

Report to the Cabinet

Meeting to be held on Thursday, 11 June 2020

Report of the Head of Service - Libraries, Museums, Culture and Archives

Part I

Electoral Division affected:
(All Divisions);

Archive Service Accreditation: Service Policies

(Appendix 'A' refers)

Contact for further information:

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Executive Summary

This report outlines the Archive Service Accreditation standard achieved by Lancashire Archives in 2014 and requests approval of the key policy documents (Appendix 'A' refers) that are required for Lancashire Archives to re-apply for Accreditation.

Recommendation

Cabinet is asked to approve the key policy documents, as set out at Appendix 'A', necessary to retain the Archive Service Accreditation standard.

Background and Advice

Archive Service Accreditation is the UK standard for archive services. The standard defines good practice and identifies agreed standards to support development and improvement throughout the sector. In 2014, Lancashire Archives was one of the first services to achieve Accreditation. The award was reviewed successfully in 2017, but the service must re-apply for Accreditation by 31 July 2020.

The policies (all of which are included at Appendix 'A') followed by the Archive Service ensure an effective and co-ordinated approach to managing the collections.

- The overarching *Collections Management Policy* connects the four areas of archive activity – collection development, information about the collections, care and conservation, and access, and explains how they work together to support the archive service mission.
- The *Collections Development Policy* covers the acquisition, appraisal and disposal of material and outlines in detail what Lancashire Archives collects

and how we will ensure that our collections continue to be a unique resource for everyone researching any aspect of Lancashire's past.

It is based on the former Collecting Policy Statement and Strategy, which was approved by the Cabinet Member for Adult and Community Services in 2007.

- The *Collections Information Policy* specifies how information about the collections is recorded and enhanced, and the standards and procedures which must apply to this.
- The *Collections Care and Conservation Policy* guides our approach to archive storage and to preventive and remedial conservation so that we ensure long-term preservation of and access to the collection. It is based on the former Preservation Policy, which was approved by the Cabinet Member for Adult and Community Services in 2007.
- The *Access Policy* states that '*Lancashire Archives collects and preserves archives and documents to provide a unique resource for everyone interested in Lancashire's history and people*' and specifies the ways in which access to the archive collections is provided and enhanced for all stakeholders.

The policies were approved by the Head of Cultural Services in 2014. However the revised Accreditation criteria and the county council's constitution both require that policies be approved by Cabinet. The policies have been reviewed and updated slightly to refer to the most recent standards and current legislation, and to recognise the increasing quantity of digital material, which we now receive for preservation. They now also refer to 'in normal circumstances' to allow for necessary changes to service delivery because of the current pandemic. There are no other material changes to the policies.

Consultations

Archives staff have been consulted about the revisions and external professional advice taken as required.

Implications:

This item has the following implications, as indicated:

If the policy documents are not approved by Cabinet then the Archive Service will not be able to submit its Accreditation return in July 2020 and will lose its accredited status. This would reduce the opportunities for the service to apply for external funding from the National Lottery Heritage Fund and other funding bodies for which holding accredited status is a frequently required condition. It would also result in a loss of reputation and status for the service and for Lancashire County Council.

Risk Management

Financial

There are no financial implications in applying for Accreditation and approving the archive policy documents.

Equality and Cohesion

The principal manager for Equalities and Cohesion has stated that there should be no key issues from an equality and cohesion perspective. The documents reflect the requirements of both the Equality Act 2010 and aims of the Public Sector Equality Duty including making specific references to seeking material from a range of community groups and promoting/advancing equality of opportunity

List of Background Papers

Paper	Date	Contact/Tel
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None		
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Reason for inclusion in Part II, if appropriate

N/A