepare for the move, by improving packaging and labelling of the archives. This was agreed and staff from Restore/Harrow Green have barcoded and started to move the stock. The Manager outlined that she was extremely impressed with the service. The work began in September and seems to be running more or less to schedule and was due to be finished in November.

The Design Service have prepared plans for the space for the archives in the Dorman

Museum and the tender documents have been approved. Work was due to be completed before the end of the year, but there was a delay due to having to wait for planning permission, and programming building works around activity in the museum that means the work will not be completed until the middle of 2022.

Engagement Activity

Working with museums has been beneficial for the service as there are lots of opportunities for partnership working, improved training for archive staff. The service will have the opportunity to become more outward facing and work directly in all 4 boroughs. The Community Engagement officer has been able to start carrying out activities in person, rather than relying on virtual activities. She has been involved in events and activities in all 4 boroughs and was now starting to see an increase in demand from schools. Staff have become more involved with colleagues in museums and are looking to work collaboratively going forward.

Born Digital records

The service has continued to make progress in this area, with staff having completed fairly extensive training. Extensive work to sort out resources that are in digital and born digital format has been carried out and a digital asset register has now been created.

The service was now working with the consultant, Information Governance and IT to procure a forensic workstation that will allow for the safe receipt of records and for their safe storage. The service will start to work with the Information Governance teams across all 4 boroughs to take in records in born digital format as a key action once the workstation is installed and the service is settled into its new home.

The next steps will be making a list for the public of what is available and providing public access. This will require further work and some financial investment.

Collections

There has been a pause in the receipt of new collections, partly due to the pandemic, but also because of the move. One exception to this is the expected deposit of additional steel related records from the site of the blast furnace at Redcar and the South Bank Coke Ovens. There are ongoing discussions with the Combined Authority as to how to proceed with these records as they are extensive and will require funding for packaging materials and staff.

The Manager also outlined that they had records from Cleveland Bridge, however these were owned by a company, however they were ensuring these were kept at Teesside Archives

Forward Plan

A new plan has been drafted and will be amended as conversation with relevant staff across the boroughs take place.

Following the presentation, the Committee members commented that they were pleased to see that there was more outreach work being undertaken, however asked whether it would be possible to have an outline programme of work so that all committee members could understand the level of activity.

AGREED- That the update be noted.

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

No Items.

Report of:	Richard Horniman, Director of Regeneration Executive Member for Culture and Communities
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Submitted to:	Joint Archives Committee – 23 rd February 2022
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Subject:	Budget Report
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Summary

Proposed decision(s)
That the Committee notes the position of the 2021-2022 budget. That the Committee approves the budget for 2022-2023

Report for:	Key decision:	Confidential:	Is the report urgent? ¹
<i>Decision / discussion / information</i>	No	No	No

Contribution to delivery of the 2018-22 Strategic Plan		
Business Imperatives	Physical Regeneration	Social Regeneration
N/A	N/A	N/A

Ward(s) affected
N/A

What is the purpose of this report?

To update members on the outturn of the 2021-22 revenue budget for Teesside Archives and seek approval for the proposed budget for 2022-23

Why does this report require a Member decision?

The decision is set out in the Terms of Reference of this Committee and the decision cannot be implemented without a Member decision.

Report Background

The budget for the current financial year

Members should note that the figures include the 'support costs' which are paid on an equal basis and therefore do not reflect the population figures accurately.

What decision(s) are being asked for?

That members note the expenditure on the 2021-22 budget.

That members approve the proposed budget for 2022-23 (Appendix A)

Why is this being recommended?

In order to set the budget for the 2022-23 financial year to enable the service to operate.

Other potential decisions and why these have not been recommended

N/A

Impact(s) of recommended decision(s)

Legal

N/A

Financial

As set out in the attached budget.

Policy Framework

N/A

Equality and Diversity

N/A

Risk

Income generation subject to appetite from commercial researchers. The amount of retrievals will be linked to the amount of requests we will receive. We will need to review this after year 1.

Actions to be taken to implement the decision(s)

N/A

Appendices

A: Archives Budget Working Papers

Background papers

No background papers were used in the preparation of this report.

Contact: Richard Horniman

Email: Richard_horniman@middlesbrough.gov.uk

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Costc	Costc(T)	Account	Account(T)	Current Budget
12221	Archives	4191100	Other Local Authorities Contributions	-190,200.00
12221	Archives	4192160	Capita Credit Card a/c	0.00
12221	Archives	4192200	Fees & charges	-8,200.00
Total Income				-198,400.00
12221	Archives	5120150	Local Gov. Services Pay	134,100.00
12221	Archives	5120154	Local Gov. Services - Overtime	0.00
12221	Archives	5120158	Local Gov. Services NI (ers)	11,000.00
12221	Archives	5120159	Local Gov. Services PEN (ers)	15,400.00
12221	Archives	5120801	Other Payroll Costs	0.00
12221	Archives	5120808	NI(ers) on other payroll costs	0.00
12221	Archives	5120809	PEN(ers) on other payroll costs	0.00
12221	Archives	5131400	Car Allowances	0.00
Total Employees				160,500.00
12221	Archives	6124000	Rents	33,000.00
12221	Archives	6124100	Rates	21,000.00
12221	Archives	6128200	Shared Service costs (Premises)	6,900.00
Total Premises				60,900.00
12221	Archives	6130150	Vehicles Repairs & Maint	0.00
Total Transport				0.00
12221	Archives	6140020	Equipment Purchase	5,100.00
12221	Archives	6140100	Materials - general	0.00
12221	Archives	6143000	Clothing & Uniforms	0.00
12221	Archives	6144700	Office Expenses	5,000.00
12221	Archives	6144800	Printing	0.00
12221	Archives	6145140	Professional, commission & membership fees	0.00
12221	Archives	6146000	Computer Costs	5,100.00
12221	Archives	6146100	Postages	0.00
12221	Archives	6146200	Telephones Charges	0.00
12221	Archives	6149000	Other supplies & services	0.00
12221	Archives	6149001	Delivery costs	0.00
12221	Archives	6149010	Removals/relocations/storage	0.00
12221	Archives	6149330	Conservation costs	6,200.00
12221	Archives	6152000	Other Local Authorities	0.00
Total Supplies and Services				21,400.00
12221 Archives				44,400.00

Actuals	22/23 Proposed	Notes
		This is made up of:
		£183.9k Contribution to running costs of the Archives service
0.00	-198,500.00	£14.6k Contribution to Support Services
1,015.00	0.00	
-203,465.21	-21,200.00	
-202,450.21	-219,700.00	
		Salary budgets include an assumed 2% uplift for 21/22 pay award still pending and an assumed 2% for 22/23
110,679.24	139,600.00	
256.24	0.00	
9,467.25	12,600.00	
12,750.80	16,100.00	
-274.27	0.00	
-8.80	0.00	
13.50	0.00	
34.38	0.00	
132,918.34	168,300.00	
33,000.00	12,000.00	
23,328.00	0.00	
6,255.00	0.00	
62,583.00	12,000.00	
290.00	0.00	
290.00	0.00	
0.00	5,100.00	
362.91	0.00	
110.88	0.00	
0.00	5,000.00	
1,181.25	0.00	
350.00	0.00	
0.00	5,100.00	
169.00	0.00	
2,067.22	0.00	
2,704.68	0.00	
95.97	0.00	
0.00	63,000.00	
15,789.06	6,200.00	
-17,417.03	0.00	
5,413.94	84,400.00	
-1,244.93	45,000.00	

Teesside Archives Invoicing 22/23

Local Authority	Contribution	Contribution as per 22/23 Budget
Hartlepool	16.49%	40,153.15
Middlesbrough	24.47%	59,584.45
Redcar & Cleveland	24.17%	58,853.95
Stockton	34.87%	84,908.45
Total	100.00%	243,500.00
Estimated total cost	243,500.00	
Estimated SS recharge	19,480.00	

Support Service Recharge	Total to invoice
4,870.00	45,023.15
4,870.00	64,454.45
4,870.00	63,723.95
4,870.00	89,778.45
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19,480.00	262,980.00
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Community Engagement

Social Media

Blog; articles on a variety subjects, published weekly, but reduced to fortnightly to accommodate our move www.teessidearchives.wordpress.com Some of these have subsequently been picked up by external publications (Esk Valley News, Family History Monthly) and published to a wider audience.

Social media channels are coordinated by the Archivist and Community Engagement Officer and content is spread across the four boroughs and the British Steel Collection. Content posted on a regular basis. Engagement statistics are monitored.

Twitter - <https://twitter.com/teessidearchive>

Facebook - <https://www.facebook.com/TeessideArchives/>

Instagram - <https://www.instagram.com/teessidearchives/>

Stockton

Stockton Townscape Heritage Project; worked extensively with the project team prior to, during and following the Tees Archaeology led excavation of the Congregational Church site on Norton Road. Organised in-school visits by team prior to the excavation and supported on-site visits by school during excavation, attended public open days, provided supporting information and blogs to promote interest. Next phase is looking at an oral history element following on from the open days last autumn.

Hartlepool

Supported the Hartlepool Church Street Regeneration; site visit to meet project officer and subsequent blogs and support given to project. Looking for opportunity to attend public events.

A meeting was held with representatives from culture/museums/libraries/community hubs to look at ways of working more closely going forward. A request was received for us to provide a talk this summer and once the service established at William Gray House we will be able to work on site.

The Archivist has been working with Alby Pattison, Chair of the Hartlepool Town Deal Board to include heritage as part of the regeneration of Hartlepool and researching Hartlepool Rovers Rugby Club.

Middlesbrough

Supported the Middlesbrough High Street Heritage Action Zone; a Heritage Open Day event was held in September 2021 including a display of documents and guided walks, the service is involved with the steering groups and has contributed to school resources for project. The whole team has been involved with this project and materials have featured in exhibitions at Navigator North and on the hoardings in Exchange Square. There has been a great deal of digitized content created and partnership working with Historic England.

Discover Middlesbrough; led guided community walk from barrage to Transporter Bridge October 2021.

Schools; assisted with bus trips to look at story of industrial Middlesbrough and delivered number of WW2 talks and workshops focused on air raid reports. Developing map story sessions in partnership with English Heritage/Heritage Schools initiative.

Redcar & Cleveland

Collected and created display of material for public exhibition as part of Saltburn 160th anniversary celebrations; attended alongside the exhibition over both weekend days, networking and making new community links.

The 'Colvile' or Redcar manuscript has been on display at the Palace Hub, forming a central part of an exhibition with Tees Valley Arts.

General

Teesside Archives is a member of Learning Arc, a networking and support group for archive learning officers across the NE.

Local History Month (May); originally planned series of guided walks and events but due to Covid, published 4 blogs covering 4 local authorities as alternative. Proved popular, especially the Warrenby article (most read blog in 2021). Delivered online talk about William Gileard Brown and a Black Path film was released in collaboration with Middlesbrough Environment City (free to view on YouTube; filmed September 2020).

History Day 2021 (November), coordinated by the Institute of Historical Research and the Senate House Library; provided blog on this year's environmental theme to showcase our relevant collections and was asked to participate in online forum to further promote archive collections to international audience.

Facilitated inclusion of ICI material in current MIMA Chemical Cities exhibition; drop in sessions involving archives took place in January.

Networking with Tees Valley museum teams including attendance of Collection Officer meetings and Community Engagement Officer is part of the Migration project working group.

Being new in post, the Community Engagement Officer has been able to take part in lots of online training and attend meetings to develop links that will be valuable going forward.

Worked extensively with Dan Cochrane of NE Statues initiative, finding suitable material to inform output relating to public art across Tees Valley.

Researched, developed and delivered talk about William Gileard Brown collection for Cleveland and Teesside Local History Society AGM and Local History Month.

Date	Event	School/Group	Year group
02/03/20	Workshop	Ingleby Manor	yr 11
21/10/20	Talk	Pallister Park Primary	
20/07/21	Online talk	CTLHS	
01/07/21	Bus trip	Linthorpe Primary	Yr 6
08/07/21	School visit	Tilery Primary	Yr 3
12/07/21	Site visit	Riverside Primary	Yr 6
14 and 15 Aug 2021	Drop in community event	Saltburn Community Arts	
08/09/21	Online talk	CTHLS AGM	
11/09/21	Guided walks (x2)	General public	
02/10/21	Open Day	General public	
05/10/21	Drop in workshop	General public	
05/10/21	Site visit	Mill Lane Primary	KS2
08/10/21	Class site visit and trail	Tilery Primary	Yr 4
7 and 14 Oct 2021	Class talk	Linthorpe Primary	Yr 6
15/10/21	Class talk	Pallister Park Primary	Yr 6
21/10/21	Guided Walk	General Public	
18/11/21	Class talk	Normanby Primary	Yr 6
09/11/21	Topic support	Pallister Park Primary	Yr 5
2022			
28 and 29 Jan 2022	TA Roadshow drop in event	General Public/MIMA staff	
02/02/22	Class workshop	Linthorpe Primary	Yr 3
09-Feb-22	Online Talk	Tuesday Talks Peter Sotheran	
10/02/22	Class workshop	Linthorpe Primary	Y3

Project/Topic	LA	Numbers	
Careers/WW1 medicine	S'ton	44	Through TVCA careers
WW2 in M'bro	M'bro	60	in partnership with DoI
LHM	Tees Valley	25	
Industrial M'bro	M'bro	90	
S'ton Townscape Heritage Project	S'ton	30	Unable to participate d
Lost Words at Kirkleatham Museum	RCBC	30	In partnership with RCI
Saltburn 160 celebrations	RCBC	200	
Group AGM guest speaker talk	Tees Valley	20	
HOD/HSHAZ		18	
S'ton Townscape Heritage Project	S'ton	57	In partnership with Sto
S'ton Townscape Heritage Project	S'ton	5	in partnership with Sto
S'ton Townscape Heritage Project	S'ton	120	Visit to excavation site
S'ton Townscape Heritage Project	S'ton	30	In partnership with Sto
WW2 in M'bro	M'bro	90	
WW2 in M'bro	M'bro	82	
Discover M'bro (Barrage to Bridge route)	S'ton	4	2 Volunteers (2x4 hour
WW2 in M'bro	RCBC	68	
Middlesbrough History	M'bro	75	Postponed in-class ses:
Chemical Cities exhibition at MIMA (ICI)	R&C	25	People brought memo
	S'ton		
Industrial Revolution/Map exercise	M'bro	25	
William Gileard Brown talk	S'ton	66	
	M'bro		
	RCBC		
Industrial Revolution/Map exercise	M'bro	50	

service, in partnership with Stockton Libraries
rman Museum

ue to Covid but organised the event
BC Council/Kirkleatham Museum

ockton Council and Tees Archaeology
ockton Council and Tees Archaeology
after teacher visited TA stall at open day
ockton Council and Tees Archaeology

s)

sion but sent material over to support topic

ries of working at ICI; some recordings were made by MIMA staff/freelance

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