

**JOINT ARCHIVES ADVISORY BOARD**

**MINUTES OF MEETING HELD ON WEDNESDAY 30 MARCH 2022**

**Present:** Cllrs Richard Biggs, Simon Christopher, Matthew Hall, Laura Miller and Marion Le Poidevin

**Apologies:** Cllrs Lesley Dedman, Beverley Dunlop and Nigel Hedges

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

Lisa Cotton (Head of Customer Services, Libraries & Archives), Sam Johnston (Service Manager for Archives), Matti Raudsepp (Corporate Director Customer and Business Delivery, BCP Council), Paul Ackrill (Service Manager (Finance)), John Miles (Democratic Services Officer Apprentice) and George Dare (Senior Democratic Services Officer)

**28. Election of Chairman**

Proposed by Cllr Hall, seconded by Cllr Biggs.

**Decision: That Cllr Laura Miller be appointed as Chairman for the year 2022.**

**29. Appointment of Vice-Chairman**

Proposed by Cllr Miller, seconded by Cllr Biggs.

**Decision: That Cllr Marion Le Poidevin be appointed as Vice-Chairman for the year 2022.**

**30. Apologies**

Apologies for absence were received from Cllrs Dedman, Dunlop, and Hedges.

**31. Declarations of Interest**

There were no declarations of interest.

**32. Minutes**

Proposed by Cllr Hall, seconded by Cllr Le Poidevin.

**Decision: That the minutes of the meeting held on 13 April 2021 be confirmed and signed.**

### 33. **Public Participation**

There was no public participation.

### 34. **Councillor Questions**

There were no questions from councillors.

### 35. **JAS Service Plan (2021-26) Monitoring Report**

The Service Manager for Archives and Records introduced the monitoring report for the Joint Archives Service Plan. The impacts of covid have been significant but there were positive responses. There has been further work on creating digital records and there was a substantial project to address the records and archives backlog from local government reorganisation. There was a hope to start the national lottery funding process by early summer to get funding to extend the archives building.

In response to the report, the following points were raised and noted:

- There were significant positives in the report.
- Aware that there would be cost increases for building overtime.
- A £20,000 figure covered the risk of not having capacity to build an extension.
- Personal and private visits to the centre have reduced but they often take longer.
- Volunteers and community groups go to the centre.
- It would be possible to find extra storage space at short notice.
- The building could be extended just for extra storage but that would not bring any other benefits.

Proposed by Cllr Biggs and seconded by Cllr Hall.

#### **Decision:**

1. That the implementation of the 2021-2026 service plan as demonstrating the quality and value for money provided by the Joint Archive Service be endorsed.
2. That the range of positive and innovative collections, learning and engagement related work undertaken by the Joint Archives Service be noted.
3. That the Joint Archives Service's ongoing role with Records Management colleagues in identifying, transferring, and preserving the paper and digital records of the 9 predecessor authorities and the 2 new unitary councils be supported.
4. That the Joint Archives Service moving forward with a newly shaped capital project be supported.
5. That the recommendation for the Joint Archives Service to draw down £20,000 from reserves in order to find a consultant to work on a bid to the National Lottery Heritage Fund, be agreed.

### 36. **Budget Monitoring 2021/22 and Budget 2022/23**

The Service Manager for Archives and Records introduced the budget monitoring report and the budget for 2022-23. The budget was split between both Dorset and Bournemouth, Christchurch, and Poole Councils. The service has managed with the available resources and costs for energy has reduced by 60-65% due to the installation of solar PV panels. The appendices to the report provided the current spend and the reserve position.

Cllr Miller felt that the reduction in energy costs was very impressive.

Cllr Biggs asked for there to be a small increase in the budget each year to avoid big increases to the budget in the future.

Proposed by Cllr Christopher, seconded by Cllr Hall.

#### **Decision:**

1. That the Joint Archives Service's current financial position be noted.
2. That the efforts made by the Joint Archives Service 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 2022/23 be approved.

### 37. **Revised Inter-Authority Agreement for the Joint Archives Service - an Update**

The Head of Customer and Community Services introduced the report on the revised inter-authority agreement. The current agreement has been in place since 1997 and both council's legal services were revising the agreement. The proposed governance model for the Joint Archives Service was outlined. The frequency of board meetings would be increased to support the service. Once the inter-authority agreement was complete, it would need to be approved by both authorities' cabinets.

The board discussed the contents of the revised inter-authority agreement, and the following points were raised:

- The membership of the board would be reduced under the new agreement.
- There was an option for reserve members on the revised board.
- The board represents a wide and diverse area.
- Other Dorset-wide boards have fewer members.
- There was a need to do more to engage with members from both councils.
- Each area of Bournemouth, Christchurch, and Poole has different heritage.
- There was support for an increased frequency of meetings.

Cllr Miller proposed that the recommendations as set out in the report be endorsed and supported. There was no seconder for this proposal.

Members discussed an amendment to the proposed future governance proposals as detailed in part 5 of the report.

A motion was proposed by Cllr Biggs, seconded by Cllr Le Poidevin.

**Decision:** That the future governance proposals be amended so that 3 members from Dorset Council and 3 members from Bournemouth, Christchurch and Poole Council be included as representatives of the future Joint Archive Board.

Following this decision, it was proposed by Cllr Hall and seconded by Cllr Le Poidevin that the recommendations as set out in the report be endorsed and supported.

**Decision:**

- 1) That the purposes of the revised inter authority agreement be endorsed.
- 2) That the revised governance model for the Joint Archive Service be endorsed.
- 3) That the board support for recommendation to each council's cabinet the ongoing development and completion of:
  - a) The revised Inter-Authority Agreement for the provision of the Joint Archive Service
  - b) The future governance model, to provide strategic oversight of the Joint Archive Service.

### **38. Urgent Items**

There were no urgent items.

### **39. Exempt Business**

There was no exempt business.

**Duration of meeting:** 10.00 - 11.03 am

**Chairman**

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