

# Public Document Pack



## JOINT ARCHIVES ADVISORY BOARD

### MINUTES OF MEETING HELD ON FRIDAY 5 FEBRUARY 2021

**Present:** Cllrs Mohan Iyengar (Chairman), Jill Haynes (Vice-Chairman), Richard Biggs, Simon Christopher, Lesley Dedman, Matthew Hall and Marion Le Poidevin

**Apologies:** Cllr Nigel Hedges

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

Paul Ackrill (Service Manager (Finance)), Medi Bernard (Library Service Manager, BCP Council), Lisa. Cotton (Head of Customer Services, Libraries & Archives), Sam Johnston (Service Manager for Archives), Chris Saunders (Interim Director for Destination and Culture, BCP Council), Michael Spender (Museum and Arts Manager, BCP Council) and Fiona King (Senior Democratic Services Officer)

**8. Election of Chairman**

**Decision**

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 Mohan Iyengar be elected Chairman for the year 2020/21.

**9. Appointment of Vice-Chairman**

**Decision**

That Councillor Jill Haynes be appointed Vice-Chairman for the year 2020/21.

**10. Apologies**

An apology for absence was received from Cllr Nigel Hedges.

**11. Declarations of Interest**

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

**12. Minutes**

The minutes of the meeting held on 6 December 2019 were agreed as a correct record and would be signed by the Chairman at a later date.

Following a discussion on the voting procedure, it was noted that following legal advice the Chairman would move forward with no casting vote.

**13. Public Participation**

There were no submissions from town or parish councils or from members of the public.

**14. Budget Monitoring Report 2019/20 and Budget 2021/22**

The Service Manager for Archives gave a short presentation to members outlining the different aspects of the Service which is attached as an annexure to these minutes.

The Board considered a report by the Executive Director of Place which provided details of the Joint Archives Service (JAS) financial position including the impact of Covid-19, its reserves, its relative value for money and a suggested budget based on a further cash standstill settlement for 2021/22.

There was discussion on the following areas:-

- Impact of the pandemic on the Service
- Healthy reserves balance and whether any interest was accrued
- Level of reserves
- Any possible expansion of the Dorset History Centre building in the future

**Decision**

1. That the JAS's 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 a budget for the financial year 2021/22 be approved.

**15. Service Plan (2018-21) Monitoring Report**

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.

**Decisions**

1. That the implementation of the 2018-21 service plan appended to this report as demonstrating the quality and value for money provided by the JAS be endorsed;
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. That the JAS's role in identifying, transferring and preserving the records of the 9 predecessor authorities and the two new unitary councils be supported.

**16. Joint Archives Service: Review of Fees and Charges**

The Board considered a report which included a review of fees and charges in regard to new products and re-pricing together with recommendations for changes in Dorset History Centre Fees and Charges to take effect 1 April 2021.

The Chairman and Vice-Chairman thanked the Service Manager and all the team for keeping the Service going during very difficult circumstances.

**Decision**

That the revised fees and charges (set out in Appendices 1-2) be agreed and recommended to the executive bodies of the two councils for implementation from 1 April 2021.

**17. Urgent Items**

There were no urgent items of business.

**18. Exempt Business**

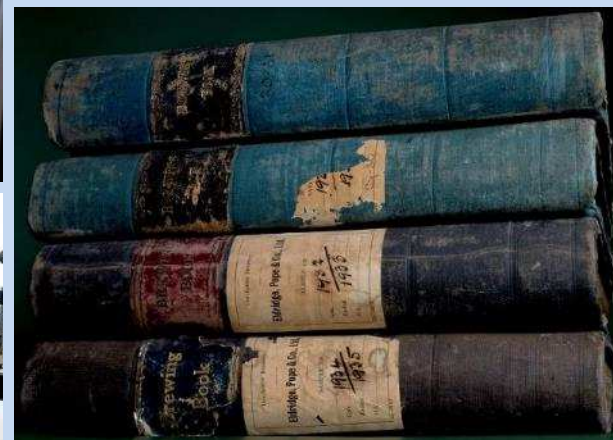
There was no exempt business.

**Duration of meeting:** 10.00 - 11.20 am

**Chairman**

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# Joint Archives Service/Dorset History Centre

An introduction to Archives and Local Studies

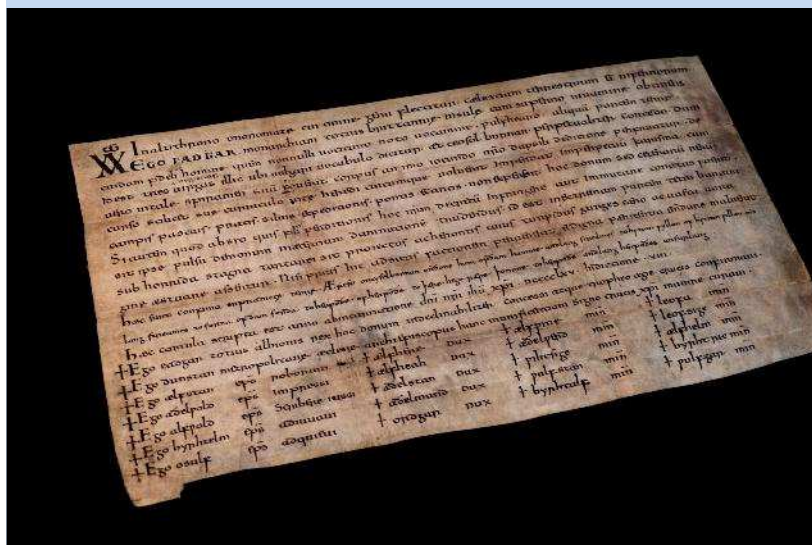




# JAS –functions



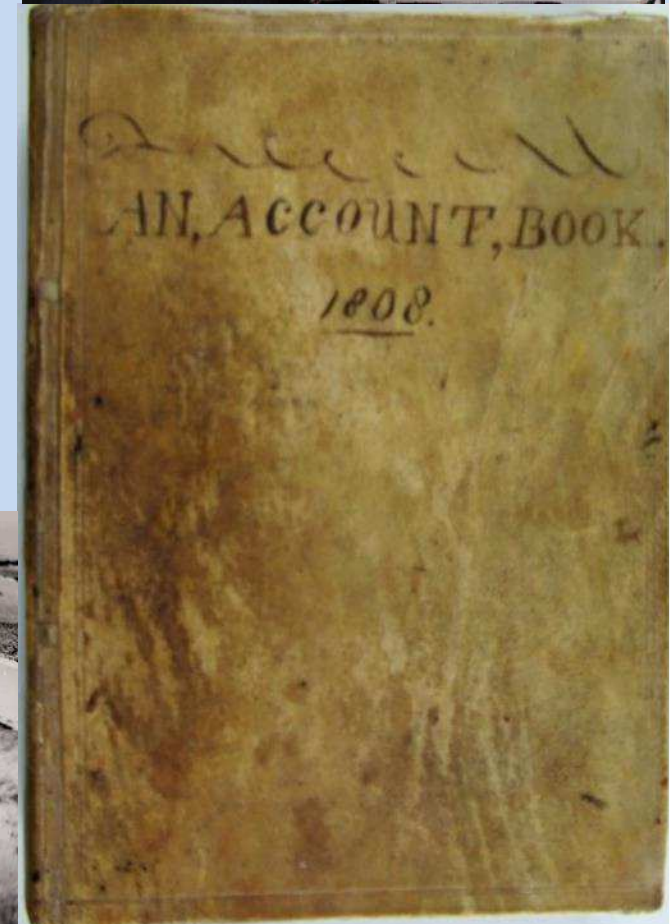
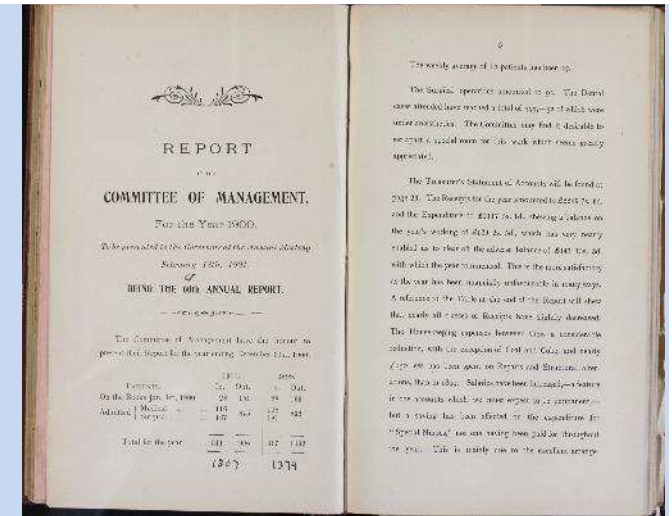
- Acquires and preserves archives (from AD965)
- Provides access – onsite, off-site and digitally
- Founded in 1955
- Accredited by The National Archives





# What are archives?

- Recorded information no longer required on a regular basis but which contains important information needed for future reference
- Unique; 'raw materials of history'
- A wide range of sources and varied subject matter
- Mixed media and formats
- About or created in Dorset



# Principal Record Types

- Local government— corporate memory
- Community-generated; individual and organisational
- Public Records – government-owned, locally held

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Olympic sailing in Weymouth & Portland | London 2012 Olympic Games

Preservica

Search ...

You are here: Home > Leisure and culture > 2012 Games Overview

Browse

- Legacy transport
- Legacy jobs, business and infrastructure
- Legacy tourism, housing and other benefits
- Legacy sailing, sports, arts and culture
- Olympic Games overview
- Paralympic Games overview
- Overview of the 2012 Games
- Dorset beyond the Olympic sailing events
- Weymouth & Portland Olympic and Paralympic Games photo gallery

## Olympic sailing in Weymouth & Portland | London 2012 Olympic Games

Listen

Dorset can look back with pride after hosting an amazing sailing competition as part of the London 2012 Olympic and Paralympic Games.

### Dorset's Olympic Legacy

We can now enjoy the legacy. Huge investments have been made which otherwise may not have happened. Improvements to transport, jobs, roads, infrastructure, arts, sports, sailing and tourism are among the benefits.

Localise content

Enter your postcode to see information for your area:

e.g. DT1 1XL

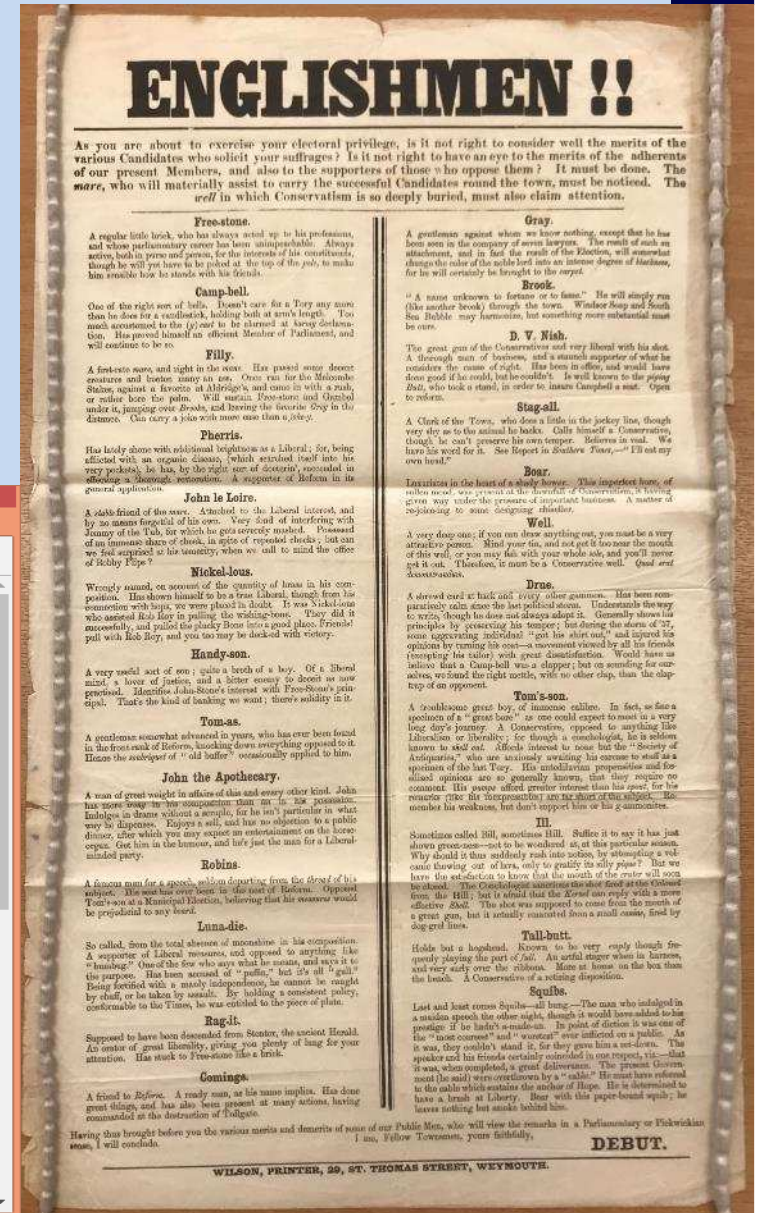
Search

Help

Legacy documents

See the [Weymouth and Portland Olympics Legacy documents](#).

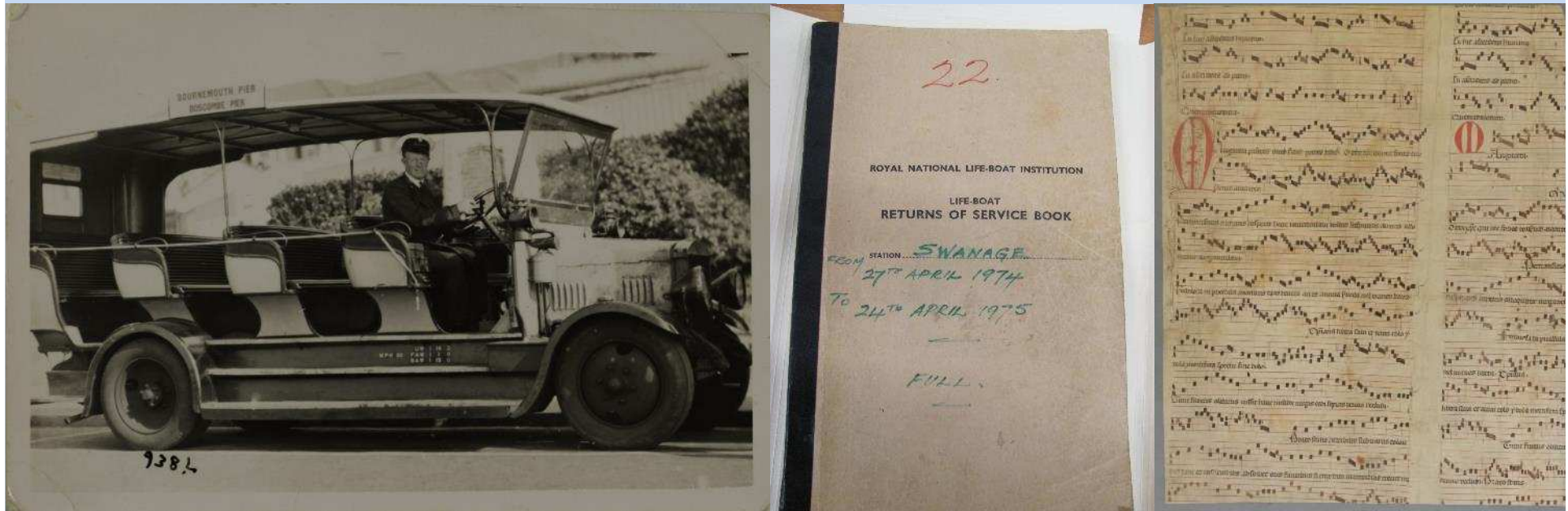
Is there anything wrong with this page?





# Archives – why do we keep them?

- Statutory – archives support legal compliance (GDPR/FoI) and risk mitigation
- Evidential – proving that something is correct (or is not)
- Cultural – our heritage – individual and shared memories





Local Studies Library



Family History Room



Archive Searchroom

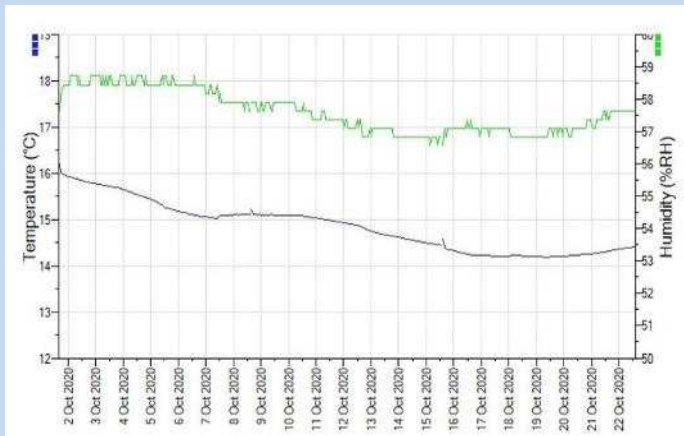
**On-site access**



# Users and their interests:

- Family history
- Local history
- Property history
- Corporate memory
- Official/professional
- Educational/academic





**Collections management/preservation/conservation**



# Digital preservation

- Increase in deposits of non-traditional media



- More extensive digitisation of paper records

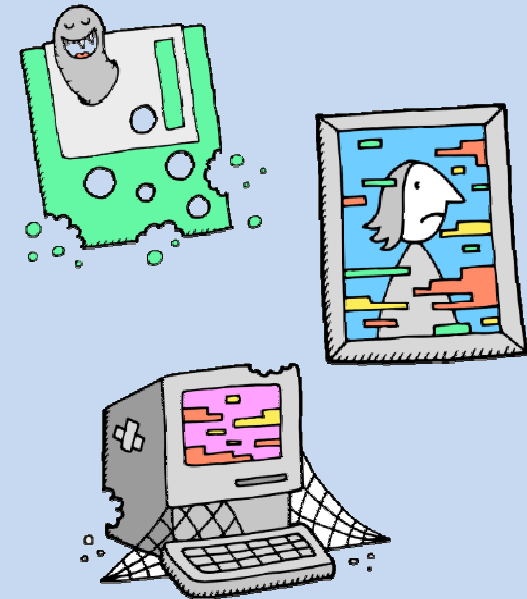


ancestry.com®



**Preservica®**

- Fragility of modern media; rapid technological development





## Community Engagement

- Reminiscence sessions / i-pads/ individual introductions; working with social care
- Workshops, training and talks on a range of subjects
- Supported placement opportunities for adults with learning disabilities
- Support for local history groups and projects e.g. Windrose

# Digital Engagement

- Online catalogue
- Ancestry.co.uk
- Blogs, newsletter, Twitter

Future development:

- Online galleries
- Digital mapping

ancestry Trees Search DNA Help Extras [Subscribe](#) [Sign in](#)

Search > Wills, Probates, Land, Tax & Criminal

## Dorset, England, Poor Law Apprenticeship Records, 1623-1898

**Search** ☐ Match all terms exactly

First & Middle Name(s) Last Name

Day Month Year Location

Birth:

Lived in:    e.g. London, England

Any Event:    e.g. London, England

Keyword:

e.g. "teacher" or "tower of London"

Apprentice or Master:

Gender:

Day Month Year

Event Date:

Provided in association with Dorset History Centre

**Browse this collection**

To browse this image set, select from the options below.

Description:

City:

**Related data collections**

[Dorset, England, Church of England Baptisms, Marriages and Burials, 1538-1812](#)

This data collection contains images of

**DORSET** Archive Catalogue **Dorset Council** **BCP** Dorset

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### Browse by category

<b>PARISH COLLECTIONS</b>	<b>FAMILY AND ESTATE</b>	<b>PHOTOGRAPHS</b>
<b>AUDIO-VISUAL AND ORAL HISTORY</b>	<b>BUSINESSES</b>	<b>COURT, POLICE AND PRISON</b>





# Volunteers

- Capacity building – adding value;
- Increasing range of roles
- *Investors in Volunteers* accreditation
- Online volunteering







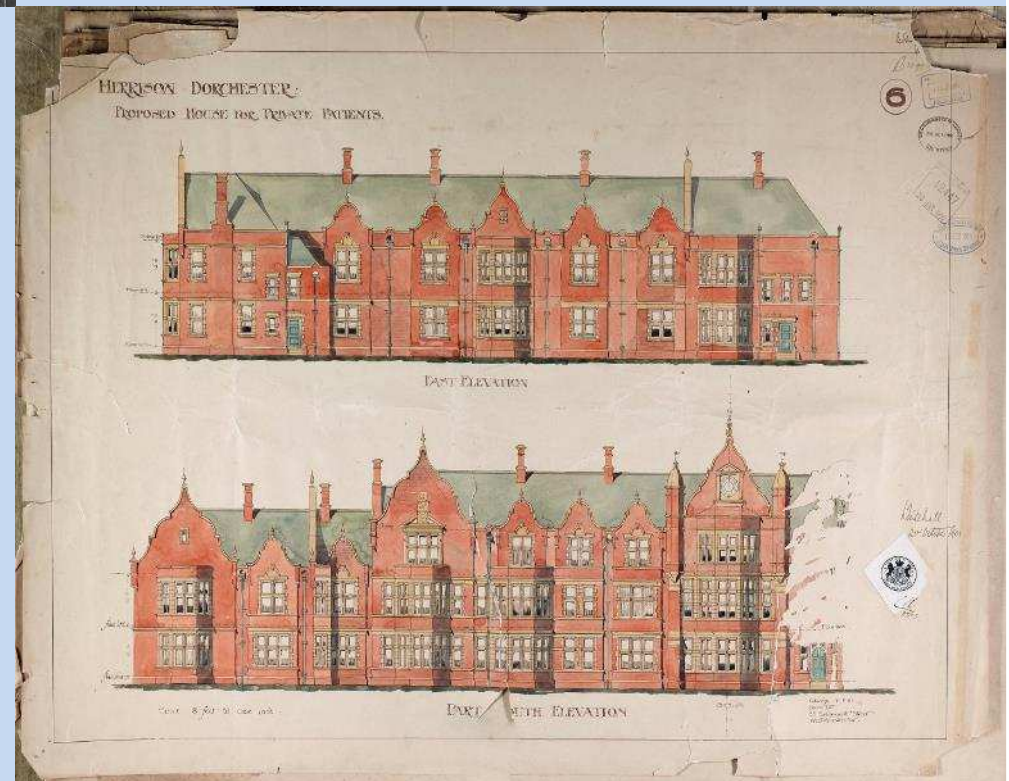
## Archive of Dame Elisabeth Frink

**DORSET**  
HISTORY CENTRE

- Cataloguing
- Preservation
- Promotion and UK-wide collaboration

## Herrison Hospital archive project 2019 to date

- Wellcome Trust-funded
- Catalogue, conserve and promote the collection
- Work with BU and University of Exeter



## Charity supporting the JAS: three key objectives:

- Fundraising
- Collections development
- Advocacy and support





## Recording the Pandemic

We are using webcrawling technology to take weekly snapshots of the coronavirus related pages on the Dorset Council and Bournemouth, Christchurch and Poole Council websites. The webpages describe the impact of the virus on local services and reflect the changing national advice.

Once captured, the archived webpages are safely stored in our digital preservation system. Details of the webpages are added to our catalogue for researchers to find. This work has been recognised by The National Archives in this year's case studies.

## Corona Diaries

In April we had over 150 people volunteer to be part of our Corona Diaries campaign! The diarists are recording their experiences of life in the time of COVID-19, and we will collect and keep their diaries for future research and use.



## Caring for the Collections

Our Conservator has worked on two large projects this year: conserving fragile documents for the Harrison Hospital Project funded by the Wellcome Trust, such as this medical journal; and preparing items for display in the new galleries at Dorset County Museum.

## 2020 Stats Online Media

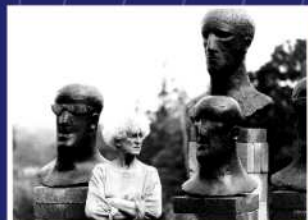
- 2,676,596 Ancestry page views
- 117 blogs published
  - Compared to 52 in 2019
- 27,400 views of the blog
  - Compared to 11,306 in 2019
- 2,614 Twitter followers
  - Compared to 2,296 in 2019
- Newsletter subscribers 11,335
  - Compared to 11,112 in 2019

## Volunteering

The pandemic had a huge impact on our volunteering teams. Many of whom saw their usual role disappear or be severely curtailed. However, our oral history and Letters Live volunteers have been able to work remotely via Teams and taught us new ways to collaborate online.

## Elisabeth Frink Project

We completed the bulk of the cataloguing of world-renowned sculptor Dame Elisabeth Frink's archive and supplied content to an important exhibition of the artist's work at Messums, Wiltshire.



## 2020 Stats Public Services

- 1,948 enquiries (an 11% increase on 2019)
- 294 reprographics orders
- 6,503 documents produced in the searchroom
  - An average of 723 documents per month

# 2020 Year in Review

*2020 will be remembered for the challenges brought about by the Covid pandemic. However, much activity still went on behind the scenes at Dorset History Centre. We'd like to share with you some of the highlights.*

## Working Together

We have forged close links with both Bournemouth and Exeter universities and have signed a Memorandum of Understanding with each to support partnership working. The service has also been working hard to collect in the records of the nine councils that existed before Local Government Reorganisation in 2019.

## Museums

We worked with Dorset's 28 Accredited museums to support them with the organisational, logistical and financial challenges caused by Covid. So far, over £3 million of emergency funding has been sourced to help secure their future.

## Fundraising for Hardy

With Dorset Archives Trust, we raised, via grant applications and crowd-funding, an incredible £50,000 to purchase an important archive of Thomas Hardy's manuscripts and printed books.



## Reopening the Archive

In July we reopened to the public after lockdown with new rules and restrictions. Following this reopening, we were fully booked every week until November, helping people undertake their research safely!

## Bridging the Gap

We are delighted to be hosting a Digital Archive Trainee as part of The National Archives' Bridging the Digital Gap programme. The programme aims to bring new perspectives into the archive sector. We look forward to working with our Trainee Eimear from January 2021!

## New Accessions

Despite the pandemic and closure of DHC, we took in 210 new accessions over 2020. One was the archive of the former Beales Department Stores.

Following announcements that Beales was experiencing financial difficulties and set to close for good, we made urgent approaches to the administrators about saving the collection. The archive was collected from the Bournemouth store on the company's last day of trading in March 2020 - a day before the first lockdown.



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