

JOINT ARCHIVES COMMITTEE

A meeting of the Joint Archives Committee was held on Thursday 19 October 2023.

PRESENT: Councillors Nelson, Young and P Gavigan

OFFICERS: S Blood, hobbins, Connor and kirby

APOLOGIES FOR ABSENCE: R Horniman, Keeble, Case, Brook and P Storey

23/17 **WELCOME AND INTRODUCTIONS.**

23/18 **APOLOGIES FOR ABSENCE**

Apologies had been received from Councillor Brook and Councillor Storey.

23/19 **DECLARATIONS OF INTEREST**

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

23/20 **MINUTES-JOINT ARCHIVES COMMITTEE - 1 MARCH 2023**

The minutes of the Joint Archives Committee meeting held on 1 March 2023 were submitted and approved as a correct record.

23/21 **COMMENTS ON THE MINUTES.**

No comments were made in relation to the minutes.

23/22 **EXECUTIVE REPORT (INCLUDING FUTURE SERVICE DEVELOPMENT)**

The Archives Manager was in attendance and presented the Executive report to the committee.

The report outlined the following :

1. Collections,
2. Public Access and outreach,
3. Conservation and Preservation,
4. Digital Preservation,
5. Marketing and communication,
6. KPIs,
7. Future development of the Service,
8. Service Level agreement and terms of reference, and
9. Funding agreement

Whilst all sections of the report were discussed, there were a number of areas which were worth noting:

Future development of the service

The Committee were advised that the Lead officer group had been working with Tees Valley Combined Authority (TVCA) to incorporate feasibility work for the future of the Archives Service into the wider Tees Valley Heritage brief/ funded by TVCA.

The draft brief had been shared with lead officers for comments/ amends and it was expected that the brief would be submitted to the Chief Officers group on 15 November 2023 for approval prior to going out to tender.

The officer group had also asked for consideration to be taken regarding opportunities arising from the National Archives' new strategy (Archives for Everyone 2023-2027).

Funding agreement

The report stated that the Lead Officers were asked by the Joint archives committee 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 Joint archives committee, we are also exploring whether the Tees Valley Combined Authority (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 this can be taken through the appropriate channels internally. This is currently being produced by the Archives Manager.

The report provided the Committee with the engagement figures, as previously requested.

AGREED: That the report be noted.

23/23

TERMS OF REFERENCE AND SERVICE LEVEL AGREEMENT OF JOINT ARCHIVES COMMITTEE

The Creative Programmes Manager outlined that at the last meeting, there had been a discussion regarding amending the terms of reference and renewing the service level agreement.

The Manager advised that the Lead officer group had met, and it was advised that the service level agreement nor the terms of reference be review or changed until there is further clarity of the future development of the archives. As the current service level agreement (SLA) had expired, the Lead Officers propose that the SLA be rolled forward as it is until 31 March 2025.

AGREED:

That the terms of reference and SLA be rolled forward until 31 March 2025.

23/24

FUNDING AGREEMENT

As discussed in item 6 of the agenda.

23/25

BUDGET UPDATE

The Director of Regeneration and Culture submitted a report to update members on the 2023/2024 revenue budget for Teesside Archives.

The Archives Manager outlined that the Q2 figures show that the service was 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 was awaiting the outcome of the negotiations of the national settlement.

AGREED:

That the update be noted.

23/26

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

No items.