

Single Member Cabinet Decision

Executive
Forward Plan
Reference

E3243

Bath Record Office Collections Management Policies

Decision maker	Cllr Paul Crossley, Cabinet Member for Communities
The Issue	The Government agency overseeing record offices, The National Archives (TNA), requires collections management policies to be adopted by governing bodies every five years as an essential criterion for achieving Accredited status. Accreditation demonstrates governing body commitment to upholding standards of best practice in the management, care and accessibility of public records. Without Accreditation TNA may review Bath Record Office's status as a Place of Deposit.
Decision Date	Not before 21 November 2020
The decision	The Cabinet Member agrees to the adoption of the Bath Record Office (BRO) Collections Management Policies.
Rationale for decision	<p>This authority has always observed best practice in the management and development of its and archive collections. Record office governing bodies are required to meet minimum standards of collections care and development to qualify for the Government's Accreditation standard administered by The National Archives (TNA). Updating these policies is a way of ensuring that they remain in line with national best practice and are fit for purpose.</p> <p>Accreditation marks governing bodies as worthy guardians of unique public collections of archives which they hold in trust for the public good. It is also a criterion required by many grant-giving bodies as evidence of sound stewardship of the collections.</p> <p>The rationale for the recommendation is that BRO is currently not Accredited. Without approved policies BRO cannot apply for Accreditation. Failure to achieve Accreditation may trigger a review of BRO's Place of Deposit status by TNA.</p>
Financial and budget implications	No addition cost arises from adopting these policies, other than potential loss of access to grant-aid.
Issues considered	Social Inclusion; Customer Focus; Sustainability; Young People; Equalities; Other Legal Considerations – an archives service within a local authority is statutory under the Local Government Act 1972.
Consultation undertaken	TNA, Archives South West, Heritage Services' service users, BRO volunteers, and with reference to user data and Public Services Quality Group surveys. Learning & Participation Manager, S151 Finance Officer; Monitoring Officer; SLT.
How consultation was carried out	In person, by email and by skype / zoom meetings.

Other options considered	To do nothing. This would risk loss of the authority's reputation for good practice and loss of access to grant-aid; option is not recommended.
Declaration of interest by Cabinet Member for decision	None
Any conflict of interest declared by anyone who is consulted by a Member taking the decision	

Name and Signature of Decision Maker	Councillor Paul Crossley. Cabinet Member for Communities
Date of Signature	21 November 2020
Subject to Call-in until 5 Working days have elapsed following publication of the decision	