

EXECUTIVE FUNCTIONS DECISION RECORD

The following decision was taken on Tuesday 6 November 2018 by: -

Councillor Nigel Ball, Cabinet Member for Public Health, Leisure and Culture

Date notified to all Members – Tuesday 6 November 2018

End of the call-in period is 5.00 p.m. on Thursday 15 November 2018

This decision can be implemented from Friday 16 November 2018

Present : Councillor Nigel Ball
Damian Allen, Director of People

1. AGENDA ITEM NUMBER AND TITLE

Approval of three Archives Documents – the Collections Development Policy, Collections Care Plan and Emergency Plan

2. DECISION TAKEN

That the Cabinet Member approve the Archives Collections Development Policy, Collections Care Plan and Emergency Plan.

3. REASONS FOR DECISION

This report is being submitted as official approval of the following three Archives documents; Collections Development Policy, Collections Care Plan and Emergency Plan, which is required for the Council's application for Archives Accreditation.

The Collections Development Policy sets out for the next five years how, and what the Doncaster Archives will collect. The Policy has reviewed the current collections and identified areas of under-representation, and the Policy commits to making these collecting priorities for the Archives; this includes the Council's own 'Born Digital' records.

The Collections Care Plan looks at how the collection is cared for, including environmental conditions, security, fire prevention. As part of this work it assesses the current state of the building, outlining what is being done to address this and care for the collection. There is an action plan for improvements that are being made.

The Emergency Plan is a comprehensive plan for how to rescue the collection from a disaster such as fire or flood.

In 2013, the first scheme for Archives Accreditation came into effect, mirroring the

successful Museum scheme that has been in place since 1988. Archives Accreditation is currently aimed at Archives that are Places of Deposit, which are official locations for public records, and aims to define good practice and agreed standards for archive services across the UK, thereby encouraging and supporting the development of an excellent archive service.

As Doncaster Archives are an official Place of Deposit we were asked to apply this summer and submitted our application at the end of August. This approval is required before the Committee meet to discuss our application on 21 November 2018.

5. ALTERNATIVES CONSIDERED AND REJECTED

To not approve the Archives Collections Development Policy, Collections Care Plan and Emergency Plan. This would result in an automatic failure of the Accreditation application and convey a message to The National Archives of a lack of support for the Archive service within Doncaster.

To approve the Archives Collections Development Policy, Collections Care Plan and Emergency Plan. Although the current state of the Archives building means that a successful Accreditation application is unlikely at this time, the National Archives wishes to engage pro-actively with Places of Deposit such as; Doncaster to improve services to Accreditation standard and the approval of these documents would demonstrate support for the application and for the development of an excellent archives service generally.

6. DECLARATIONS OF INTEREST AND DISPENSATIONS

None.

7. IF EXEMPT, REASON FOR EXEMPTION

Appendix C to the report (Emergency Plan) is NOT FOR PUBLICATION because it contains exempt information within paragraph 1 of Schedule 12A of the Local Government Act 1972, as amended - Information relating to any individual and because it contains exempt information within paragraph 7 of Schedule 12A of the Local Government Act 1972, as amended - Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

8. RESPECTIVE DIRECTOR RESPONSIBLE FOR IMPLEMENTATION

Damian Allen, Director of People (DCS/DASS)

Signed 

Chair/Decision Maker