

PARTNERSHIP GOVERNANCE – REVIEW OF PARTNERSHIP ACTIVITY TEMPLATE AND GUIDANCE NOTES

1. NAME OF PARTNER ORGANISATION:

South Yorkshire Joint Advisory Committee on Archives

2. OBJECTIVES OF THE ORGANISATION

To oversee the maintenance of the archival holdings of the former South Yorkshire County Record Office [SYCRO] in accordance with the Joint Archives Agreement of 1988 (copy attached).

To hear reports at its quarterly meetings from the Sheffield City Archivist, whose responsibility it is to store and make available the former SYCRO holdings on behalf of the four South Yorkshire unitary authorities, on all aspects of the operation of Sheffield City Archives that have a bearing on the former SYCRO holdings

To make recommendations as to the level of budgetary support to be made available each year by the four South Yorkshire unitary authorities for maintenance of the former SYCRO holdings

3. NAME OF THE COUNCIL'S REPRESENTATIVE(S) APPOINTED TO THE ORGANISATION AND THE CAPACITY IN WHICH THEY SERVE:

Councillor Nigel Ball
Councillor Sue Wilkinson

4. NAME OF COUNCIL'S LEAD OFFICER:

Nick Stopforth, Head of Libraries and Culture

5. KEY ACTIVITIES UNDERTAKEN DURING THE PERIOD 1st April 2017 – 31st March 2018

The committee met at Rotherham Town Hall on 29 June, 28 September, and 7 December 2017, and 22 March 2018. The minutes of three of these meetings are attached along with the agenda for the most recent meeting.

Whilst the committee is established to provide an oversight of the curation and maintenance of the South Yorkshire Archive holdings, the business presented at partnership meetings is wide ranging and there appears to be little to report in terms of the holdings themselves.

Meetings instead report updates from the partner Authorities on developments within the individual Archive services, or of the shared work of the Archives across the South Yorkshire region, as reported in examples in the Appendices.

6. KEY ACTIVITIES EXPECTED TO BE UNDERTAKEN DURING THE PERIOD 1st April 2018 – 31st March 2019

The committee will meet at Barnsley Town Hall on 7 June, 6 September, and 6 December 2018, and 7 March 2019

The committee is responsible for the oversight of holdings from South Yorkshire Archives. None of the content pertains to Barnsley or Rotherham, as these authorities did not have Archives at the time of South Yorkshire holdings.

As stated above, there is no evident work-plan for the committee. Committee matters are co-ordinated through a secretary based at Sheffield City Council, and committee business is co-ordinated and managed through Sheffield City Council as this is the Local Authority with oversight of the South Yorkshire holdings. The content of committee meetings is highlighted in the appendices.

7. DETAILS OF ANY SIGNIFICANT GOVERNANCE ISSUES

There are currently no significant governance issues to report.

It is recommended that Doncaster Council requests via the committee a review of the functions of the committee, the cost benefit of membership of the committee, and the publication of a work-plan to advance the purpose and functions of the committee. For 18-19, this would include an update from the Head of Service to the Council on any existing or proposed KPIs, and an evaluation of the merits of the current arrangements, and any viable alternative arrangements.

8. ADDITIONAL COMMENTS

The SYCRO holdings have been reduced over the past decade by transfer to the archives at Barnsley, Doncaster, Rotherham and Sheffield of those papers identified as relating specifically to one of the four authorities. The indivisible records, such as those produced by the police and fire services of the county, and some records with relevance to more than one authority, have been kept with the SYCRO holdings.

Since the third quarter of the year 2009-2010 a report on activities at all four local authority archives services in South Yorkshire has been compiled by the heads of these services and submitted with the committee papers for consideration by the elected members who sit on the committee. Two recent examples of the report are attached.

9. PLEASE STATE NAME OF RELEVANT DIRECTOR OR ASSISTANT DIRECTOR

Damian Allen, Director of People

10. DATE:

10th April 2018

11. DATE OF NEXT SCHEDULED REPORT

April 2019