

Staffordshire and Stoke-on-Trent Joint Archives Committee

Thursday, 26 March 2015

2.30 pm

Ground Floor, City Central library, Bethesda Street, Stoke-on-Trent ST1 3RS

John Tradewell
Interim Chief Executive
18 March 2015

A G E N D A

1. **Apologies**
2. **Declarations of Interest in accordance with Standing Order 16**
3. **Minutes of the meeting held on 20 November 2014** (Pages 1 - 4)
4. **Staffordshire and Stoke on Trent Archive Service: Annual Service Plan 2014/15: Predicted Outturn Performance** (Pages 5 - 18)

Report of Director for Place and Deputy Chief Executive (Staffordshire County Council) and Director of Adult and Neighbourhood Services (Stoke on Trent City Council)

5. **Joint Archive Service - Predicted Outturn 2014/15** (Pages 19 - 30)

Joint report of the Director of Finance and Resources (Staffordshire County Council) and the City Director of Resources (Stoke-on-Trent City Council)

6. **Staffordshire and Stoke-on-Trent Archive Service: Forward Plan Vision for Service 2015** (Pages 31 - 50)

Report of Director for Place and Deputy Chief Executive (Staffordshire County Council) and Director of People – Assistant Chief Executive (Stoke on Trent City Council)

7. **Archive Accreditation and Customer Service Excellence Standards** (Pages 51 - 56)

Report of Director for Place and Deputy Chief Executive (Staffordshire County Council) and Director of People – Assistant Chief Executive (Stoke on Trent City Council)

8. **Staffordshire and Stoke-on-Trent Archive Service : Digital Engagement Strategy Update and Case Study** (Pages 57 - 64)

Report of Director for Place and Deputy Chief Executive (Staffordshire County Council) and Director of People – Assistant Chief Executive (Stoke on Trent City Council)

9. Date of next meeting - 18 June 2015

The next meeting will be held at the County Records Office, Eastgate Street, Stafford.

10. Exclusion of the public

The Chairman to move:-

“That the public be excluded from the meeting for the following items of business which involve the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A (as amended) of the Local Government Act 1972 indicated below”.

PART TWO

(All reports in this section are on pink paper)

11. Joint Archive Service: Acquisition of the Minton Archive (Exemption paragraph 3) (Pages 65 - 70)

Report of Director for Place and Deputy Chief Executive (Staffordshire County Council) and Director of People – Assistant Chief Executive (Stoke on Trent City Council)

Membership	
Ben Adams (Vice-Chairman)	Substitute
Olwen Hamer (Chairman)	Mark Winnington
Ian Parry	Mike Lawrence
Mike Davies (Observer)	Adrian Knapper

Note for Members of the Press and Public

Filming of Meetings

The Open (public) section of this meeting may be filmed for live or later broadcasting or other use, and, if you are at the meeting, you may be filmed, and are deemed to have agreed to being filmed and to the use of the recording for broadcast and/or other purposes.

Recording by Press and Public

Recording (including by the use of social media) by the Press and Public is permitted from the public seating area provided it does not, in the opinion of the chairman, disrupt the meeting.