

JOINT ARCHIVES COMMITTEE

Date: Thursday 19th October, 2023 Time: 3.30 pm Venue: Spencer room
--

AGENDA

1. Apologies for Absence
2. Welcome and Introductions.
3. Declarations of Interest
To receive any declarations of interest.
4. Minutes-Joint Archives Committee - 1 March 2023 3 - 6
5. Comments on the minutes.
Committee members may make comments on the minutes if they require and clarification.
6. Executive report (including Future Service Development) 7 - 34
Ruth Hobbins, Archives Manager will present the Executive report to the Committee.
7. Terms of Reference and Service Level Agreement of Joint Archives Committee
Gaye Kirby, Creative Programmes & Partnerships Manager will discuss the Terms of reference and Service Level agreement with the Committee.
8. Funding Agreement

Gaye Kirby, Creative Programmes & Partnerships Manager
will discuss the funding agreement with the Committee.

9. Budget Update

35 - 44

Gaye Kirby, Creative Programmes & Partnerships Manager
will provide a budget update to the Committee.

10. 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
11 October 2023

MEMBERSHIP

Councillors Nelson, Young, Brook and P Storey

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 1 March 2023.

PRESENT: Councillors Councillor Steve Nelson, S Hill and Moore

PRESENT BY INVITATION: Councillors

ALSO IN ATTENDANCE: Member of the public

OFFICERS: Susie Blood, Richard Horniman, Leigh Keeble, Ruth Hobbins, Laura Case, Tara Connor and Gaye Kirby

APOLOGIES FOR ABSENCE: L Westbury

22/10 **APOLOGIES FOR ABSENCE**

22/11 **DECLARATIONS OF INTEREST**

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

22/12 **MINUTES- JOINT ARCHIVES COMMITTEE- 12 OCTOBER 2022**

The minutes from the Joint archives committee held on 12 October 2022, were submitted and accepted as a true record.

22/13 **ACTIONS - FROM THE MINUTES OF 12 OCTOBER 2022**

ACTION 1:

An update on community engagement be brought to every meeting of the joint archives committee.

- New Executive report now includes a section on community engagement.

ACTION 2:

Further promotion be made on the community engagement events through social media channels e.g. Enjoy Teesside website.

- Events are published through council websites and Teesside Archives social media channels

ACTION 3:

Consider developing a Communications and marketing strategy.

- A formal strategy would not be developed per se, but where local authorities have provided marketing contacts, the Archives team has been in touch to agree plans for future promotion.

ACTION 4

Take information regarding archives to the Creative Place Advisory group- TVCA

- The future development of the Archives has been discussed at the Creative Place Advisory Group within the context of the new heritage framework being developed by TVCA in partnership with the sector.

ACTION 5

Future developments to be added to a standard items.

- Whilst this had not been included on this agenda, future agendas' would include a standard item.

22/14

TEESSIDE ARCHIVES EXECUTIVE REPORT

Gaye Kirby, Creative Programmes and Partnership Manager presented the update regarding Teesside Archives.

The report focused on the following aspects:

- Collections
- Public engagement and outreach
- Conservation and preservation
- Digital preservation
- Marketing and communication
- KPIs
- Future development of the service
- Miscellaneous

The Manager focused on a number of issues within the report:

Service level agreement- This expired in April 2022, however this would now be readdressed after the election in May 2023.

AGREED- that the service level agreement be aligned with the terms of reference, however brought to a future meeting of the committee due to its constitutional aspects.

Frequently of meetings- there were currently 2 meetings scheduled in the diary. It was agreed that if there was further demand for meetings, these could be established on an ad hoc basis.

Terms of reference – these were now historic. The current terms of reference of the Joint Committee advise that the 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.

AGREED- That the Director of Regeneration amend the current terms of reference, which would include, for example, that information from the lead officer group be fed into the joint committee in the form of an action plan. The amended terms of reference, along with the service level agreement would be circulated to the committee in due course.

Digitisation- the manager outlined that funding has been received from the National Archives (£97.7K) which had been proposed to use to support the creation of a central repository for preserving born-digital public records and records from the four Local Authorities.

The manager outlined that digital preservation ensures that digital archives can be accessed in the long term by actively managing them to ensure they remain readable. A Digital Preservation system identifies file formats so that records can be migrated to other formats over time, with a clear audit trail.

To help scope the project, representatives from Governance and ICT teams from each Local Authority were invited to join the Lead Officers meeting on 18 January, where specialist archives consultant Simon Wilson joined us.

It was agreed that there are two key parts to the project:

1. Devising and agreeing protocols for identifying which digital records are to be transferred to the Archives
2. Specifying, procuring and setting up a system for preserving the digital records

With reference to the part two of the project, there are currently two systems on the market:

- Archivemata: Open-source software used widely in the HE sector.
- Preservica: Cloud-based system used widely in Local Authorities and business sectors.

It was agreed at the meeting that the Archives staff team would form a project group to develop a specification, establish costs (including ongoing costs) and provide a definition of the categories of records that we should be keeping.

The manager outlined that progress has been halted until there is a directive from JAC as to how the money should be used. This may depend on whether some of the money is required to support the core archives budget going forward.

The ongoing cost of a digital preservation system was likely to be in the region of £15-16K a year (increasing marginally as more data is added) and there would need to be a commitment to which all four Local Authorities would need to sign up to.

Until a decision is made, digital records will continue to be held on hard drives, but this isn't a satisfactory long-term solution as there is no active preservation of these records to ensure they remain readable.

Stockton representative advised that they were committed to the project, but further information was required to ensure there was no duplication and that we have a detailed policy outlined retention periods etc.

AGREED- that in principle the Joint committee agree to pursue digitisation, however the Lead officer group to explore further, and report back at the next meeting of the Joint committee.

Future developments- an additional paper had been provided to the joint committee outlining the purpose of the archives, and its future. Within the paper the committee were drawn to the information relating to the Tees Valley combined authority, who were TVCA is currently developing a framework for investment into heritage to drive economic growth within the Tees Valley.

Under the working title of 'Our Ordinary is Extraordinary', the framework seeks to support a sub-regional approach to celebrating the shared and connected heritage of our remarkable place, utilising TVCA's existing investment pillars to develop a heritage offer worthy of national and international recognition. Although early in discussions within the framework, Teesside Archives is envisioned to be central to a 'hub and spoke' model of heritage discovery, with a new and sustainable archives facility sitting at the heart of a re-imagined visitor offer sending people out across the region to discover more. A fall back plan would need to be put in place if the funding was not provided.

There was also an in-depth discussion surrounding budget pressures, and the impact this would have on the future of the archives.

The report further contained a timeline/ roadmap of key milestones and actions. The feasibility study was due to be completed by 2024, however queries were made into the possibility of bringing this forward and seeking specialist support of the National Archives/ archives specialist to assist with this.

AGREED- That delegated authority be given to the Lead officer group to provide a brief to be on the feasibility study and to be reported back to the Joint archives committee

The Director of Regeneration submitted a report to update members on the outcome of the 2022-23 revenue budget for Teesside Archives and seek approval for the proposed budget for 2023-24.

The 2023/24 budget reflects the increased costs of providing the archives service, due to received and expected staff pay awards and third-party storage charges from Restore.

Following the last meeting, conversations had taken place with all the local authorities in relation to the contributions. All members commented that the conversations/consultations had been useful.

The Director outlined that the proposed budget reflects an understanding reached in these meetings that it is fair and reasonable for the increase in salary costs to be shared by all four authorities. However, we have offset any further increases to the overall budget by committing additional income in the form of either an investment from TVCA (our preferred option) or applying a portion of the New Burdens funding. This has been done in order to try to maintain the commitments from each Local Authority at an acceptable level.

It was worth noting that managing the proposed storage/retrieval budget at £76K for the year is likely to require stricter controls in terms of items accessioned to the collection, as well as less frequent recall of items. The volume of collections currently stored with Restore will cost £63K a year if we don't add to it. This leaves just over £1K a month for any additional storage and for recalling items for customers, outreach, essential conversation, etc.

In the contributions proposed from each Local Authority, the Director advised that 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.

Members outlined that they would like exploration into the funding model as to whether this is the correct formula for Joint archives.

AGREED-

1. That the proposed budget for 2023-24 be approved.
2. That the lead officers group look further at the funding contributions and report back to the joint committee.
3. That further targeted outreach activities be undertaken with Hartlepool and Stockton, to ensure that there is better balance in engagement across the four local authorities.

22/16

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

Teesside Archives: Executive Report to JAC

1. Collections

This has been a quieter period with regard to receiving new deposits, which can be viewed on the attached spreadsheet (**Appendix A**). Staff and volunteers continue to work on new material to ensure we do not develop a backlog, and work on other collections. The archivists are working on the records of the Cleveland Child Sex Abuse crisis, a collection of great importance and sensitivity. The closure of the Dorman Museum for maintenance works in January 2024 will allow the team to work on a larger collection, and the plan is to catalogue the records of Redcar & Cleveland Brough Council as they are the largest of our core collections that remain unlisted. The Electoral Registers held by the service, as well as some of those transferred from Middlesbrough Reference Library, are in the process of being digitised. This will ensure the originals are preserved and a fee has been paid by Ancestry to include them in their online resources.

2. Public Access & Outreach

The service has continued to be very busy, and to develop sessions that are covering a wider area, but this does remain a work in progress. **Appendix B** shows the outreach sessions held so far this calendar year, as well as those planned. The Community Engagement Officer has been successful in securing some small grants to help cover costs including as part of a project run by Tees Archaeology on the protected wreck on the beach at Seaton Carew. This has helped with the development of better links in Hartlepool and developed sessions that can be rolled out in other venues going forward. Funding for the development of sessions based on the River Tees has been received from Historic England via Heritage Schools and resources and sessions (including online) are under development. A joint project with Navigator North in Middlesbrough is underway and will result in an exhibition in a central building that focuses on public houses and will include a talk, walk and collection of oral accounts.

3. Conservation & Preservation

The Conservator continues to work to safeguard the collections and has been working on a new Disaster Plan for both the Archives and Dorman Museum, as collections are now in a shared building. Maps and plans have been conserved to enable them to be digitised to support projects such as the preparation of River Tees resources. The Conservator has been able to make a start on the backlog of repair work, as her focus had been on packaging to facilitate the move from Exchange House and dealing with matters arising from that, as well as new material.

4. Digital Preservation

Having reviewed what is currently happening in each Local Authority with regard to born-digital records, it was agreed by the Lead Officers group that there is more work to do before a long-term plan can be proposed. The agreed next step is to revisit the basis on

which records are transferred to the archives in all formats, as they are not being deposited as they should. A meeting with Information & Governance Managers is being arranged so that we can ensure that all appropriate records are transferred going forward to fulfil the duties of partner authorities under the Public Records Act. This work will ensure that all appropriate digital records are identified and a proper mechanism for preservation can be proposed. It is important to ensure that duplicates are not stored in multiple locations as there is a financial and environment cost to this.

5. Marketing & Communications

The current Marketing & Communications Strategy is included as **Appendix C**. The work the service carried out on the Teesworks archives will feature as a Case Study in the campaign 'A Year in Archives', which is run by the National Archives and publicised nationally. There are currently plans to mark the 50th anniversary of the founding of the service in 2024 with an exhibition at the Dorman Museum as well as online, and a 50th birthday logo competition which has been picked up by Teesside University with the Graphic Design Students working on it as part of their assessment, as well it being open to the public. The service has been accepted for membership of the Queer Heritage and Collections Network run by the University of Leicester. In addition, there has been Radio and TV coverage for the Sisterwood and Teesworks projects as well as newspaper coverage of the upcoming 'Les Bulman' exhibition on public houses.

6. KPIs

In Person Visits to the Archives by Local Authority from April – September 2023:

Local Authority	No. of Visitors	% of total
Hartlepool	38	5.3
Middlesbrough	431	59.9
Redcar & Cleveland	66	9.2
Stockton	103	14.3
Other UK	65	9.1
Rest of the world	16	2.2
TOTAL	719	100%

Total number of document issues (April – September 2023): 924

Total number of enquiries (April – September 2023): 1,166

Engagement Activity delivered by Local Authority from January 2023 – to date:

Local Authority	No. of People	% of total people
Hartlepool	301	8.2
Middlesbrough	2,401	65
Other	99	2.7
Redcar & Cleveland	380	10.3

Stockton	328	8.9
Tees Valley	176	4.9
TOTAL	3,685	100%

Please note that the above figures for Middlesbrough include three major public events in which the Archives participated alongside other partners: Curious Arts Takeover of the Dorman, Hi! Street Fest and Make it More Middlesbrough. The three events reached a combined total of 1,086 people.

7. Future Development of the Service

The Lead Officers have been working with Tees Valley Combined Authority (TVCA) to incorporate feasibility work for the future Archives service into a wider Tees Valley Heritage brief, funded by TVCA. The draft brief has been shared with the Lead Officers for comments / amends and is now awaiting approval from Chief Executives before going out to tender (expected end of November).

The feasibility will focus on exploring and developing robust and sustainable business plans that will help the heritage sector thrive over the next 10 years and beyond. Within this, it will consider the role and accommodation of the Teesside Archives within the area's heritage offering.

We have asked that the feasibility also considers opportunities arising from The National Archives' new strategy (Archives for Everyone 2023-2027). At a recent briefing, TNA advised of their commitment to expanding a greater regional presence to extend the reach of their collections – including the possibility of having a regional hubs.

Bearing in mind that we won't have the outcomes from this work before the 24/25 budget process, the Lead Officers recommend to JAC that we seek a further one-year funding agreement from the four Local Authorities, on the understanding that a longer-term plan for the service is in development.

8. Service Level Agreement & Terms of Reference

The Lead Officers propose to JAC that the SLA & Terms of Reference are not reviewed or changed until we have clarity over our plan for the future development of the Archives as this will likely change the nature of the agreement required. As the current SLA has expired, the Lead Officers propose that this is rolled forward as is until 31 March 2025

9. Funding Agreement

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.

Having discussed this, the Lead Officers accept that there isn't a better/viable way of apportioning the costs of the Archives and recommend that we continue with the existing funding agreement, based on population. However, the Lead Officers recommend attaching some targets for engagement which, whilst not conditions of funding, would be set to reflect the per capita contribution and can be monitored.

As discussed at the last JAC, we are also exploring whether the TVCA would consider making a regular contribution to the Archives as a fifth partner to support their own statutory responsibilities with regard to managing, preserving and making accessible public records. This has been discussed with Charlie Kemp from TVCA, who has requested that a business case be produced so that she can take it through the appropriate channels internally. The Archives Manager is in the process of producing this.

Ends

7937 03/01/23 Mewburn and Meaburn a History by Ian McDonald 2022

7938 05/01/23 Reel to Reel audio BBC Radio Cleveland 'Clubland' and early recording of Roy

7939 06/01/23 Material relating to Smiths Dock

7940 12/01/23 Teesmouth Bird Club - Cleveland Bird Report 2021

7941 16/01/23 Steamers Particulars Book - Bair & Co., Marine Engine Builders, Stockton-on-T

7942 16/01/23 Records for Coatham Hydro Ltd. Including minutes, share certs, register of mer

7943 17/01/23 Saltburn material from Cath + Tony Lynn. Photographs that have been mounte

7944 20/01/23 Commission of New Fire Engine for West Hartlepool, 1856

7945 20/01/23 Photograph of model tug boat outside Middlesbrough Railway Station for Middl

7946 28/01/23 Photographs of steelworks and Electrical Union showing Dennis Brearley

7947 01/02/23 Midwives Register of Cases, diaries and registers 1972-1991

7948 01/02/23 Holy Trinity North Ormesby, parish registers, photographs and other material

7949 07/02/23 Copies of Registers of Marriages for St Francis of Assisi, Ingleby Barwick

7950 08/02/23 Middlesbrough Rugby Club programmes, fixture card and 150th Anniversary br

7951 10/02/23 Photo album of Irene Clayton collected during WW2 time in Teesside

7952 14/02/23 Old postcards of Middlesbrough and Miscellaneous Leaflets relating to Teessi

7953 16/02/23 Records of the Billingham Synthonia Male Voice Choir

7954 10/03/23 Middlesbrough Rugby Club Fixture Cards

7955 14/03/23 Various photos and documents from Smith's Dock compiled by Ken Blythman

7956 21/03/23 Research on Teesside's History by Wilfred Robinson Whitfield and his persona

7957 21/03/23 Photographs of various Teesside Buildings and areas

7958 28/03/23 Steel Making' Woodcuts by Viva Talbot

7959 29/03/23 Photographs of Seal Sands area, 1968-1995

7960 12/04/23 Billingham Forum Theatre Programmes, 1960s-1980s

7961 20/04/23 Poster of Coronation Activities in Middlesbrough for George V and Mary

7962 20/04/23 Book - 'Sing a Song of Teesside. Traditional Songs & Poems From Teesside a

7963 20/04/23 Marriage Registers for St Hildas/St Cuthberts Church, Kirkleatham

7964 21/04/23 Photograph of managers and office staff of the North Eastern Steel Co Ltd, 192

7965 09/05/23 Hymn sheet for Celebration of Coronation of Edward VII 1902

7966 26/05/23 Photographs of Marks and Spencers Middlesbrough - shop and past employee

7967 06/06/23 Stokesley Deanery Synod & Standing

7968 02/06/23 Personal paper of Ronald Alderson of 29 Wrightson Street, Norton 1950s-199

7969 05/06/23 Cleveland Child Sexual Abuse Crisis - Documents relating to the crisis and the

7970 05/06/23 Cleveland Child Sexual Abuse Crisis - Material including from her work as a cl

7971 05/06/23 Cleveland Child Sexual Abuse Crisis - Articles, newcuttings and personal paper

7972 07/06/23 Photographs taken by Malcom Goat, Process worker at ICI on the L.P. Amonia

7973 08/06/23 Secret Redcar, Marske and Saltburn, 2023

7974 13/06/23 Commemorative napkin Coronation of George V June 1911

7975 22/06/23 Ledgers and minutes from F. Hills & Sons, Door Manufacturers, 1936-1920s

7976 14/06/23 Records of the Saltburn Improvement Company

7977 05/07/23 Written statement of North Yorkshire County Development Plan - Guisboroug

7978 06/07/23 Unpublished Research Report - "Historical Survey of Pollution in the Tees Estu

7979 10/07/23 2 cds - Oral History Interview with Kate Hughes (Parlour Maid at The Hall, Eag

7980 10/07/23 Material relating to Oxford Road Prep School, Greytiles Nursery School and M

7981 17/07/23 Records for St Timothy's Church, Hemlington

7982 20/07/23 Digital copies of material relating to James French who received a BEM in 195

7983 21/07/23 Redcar & District Amateur Operatic Society Show Programmes

7984 21/07/23 Saltburn Improvement Company minutes and other documents, Saltburn 500

7985 01/08/23 Audio recording - organ North Ormesby Parish Church, made shortly before 1

7986 01/08/23 Match programmes for Middlesbrough Rugby Club

7987 01/08/23 British Transport Commission plans of Hartlepool and Middlesbrough Docks, a

7988 01/08/23 Sonic Arts Week programme and leaflet, 2023

7989 03/08/23 Minutes of South Bank Football Club, 1904-1911

7990 03/08/23 Records from Yarm Parish Church inc. final Marriage Register from 2008, paris

7991 03/08/23 River Tees Port Authority volumes 1877-1995

7992 04/08/23 Rotary Club, Middlesbrough High School, Report of Justices Teesside County E

7993 21/08/23 Archaeological Reports for Hob Hill, Saltburn; Low Grange Farm, Eston; West I

7994 22/08/23 Church records for Yarm Road Methodist Church 1908-2022

7995 31/08/23 8 photograph albums of Yarm Road Methodist Church pantomimes 1979-200

7996 05/09/23 Deeds and papers relating to Dunning Street and Grange Road where Middles

7997 08/09/23 Middlesbrough 86 Project Education Pack - additional records

7998 13/09/23 Parchment indenture - "Settlement of Marriage between John Waldy of Eggle

7999 26/09/23 Book - "Industrial Railways and Locomotives of Teesside" by Cliff Shepherd

8000 26/09/23 One Suitcase Project Oral Histories

Sent to Upper Heyford

ees

members and articles of association

and used for exhibition purposes. Also cover other East Cleveland villages and Redcar

esbrough Carnival Week, 1925

ochure

de

I diaries

nd the Surrounding Area' Compiled by Ron Marshall

!2

s, 1910-2001

0s

e Butler-Sloss Inquiry

inical psychologist, aftermath, press coverage etc

s

i Plant and some published material, including information on pensions 1960s-1990s

gh, 1962 and "The Early Locomotives of the Stockton & Darlington Railway" by T.R. Pearce, 1988

See also Acc7847

lescliffe)

iddlesbrough Co-Op Society

In digital only deposits

Club, Saltburn in Bloom, Saltburn Residents' Association, 1990s-2000s

977

articles by J.L. Calvard on the docks, 1926-7 and Tees Conservancy Commission Plan of the Tees 1956

ish magazines, PCC Minutes 2011-17, organ register, A Tableau History of Yarm and church hall papers

orough

Lane Hospital; and Energy Recovery Facility, Redcar

2

orough Central Library is now situated 1885-1909

cliffe to Margaret Garmonsway" dated 1791

1 volume

2 Reels

1 box

1 volume

1 volume

1 box

12 boxes

1 item

1 item

5 items

2 boxes

4 volumes

1 envelope

1 envelope

1 envelope

4 boxes

1 envelope

3 boxes, 3 grey ringbinders and 1 outsize envelope

2 boxes

1 envelope

1 volume

2 outsize portfolios, 1 grey ringbinder

3 envelopes

1 item

1 item

3 volumes

1 item

1 item

1 box

1 box

4 envelopes

9 boxes

3.5 boxes

0.5 box

1 box

1 volume

1 item

1 Box

6 boxes

1 envelope

1 volume

2 files, 0.088KB

1 envelope

7 volumes

11 files, 3.59MB

1 envelope

3 boxes

1 reel

2 envelopes

1 envelope
1 envelope
1 volume
1 box
7 envelopes
4 boxes
1 box
1 box
1 box
1 box
1 file
1 item
1 volume

Date	Event	School/Group
2023		
04/01/23	Talk	Middlesbrough U3A
12/01/23	Talk	Wolviston Court WI
18/01/23	Drop in co	General public
08/02/23	Talk	Cleveland Retired Men's Forum
15/02/23	Talk	Middlesbrough Scout Active Support Unit
25/02/23	Event	General Public
28/02/23	Online Talk	Tuesday Talks Peter Sotheran
02/03/23	Archive vis	Middlesbrough College art students
03/03/23	Event	Assist Women's Network
08/03/23	School wor	Ayresome Primary
11/03/23	Workshop	General Public
14/03/23	Visit	Teesside University Students
21/03/23	Talk	Stokesley & District PROBUS Club
22/03/23	Workshop	St Joseph's Primary School
23/03/23	Assist Won	Assist Women's Network
26/03/23	Event	General Public
28/03/23	Archive Vis	Middlesbrough College History Students
30/03/23	Archive Vis	Middlesbrough College Basic Skills Students
04/04/23	Walk	Hart Gables
13/04/23	Walk	Carer's Together
13/04/23	Talk	Hartlepool U3A
18/04/23	School wor	St Edward's RC Primary
19/04/23	Drop in	General Public
19/04/23	Assist Won	Assist Women's Network
25/04/23	Talk	Tuesday Talks (Peter Sotheran)
27/04/23	Talk	Faceby Village Hall
03/05/23	Talk	Middlesbrough U3A
04/05/23	Walk	General public
10/05/23	Talk	Redcar WI
12/05/23	School wor	Brougham Primary
16/05/23	Archive Vis	Middlesbrough U3A
17/05/23	Assist Won	Assist Women's Network
18/05/23	Heritage H	General public
21/05/23	Guided wa	General public
22/05/23	Talk	Guisborough Retired Men's Forum
31/05/23	Talk	Hartlepool Central Library
09/06/23	Archive vis	Riverside Outwood Academy
14/06/23	Assist Won	Assist Women's Network
15/06/23	School tou	Linthorpe Primary
16/06/23	Archive vis	English Martyrs School
16/06/23	School wor	Acklam Whin Primary
19/06/23	Talk	Guisborough Retired Men's Forum

21/06/23 School wor Lockwood Primary
 22/06/23 Communit General public

 24/06/23 Story Stroll General public
 27/06/23 Follow up : Lockwood Primary
 28/06/23 Talk Cleveland Retired Men's Assoc

 05/07/23 School wor Breckon Hill Primary
 11/07/23 DCDC histc Conference delegates
 16/07/23 Eidd Fusior General public/Friends of Ropner Park
 24/07/23 Workshop HAF (Dean Bank Primary, Ferryhill)
 25/07/23 Workshop HAF (St Gabriels Primary)
 25/07/23 Talk Zetland Ladies Club
 27/07/23 Workshop HAF (Ayresome Primary)
 29/07/23 Hi Street F General public
 31/07/23 Talk Guisborough Retired Men's Forum

 01/08/23 Workshop HAF
 03/08/23 Workshop HAF (North Ormesby Primary)
 07/08/23 Workshop HAF (Chilton Academy)
 08/08/23 Workshop HAF (Broom Cottages Primary, Ferryhill)
 09/08/23 Workshop HAF (Port Clarence Primary)
 10/08/23 Workshop HAF (Grangetown Primary)
 30/08/23 Family craf General public

 09/09/23 Heritage O General Public
 09/09/23 Workshop General Public (5 dates in September)
 12/09/23 Talk Stokesley & District PROBUS Club
 20/09/23 Workshop Ayresome Primary
 21/09/23 Visit Redcar WI
 22/09/23 Workshop Ayresome Primary
 26/09/23 Talk Tees Archaeology Society
 28/09/23 Walk General Public

 01/10/23 Walk General Public
 04/10/23 Talk Middlesbrough U3A
 05/10/23 Walk Carers Together
 05/10/23 Talk Castle Eden WI
 09/10/23 Talk CIAS
 10/10/23 Talk Loftus WI
 19/10/23 Workshop Linthorpe Primary
 25/10/23 Workshop Linthorpe Primary

 06/11/23 Talk Guisborough Retired Men's Forum
 08/11/23 Workshop Holy Trinity Rosehill Primary School Stockton
 09/11/23 Walk General Public/Discover M'bro
 23/11/23 Workshop: Ayresome Primary School

Project/Topic	LA
Sisterhood - Herstory in the Archives	M'bro
Introduction to Teesside Archive	S'ton
Kirkleatham Walled Garden	R&C
The Nature of Archives	R&C
Introduction to Teesside Archives	M'bro
Curious Takeover @ Dorman Museum	M'bro
Sisterhood - Herstory in the archives	Tees Valley
Conservation/DresserGallery/Search room	M'bro
International Women's Day	Tees Valley
Middlesbrough maps	M'bro
Beneath the Waves; Seaton Carew Wreck	Hartlepool
Introduction to Teesside Archives	Tees Valley
William Gileard Brown	Tees Valley
Middlesbrough maps	M'bro
Monthly network meeting	R&C
Memories of ICI Billingham	S'ton
Introduction to Teesside Archives	M'bro
Introduction to Teesside Archives	M'bro
Saltburn	R&C
Middlesbrough HAZ and Transporter Bridge	M'bro
History of Hartlepool Workhouse	Hartlepool
M'bro maps	M'bro
Pubs of Middlesbrough - Les Bulman	M'bro
Sisterwood Project	Hartlepool
Nature of Archives	Tees Valley
Nature of Archives	Other
The Nature of Archives	M'bro
All at Sea/Seaton Carew	Hartlepool
Introduction to Teesside Archives	R&C
Middlesbrough Maps	Hartlepool
Introduction to Teesside Archives	M'bro
Sisterwood Project	M'bro
Eston Hills	R&C
Stockton High Street	S'ton
History of Hartlepool Workhouse	R&C
History of Hartlepool Workhouse	Hartlepool
General intro to archive	M'bro
Sisterwood Project	S'ton
Tour of old M'bro	M'bro
Career talk and intro to archives	Hartlepool
M'bro maps	M'bro
Nature of Archives	R&C

M'bro Maps	R&C
Carlin How	R&C
Talk	R&C
Drop in	R&C
Walk	R&C
South Gare Flora Foray	R&C
Family links to steel industry	R&C
William Gileard Brown	R&C
M'bro Maps	M'bro
Teesside archves info	Other
Stockton heritage	S'ton
KNEX Bridge Building	Other
KNEX Bridge Building	M'bro
Sisterhood - Herstory in the Archives	M'bro
KNEX Bridge Building	M'bro
Women's History	M'bro
Bridging the World: the archives of Dorman Long and Cleveland Bridge	R&C
KNEX Bridge Building	Other
KNEX Bridge Building	M'bro
KNEX Bridge Building	Other
KNEX Bridge Building	Other
KNEX Bridge Building	S'ton
KNEX Bridge Building	R&C
Flag design (linked to maritime records/Tall Ships)	Hartlepool
Book signing/reading and Spatial Archive	M'bro
Making more of Middlesbrough	M'bro
Introduction to Teesside Archives	Tees Valley
WW1/Lost Boys	M'bro
Archive Visit	R&C
WW1/Lost Boys	M'bro
All At Sea (Hartlepool maritime records)	S'ton
Seaton Carew/Beneath the Waves project	Hartlepool
Black Path	M'bro and RCBC
William Gileard Brown	M'bro
Marske	R&C
History of Hartlepool Workhouse	Hartlepool
Bridging the World: the archives of Dorman Long and Cleveland Bridge	Tees Valley
Sisterhood - Herstory in the Archives	R&C
M'bro Maps	M'bro
WW2	M'bro
Sisterhood - HerStory in the Archives	R&C
WW2	M'bro
Park to Park (Stewart Park/Ormesby Hall)	M'bro
WW2	M'bro
	TOTAL

Participant Numbers	Notes
	43
	25
	10
	20
	20
	500 approximate
	38
	39
	50
	90
	20
	15
rearranged for 16 April 2024	
	46
	25
	200
	14
	15
	9
	11
	31
	60
	10
	35
	46
	15
	40
	10
	29
	80
	13
	35
	2
	10
	34
	48
	18
	30
	90
	13
	60
	35

27

15

20

15

10

27

20

90

Cancelled

20

35

21

23

300 approximate

41

Cancelled

30

36

28

28

25

40

22

286

20

60

10

30

35

14

7

40

6

10

90

90

90

90

3685

Date	Event	School/Group
2023		
11/03/23	Workshop	General Public
13/04/23	Talk	Hartlepool U3A
19/04/23	Assist Women	Assist Women's Network
04/05/23	Walk	General public
12/05/23	School wor	Brougham Primary
31/05/23	Talk	Hartlepool Central Library
16/06/23	Archive vis	English Martyrs School
30/08/23	Family craft	General public
28/09/23	Walk	General Public
05/10/23	Talk	Castle Eden WI
04/01/23	Talk	Middlesbrough U3A
15/02/23	Talk	Middlesbrough Scout Active Support Unit
25/02/23	Event	General Public
02/03/23	Archive vis	Middlesbrough College art students
08/03/23	School wor	Ayresome Primary
22/03/23	Workshop	St Joseph's Primary School
28/03/23	Archive Vis	Middlesbrough College History Students
30/03/23	Archive Vis	Middlesbrough College Basic Skills Students
13/04/23	Walk	Carer's Together
18/04/23	School wor	St Edward's RC Primary
19/04/23	Drop in	General Public
03/05/23	Talk	Middlesbrough U3A
16/05/23	Archive Vis	Middlesbrough U3A
17/05/23	Assist Women	Assist Women's Network
09/06/23	Archive vis	Riverside Outwood Academy
15/06/23	School tou	Linthorpe Primary
16/06/23	School wor	Acklam Whin Primary
05/07/23	School wor	Breckon Hill Primary
25/07/23	Workshop	HAF (St Gabriels Primary)
25/07/23	Talk	Zetland Ladies Club
27/07/23	Workshop	HAF (Ayresome Primary)
29/07/23	Hi Street F	General public
03/08/23	Workshop	HAF (North Ormesby Primary)
09/09/23	Heritage O	General Public
09/09/23	Workshop	General Public (5 dates in September)
20/09/23	Workshop	Ayresome Primary
22/09/23	Workshop	Ayresome Primary
04/10/23	Talk	Middlesbrough U3A
19/10/23	Workshop	Linthorpe Primary
25/10/23	Workshop	Linthorpe Primary
08/11/23	Workshop	Holy Trinity Rosehill Primary School Stockton
09/11/23	Walk	General Public/Discover M'bro
23/11/23	Workshop	Ayresome Primary School
01/10/23	Walk	General Public
27/04/23	Talk	Faceby Village Hall

11/07/23 DCDC histc Conference delegates
 24/07/23 Workshop HAF (Dean Bank Primary, Ferryhill)
 01/08/23 Workshop HAF
 07/08/23 Workshop HAF (Chilton Academy)
 08/08/23 Workshop HAF (Broom Cottages Primary, Ferryhill)

18/01/23 Drop in cor General public
 08/02/23 Talk Cleveland Retired Men's Forum
 23/03/23 Assist Won Assist Women's Network
 04/04/23 Walk Hart Gables
 10/05/23 Talk Redcar WI
 18/05/23 Heritage H General public
 22/05/23 Talk Guisborough Retired Men's Forum
 19/06/23 Talk Guisborough Retired Men's Forum
 21/06/23 School wor Lockwood Primary
 22/06/23 Communit General public
 24/06/23 Story Stroll General public
 27/06/23 Follow up : Lockwood Primary
 28/06/23 Talk Cleveland Retired Men's Assoc
 31/07/23 Talk Guisborough Retired Men's Forum
 10/08/23 Workshop HAF (Grangetown Primary)
 21/09/23 Visit Redcar WI
 05/10/23 Walk Carers Together
 10/10/23 Talk Loftus WI
 06/11/23 Talk Guisborough Retired Men's Forum

12/01/23 Talk Wolviston Court WI
 26/03/23 Event General Public
 21/05/23 Guided wa General public
 14/06/23 Assist Won Assist Women's Network
 16/07/23 Eidd Fusior General public/Friends of Ropner Park
 09/08/23 Workshop HAF (Port Clarence Primary)
 26/09/23 Talk Tees Archaeology Society

28/02/23 Online Talk Tuesday Talks Peter Sotheran
 03/03/23 Event Assist Women's Network
 14/03/23 Visit Teesside University Students
 21/03/23 Talk Stokesley & District PROBUS Club
 25/04/23 Talk Tuesday Talks (Peter Sotheran)
 12/09/23 Talk Stokesley & District PROBUS Club
 09/10/23 Talk CIAS

Project/Topic	LA
Beneath the Waves; Seaton Carew Wreck	Hartlepool
History of Hartlepool Workhouse	Hartlepool
Sisterwood Project	Hartlepool
All at Sea/Seaton Carew	Hartlepool
Middlesbrough Maps	Hartlepool
History of Hartlepool Workhouse	Hartlepool
Career talk and intro to archives	Hartlepool
Flag design (linked to maritime records/Tall Ships)	Hartlepool
Seaton Carew/Beneath the Waves project	Hartlepool
History of Hartlepool Workhouse	Hartlepool
	SUB-TOTAL
Sisterhood - Herstory in the Archives	M'bro
Introduction to Teesside Archives	M'bro
Curious Takeover @ Dorman Museum	M'bro
Conservation/DresserGallery/Search room	M'bro
Middlesbrough maps	M'bro
Middlesbrough maps	M'bro
Introduction to Teesside Archives	M'bro
Introduction to Teesside Archives	M'bro
Middlesbrough HAZ and Transporter Bridge	M'bro
M'bro maps	M'bro
Pubs of Middlesbrough - Les Bulman	M'bro
The Nature of Archives	M'bro
Introduction to Teesside Archives	M'bro
Sisterwood Project	M'bro
General intro to archive	M'bro
Tour of old M'bro	M'bro
M'bro maps	M'bro
M'bro Maps	M'bro
KNEX Bridge Building	M'bro
Sisterhood - Herstory in the Archives	M'bro
KNEX Bridge Building	M'bro
Women's History	M'bro
KNEX Bridge Building	M'bro
Book signing/reading and Spatial Archive	M'bro
Making It More Middlesbrough	M'bro
WW1/Lost Boys	M'bro
WW1/Lost Boys	M'bro
William Gileard Brown	M'bro
M'bro Maps	M'bro
WW2	M'bro
WW2	M'bro
Park to Park (Stewart Park/Ormesby Hall)	M'bro
WW2	M'bro
	SUB-TOTAL
Black Path	M'bro and RCBC
	SUB-TOTAL
Nature of Archives	Other

Teesside archives info	Other
KNEX Bridge Building	Other
KNEX Bridge Building	Other
KNEX Bridge Building	Other
KNEX Bridge Building	Other
	SUB-TOTAL
Kirkleatham Walled Garden	R&C
The Nature of Archives	R&C
Monthly network meeting	R&C
Saltburn	R&C
Introduction to Teesside Archives	R&C
Eston Hills	R&C
History of Hartlepool Workhouse	R&C
Nature of Archives	R&C
M'bro Maps	R&C
Carlin How	R&C
South Gare Flora Foray	R&C
Family links to steel industry	R&C
William Gileard Brown	R&C
Bridging the World: the archives of Dorman Long and Cleveland Bridge	R&C
KNEX Bridge Building	R&C
Archive Visit	R&C
Marske	R&C
Sisterhood - Herstory in the Archives	R&C
Sisterhood - HerStory in the Archives	R&C
Talk	R&C
Drop in	R&C
Walk	R&C
	SUB-TOTAL
Introduction to Teesside Archive	S'ton
Memories of ICI Billingham	S'ton
Stockton High Street	S'ton
Sisterwood Project	S'ton
Stockton heritage	S'ton
KNEX Bridge Building	S'ton
All At Sea (Hartlepool maritime records)	S'ton
	SUB-TOTAL
Sisterhood - Herstory in the archives	Tees Valley
International Women's Day	Tees Valley
Introduction to Teesside Archives	Tees Valley
William Gileard Brown	Tees Valley
Nature of Archives	Tees Valley
Introduction to Teesside Archives	Tees Valley
Bridging the World: the archives of Dorman Long and Cleveland Bridge	Tees Valley
	SUB-TOTAL
	TOTAL

Numbers

	20
	31
	35
	10
	80
	48
	13
	40
	14
	10
	301
	43
	20
	500
	39
	90
	46
	14
	15
	11
	60
	10
	40
	13
	35
	18
	90
	60
	90
	35
	21
	23
	300
	30
	22
	286
	60
	30
	40
	90
	90
	90
	90
	2401
	7
	7
	15

	20
Cancelled	
	36
	28
	99
	10
	20
	25
	9
	29
	2
	34
	35
	27
	10
	27
	20
	41
	25
	10
	6
	15
	20
	15
	380
	25
	200
	10
	30
Cancelled	
	28
	35
	328
	38
	50
	15
rearranged for 16 April 2024	
	46
	20
	169
	3685

Teesside Archives Marketing and Communications Strategy 2023

Executive Summary

Mission Statement

Teesside Archives service, funded by Middlesbrough, Stockton, Redcar and Cleveland, and Hartlepool Borough Councils, exists to create, maintain and preserve the collective memory of Teesside.

Our mission is to make our collections of unique records of historical and evidential value accessible to current and future generations locally, nationally and world-wide to inspire an interest in the history, industry and communities of Teesside and promote a sense of local pride and identity.

Teesside Archives will collaborate efficiently and effectively with our four funding authorities, and help to support other organisations, volunteers and communities for the long-term benefit of our collections and users.

This marketing and communications strategy will give an overview of Teesside Archives current situation and audience as well as looking at the service's key messages, goals and objectives that a future audience engagement plan will need to factor in as part of the wider development of the service.

Situational Analysis/Research

Teesside Archives currently have a digital presence through several social media channels – Facebook, Twitter, Instagram and a Wordpress Blog. The channels are managed by the Archivist with support from the Community Engagement Officer (Facebook and Blogposts).

A Content Calendar is regularly updated to reflect current campaigns, local dates of interest and national awareness days. Content is planned to cover the four local authorities equally as well as including service information and behind the scenes style posts about the archives and their staff.

In March 2023, the archivist conducted a Social Media Review with Digital Cultural Network Social Media Tech Champion, Nicola Barrett who looked through our social media channels and gave some feedback on how we can improve our output to increase engagement.

In December 2022, the archivist had a meeting with Hartlepool Council Marketing Team – agreed to tag in Hartlepool Hubs and they will share across their socials. Upcoming events they will promote on their channels. Provide content to accompany their marketing campaigns/projects

In February 2023, the archivist had a meeting with Middlesbrough Council Marketing Team – they agreed to provide support and training in content creation. Agreed a plan to post about archives once a month on Dorman Museum Social Channels and share our content on the We Are Middlesbrough channels

Still to set up meeting with Stockton and awaiting contacts for Redcar & Cleveland.

Teesside Archives have a website that is currently hosted within the Middlesbrough Council Website – <https://www.middlesbrough.gov.uk/leisure-events-libraries-and-hubs/teesside-archives> - We do

not have control of this, managed by Council Digital Team. This is currently being reviewed and relaunched so could be an opportunity to 'freshen' it up.

All the service information content from our council website is replicated on our Wordpress site - <https://teessidearchives.wordpress.com/> - which we are in control of.

SWOT Analysis

Strengths <ul style="list-style-type: none"> - Already have an online presence with good following across channels - Good archives collections for content - Knowledgeable staff - Invite volunteers/local groups to contribute to our blog - Comprehensive list of local dates of interest - Soft engagement with projects (e.g. Stockton High Street/Waterfront) and local media (e.g. BBC Politics North piece on Teesworks) 	Weaknesses <ul style="list-style-type: none"> - Current website being hosted by Middlesbrough Council can be a problematic for other authorities? - Staff time/resources to plan and manage digital output - Ad hoc events promotion - People engage with archives without realising (other people using our images) - Reactionary rather than proactive engagement - Fear of missing out on events
Opportunities <ul style="list-style-type: none"> - Increase engagement both digitally and in person - E-commerce/Online exhibitions - Ancestral tourism - Shared events with Tees Valley Museums/MIMA - Partnerships with Teesside University 	Threats <ul style="list-style-type: none"> - Lack of funding/support - Lack of storage (physical and digital) - No digital preservation will make it harder to store digital archives and digitised content for sharing with users - Governance model – Potential local government reorganisation

Audience Analysis

Teesside Archives have undertaken some work into audience development in recent months. We have analysed our current audience through monitoring user statistics, which includes enquiries and Searchroom visitors, and digital engagement through our social media channels.

Searchroom Users

Email/Telephone/In Person enquiries are recorded monthly. These are not broken down into any further categories or any demographic data captured as this would be very hard to implement and would be very time intensive.

Month	Email	Phone	Post	Person	Total
May-22	205	2	11	0	218
Jun-22	105	5	0	1	111
Jul-22	71	13	0	8	92
Aug-22	104	40	2	8	154
Sep-22	94	21	0	4	119
Oct-22	107	45	0	20	172
Nov-22	126	49	0	14	189
Dec-22	84	23	0	13	120
Jan-23	142	46	0	16	204
Feb-23	151	41	0	18	210

Searchroom visitors are recorded monthly and are broken down into 6 geographical categories: Hartlepool, Middlesbrough, Redcar & Cleveland, Stockton, Other UK, and Other World.

Month	Hartlepool	Middlesbrough	Redcar & Cleveland	Stockton	Other UK	Other World
May-22	3	56	16	20	56	1
Jun-22	12	67	8	5	13	1
Jul-22	10	52	16	4	12	0
Aug-22	4	29	13	31	11	0
Sep-22	5	56	10	12	10	0
Oct-22	6	73	36	29	248	1
Nov-22	6	70	43	14	8	7 - Japan
Dec-22	3	18	14	4	5	0
Jan-23	4	46	10	10	5	0
Feb-23	6	53	14	19	3	1 - Dubai

Twitter

28 day summary with change over previous period



Monthly stats show: number of tweets, Profile visits, New followers, Mentions and Tweet Impressions

We have seen a steady increase of followers over the past 12 months with over 3000 now – unable to break down to area/sex/age etc. through analytics though

Good engagement with other heritage institutions, national bodies, academics and businesses. Plugged into national campaigns such as 'History Begins at Home', 'Explore Your Archive' and '#Archive30'.

Wordpress Blog

140 Email subscribers and 70 Wordpress subscribers

Weekly/Monthly/Yearly stats show: Visitors, Views, Likes and Comments – only shows country no other demographic data

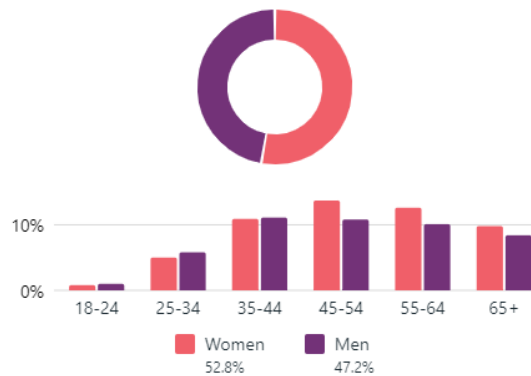
This the platform that has the least amount of engagement and is therefore the lowest priority for the service. Research into the blogposts is very time intensive and staff time is limited. It is worth noting that a number of blogposts posts have been picked up and republished in publications, such as Esk Valley News, which has increased our reach beyond our usual audience catchment though measuring this quantitatively is difficult.

Facebook & Instagram

Facebook Page followers ⓘ

5,330

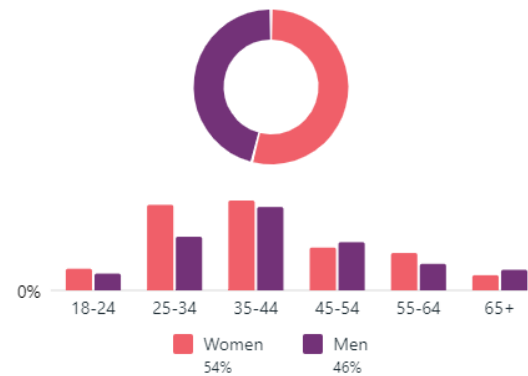
Age & gender ⓘ



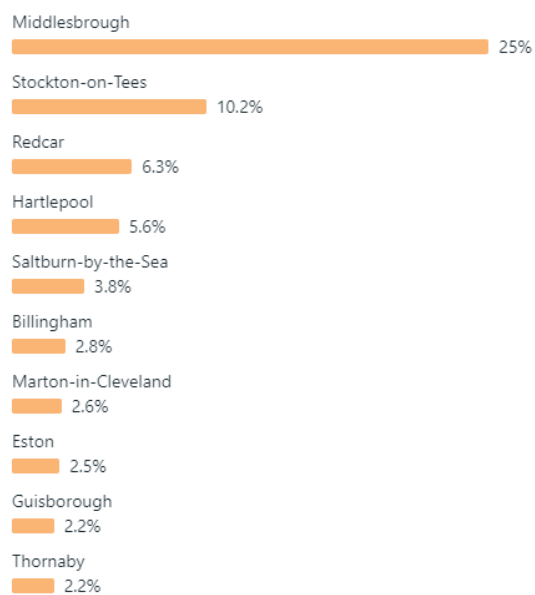
Instagram followers ⓘ

1,522

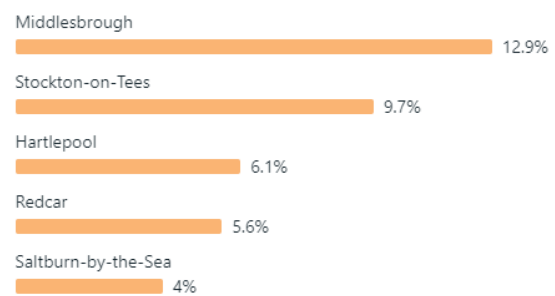
Age & gender ⓘ



Top towns/cities



Top towns/cities



From this data it is clear we are still struggling to engage with audiences aged 18-24 on Facebook and Instagram. This could be down to a number of factors but we believe this to be mostly due to the general make up of users of Facebook being older. Therefore we need to make a more targeted effort towards this audience through Instagram or other methods outside of social media.

Audience Hierarchy

Primary Audience (Must have their support)	Secondary Audience (Important, but not primary)	Other (Nice to have)
Partner Authorities Teesside Magistrates TVCA Members of the public	Community Groups Members of the public Schools Local Businesses Academics	National Businesses Local MPs Heritage Institutions

Media Exposure

Other tools for promotion of the service and our collections include articles and resources published in local & national press, both online and in print.

Publications

As previously mentioned, some of our blogposts have been picked up for publication by community magazines such as the Esk Valley News. We have also had articles about the service published in Sticks & Stones Magazine, the Cleveland and Teesside Local History Society Bulletin and Journals, and multiples editions of the HSHAZ Historic Quarter Newsletters.

We have also had features on the Explore Your Archive Website including a 2 month long 'exhibition' on the Teesworks Collection.

Exhibitions

We have fed into and loaned material from the collections into local, national, and touring exhibitions which has raised the profile of the service on a much wider scale. Examples include:

- Colville Manuscript on display at Tees valley Arts in 2021 and will be on display again at Kirkleatham Museum in Summer 2023
- Ayresome Park Plans on display at the National Design Museum in London which has led to a touring exhibition where they will be on display in Europe and America
- Digital copies of material from our collections have been used for Tees Valley Museum Exhibitions such as the Comic Book Exhibition at Preston Park Museum and as part of the Heritage Action Zone Engagement Programme delivered by Navigator North
- ICI material was loaned to MIMA for their award winning 'Chemical Cities' exhibition in 2021

Conferences/Case Studies

- Chosen to present a case study on the work we have undertaken with Hart Gables to the CLOA roundtable on Equality, Diversity and Inclusion in leisure and cultural services
- Presenting a paper on the Teesworks Project at the Heritage, Community, Archives: Methods, Case Studies, Collaboration Conference

TV

- Ruth was interviewed as part of a segment for BBC Politics North and BBC Look North on industrial heritage and the importance of archives
- Regularly mentioned in discussion around the area's industrial heritage

Commercial Use of Images

We get regular requests for our material to be used to illustrate articles, books, reports and other publications. Notable examples include:

- Oxford Encyclopaedia of Asian History published by Oxford University Press
- Nostalgia book by local historians/authors

We have also been approached by artists and community groups to use our collections as inspiration for new commissions and ongoing creative projects.

Images from our collections have been used in the redesign of museums such as Land of Iron and Shanghai Jewish Refugees Museum.

Research into original material has been used to inform engineering projects locally, with the refurbishment of the Tyne Bridge, and internationally in places such as Nigeria.

Key Messages

- Raise awareness of the collections we hold
- Encourage people to use our resources
- Giving people a sense of identity and pride of place through engaging with their local history
- Creating a narrative

Goals and Objectives

- Increase engagement both digitally and in person
- Promote awareness of the archives (who we are, what we do, what we can offer)
- 'Sell' our services – public searchroom, paid research, document copying, private conservation, workshops, events etc.

Tactics & Metrics

- Continue to work on developing digital audience through creating more dynamic and diverse content on social media platforms
- Look at creating a more tailored offering for secondary school/college/university aged audiences – develop a careers in archives workshop
- Reach out to more local businesses and institutions to raise awareness and increase engagement with the archives
- Continue to look to promote the service through local and national publications (in print and online)
- Work with partner authorities marketing teams to push events and archive content across the Teesside Area
- Choose events more carefully to ensure we promote our services with the right audiences and signpost better to gain follow up engagement – digitally or in person

Report of:	Richard Horniman, Director of Regeneration and Culture Executive Member for Culture and Communities
-------------------	--

Submitted to:	Joint Archives Committee – 19 th October 2023
----------------------	--

Subject:	Budget Report
-----------------	---------------

Summary

Proposed decision(s)
That the Committee notes the position of the 2023-2024 budget.

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 2023-24 revenue budget for Teesside Archives

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 Q2 figures show that the service is on course to exceed its income target for the year by £4,093, with a small overspend forecast of £726. Some additional revenue has been received from South Tees Development Corporation, Ancestry and Historic England which has helped to secure this position. It has not been necessary to spend any significant amounts on equipment or conservation supplies. The position with regard to salaries is awaiting the outcome of the negotiations of the national settlement.

What decision(s) are being asked for?

That members note the expenditure on the 2023-24 budget.

Why is this being recommended?

N/A.

Other potential decisions and why these have not been recommended

N/A

Impact(s) of recommended decision(s)

Legal

N/A

Financial

N/A

Policy Framework

N/A

Equality and Diversity

N/A

Risk

N/A

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: Ruth Hobbins
Email: ruth_hobbins@middlesbrough.gov.uk

This page is intentionally left blank

Archives - 2023/24 Projects

	Current Budget Full Year £	Actual Year To Date £	Projected for Remainder of Year £
Income			
Depart for Digital, Culture Media & Sport	- 15,100	0	
Other Local Authorities Contributions	- 211,500	-13,672	204,107
Fees & charges	- 18,000	-25,884	4,980
Sales / Income		-492	
Capita Credit Card a/c		593	
Cost Transfers to Grants		-150	
Total Income	- 244,600	-39,606	209,087
Employees			
Local Gov. Services Pay	150,700	59,803	103,320
Local Gov. Services - Overtime		314	
Local Gov. Services NI (ers)	13,000	5,469	
Local Gov. Services PEN (ers)	17,300	6,907	
Allowance For Pay Award			
Other Payroll Costs	1,000	72	
NI(ers) on other payroll costs		3	
PEN(ers) on other payroll costs		7	
Car Allowances		449	500
Other Recoverable Charges		0	
Exam & Course fees		204	
		0	
Total Employees	182,000	73,229	103,820
Premises			
Rents	12,500	0	12,500
Shared Service costs (Premises)	2,000	0	
Total Premises	14,500	0	12,500
Transport			
Equipment	-	0	
Public Transport - general	-	354	300
Total Transport	-	354	300
Supplies and Services			
Vehicles Repairs & Maint		0	
Equipment Purchase	2,000	693	2,000
Stationery		77	
Office Expenses	6,000	0	3,000
Materials - general		363	
Clothing & Uniforms		0	
Printing		0	
Professional, commission & membership fees		4,800	
Computer Costs	5,800	0	1,000
Telephones Charges		78	28
Cost Transfers to Grants Supplies and Services		0	
Shared Service Costs (Supplies)		0	
Other supplies & services		3,047	1,000
Delivery costs		48	
Removals/relocations/storage	76,000	0	

Conservation costs	6,200	2,817	2,000
Other Local Authorities		0	
Call Off Other supplies & services		28,073	42,000
		0	
Total Supplies and Services	96,000	39,995	51,028
Total Expenditure	292,500	113,578	167,648
TOTAL TRANSACTIONS	47,900	73,973 -	41,439

Note - Projection excludes £13,672 of funds carried forward from previous year that are owed to the Other

ed Outturn As At Quarter 2

Full Year Projected Outturn £	Full Year Variance £	Notes/Comments
-	15,100	
- 217,779 -	6,279	
- 30,864 -	12,864	Includes £5,250 Ancestry / £3,000 Heritage Schools / £4800 South Tees Development Corporation and general fees and charges.
- 492 -	492	
593	593	
- 150 -	150	
- 248,693 -	4,093	
163,123	12,423	
314	314	
5,469 -	7,531	
6,907 -	10,393	
12,000	12,000	Currently assuming £1,925 + national insurnace and employer superannuation costs per full time employee
72 -	928	
3	3	
7	7	
949	949	
-	-	
204	204	
189,049	7,049	
12,500	-	
- -	2,000	
12,500 -	2,000	
-	-	
654	654	
654	654	
-	-	
2,693	693	Projector (£500) Annual cover charge for Scanner
77	77	
3,000 -	3,000	Training for Disaster Training for Archive & Museums
363	363	
-	-	
-	-	
4,800	4,800	Heritage Unlocked, funded from South Tees Development Corporation.
1,000 -	4,800	
106	106	
-	-	
-	-	
4,047	4,047	
48	48	
- -	76,000	

4,817	-	1,383	Conservator spends - buying archive boxes
-		-	
70,073		70,073	Restore - based on average of £6k a month as per Ruth. Council is challenging part of the increase.

-		-
91,023	-	4,977

293,226		726
---------	--	-----

44,534	-	3,366
--------	---	-------

Local Authorities

Archives - 2023/24 Projected Outturn As At Quarter 2

2023 / 2024 Budget Per Authority

Local Authority	Contribution %	Contribution £	Support Services @ 8%	Total Per Authority
Hartlepool	16.49%	£42,775	£5,188	£47,963
Middlesbrough	24.47%	£63,475	£5,188	£68,663
Redcar & Cleveland	24.17%	£62,697	£5,188	£67,885
Stockton	34.87%	£90,453	£5,188	£95,641
Total	100.00%	£259,400	£20,752	£280,152

2023 / 2024 Projections Per Authority

Local Authority	Contribution %	Contribution £	Support Services @ 8%	Total Per Authority	Projected Savings Compared To Budget
Hartlepool	16.49%	£41,000	£5,188	£46,188	-£1,775
Middlesbrough	24.47%	£60,842	£5,188	£66,030	-£2,633
Redcar & Cleveland	24.17%	£60,096	£5,188	£65,284	-£2,601
Stockton	34.87%	£86,701	£5,188	£91,889	-£3,752
Total	100.00%	£248,639	£20,752	£269,391	-£10,761

This page is intentionally left blank