

## **JOINT ARCHIVES ADVISORY BOARD**

### **MINUTES OF MEETING HELD ON FRIDAY 6 DECEMBER 2019**

**Present:** Cllrs Tony Alford (Chairman), Richard Biggs, Simon Christopher, Matthew Hall and Tony Trent

Councillor Mark Howell attended via telephone conference call.

**Officers present (for all or part of the meeting):**

Simon Bailey (Head of Customer Service, Libraries and Archives), Medi Bernard (Library Service Manager, BCP Council), Chris Evans (Service Manager for Finance), Sam Johnston (Service Manager for Archives), Chris Saunders (Interim Director for Destination and Culture, BCP Council), John Sellgren (Executive Director, Place), Michael Spender (Museum and Arts Manager, BCP Council) and Helen Whitby (Senior Democratic Services Officer)

**1. Election of Chairman**

**Resolved**

1. That based on an annual meeting, chairmanship would move from Dorset Council to BCP Council and that the host council for the meeting would take the chair.
2. That Councillor Tony Alford be elected Chairman for the year 2019/20.

**2. Appointment of Vice-Chairman**

**Resolved**

That Councillor Mark Howell be appointed Vice-Chairman for the year 2019/20.

**3. Apologies**

Apologies for absence were received from Councillors Lesley Dedman and Nigel Hedges.

**4. Terms of Reference**

**Noted**

**5. Declarations of Interest**

No declarations of disclosable pecuniary interests were made at the meeting.

6. **Joint Archives Service: Budget Monitoring Report 2019/20 and Budget 2020/21**

The Board considered a report by the Executive Director of Place which provided details of the Joint Archive Service's financial position including reserves, its relative value for money and a suggested budget based on a further standstill settlement for 2020/21.

The Service Manager for Archives presented the report highlighting the current budget and the stand still position over the last 5/6 years, that details of the audit undertaken in 2015 were available, the value for money rating by CIPFA, the need for significant investment in the Dorset History Centre, its passive energy consumption, the budget outturn for next year, key budget pressures, general reserves, the summary of budgets if agreed and more detail of the reserve position.

With regard to why net expenditure for Wiltshire Council was so high, it was explained that this related to their prudential borrowing and repayments on capital investment.

**Resolved**

1. That the current financial position be noted.
2. That the efforts made by the JAS to reduce costs and to manage its finances to deliver the best outcomes for both funders and users of the service be noted.
3. That the budget for the financial year 2020/21 be approved.

7. **Joint Archives Service: Service Plan (2018-21) Monitoring Report and Capital Project Update**

The Board considered a report by the Executive Director of Place which set out the current and future work of the Joint Archives Service, key objectives and detailed information on activities as set out in the Service Plan and the risk register.

The Service Manager for Archives presented the report highlighting areas of good progress, the reduction of costs due to membership of the digital preservation consortium, pressing challenges for 2020, engagement undertaken across a variety of organisations and communities, engagement with Exeter University and the future signing of a Memorandum of Understanding with them, the closure to allow for new shelving to be installed, Local Government Reorganisation and implications for the archives and institutional memory, a request for members to encourage their councils to support paper and digital records in order to protect the institutional memories of the previous sovereign councils, only material which met the criteria was accepted for archive, the importance of the Dorset Archives Trust and other charities for fund raising, the capital project update, and the limited space available for future archiving and ongoing local authority discussions around the costs and funding to address this.

In relation to the Service Plan, the Service Manager highlighted items which were not "on track" and provided a quick update on each.

It was clarified that the Service Plan had been refreshed and that this had not substantially changed from the previous Plan apart from the RAG ratings.

**Resolved**

1. That the implementation of the 2018-21 service plan appended to the report be supported as demonstrating the quality and value for money provided by the JAS;
2. That the range of positive and innovative collections, learning and engagement related work undertaken by the JAS be noted;
3. That the relatively small size of the JAS staffing structure means that any future budget reductions will have a direct and clear impact on the service's ability to deliver the service plan be noted.
4. Post-LGR, the JAS's role in identifying, collecting and preserving the records of the 9 predecessor authorities be supported.

**Duration of meeting:** 2.00 - 2.30 pm

**Chairman**

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