

Staffordshire and Stoke-on-Trent Joint Archives Committee

Thursday, 20 June 2013

10.30 am

County Record Office, Eastgate Street, Stafford

John Tradewell
Director of Democracy, Law and Transformation
12 June 2013

A G E N D A

1. Appointment of Chairman and Vice-Chairman

The standing orders for the Joint Committee state that: -

“At its annual meeting the Joint Committee shall elect until the date fixed for the next following annual meeting a Chairman and Vice-Chairman from amongst its members (on a rotating basis alternatively between the two Council’s) but so that the Chairman and Vice-Chairman shall not be representatives of the same Council”.

At the Joint Committee meeting on 21 June 2012, Dr. Janine Bridges was appointed Chairman and Mr. P. Corfield was appointed Vice-Chairman up to the annual meeting of the Joint Committee in 2013.

2. Apologies

3. Declarations of Interest in accordance with Standing Order 16

4. Minutes of the meeting held on 21 February 2013 (Pages 1 - 4)

5. Staffordshire and Stoke-on-Trent Archive Services: Annual Report 2012/13 (Pages 5 - 8)

Joint report of the Director for Place and Deputy Chief Executive and Director of People
- Adult and Neighbourhood Services

6. Joint Archive Service - Outturn 2012/13 (Pages 9 - 14)

Joint report of the Director of Finance and Resources and the City Director of Central
Services

7. Inspection by the National Archives (Pages 15 - 18)

Joint report of the Director for Place and Deputy Chief Executive and the Director of
People - Adult and Neighbourhood Services

8. **Review of Volunteer Policy** (Pages 19 - 28)

Joint report of the Director for Place and Deputy Chief Executive and the Director of People - Adult and Neighbourhood Services

9. **Date of next meeting - 21 November 2013**

The meeting will be held in the City Centre Library, Hanley, Stoke-on-Trent

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. **Award of Contract to Digitise key family history collections** (Pages 29 - 32)

(exemption paragraph 3)

Joint report of the Director for Place and Deputy Chief Executive and the Director of People - Adult and Neighbourhood Services

Membership

Janine Bridges (Chairman)	Substitutes
Ian Parry	Ben Adams
Mike Lawrence	Gwen Hassall
Michael Greatorex (Observer)	Mark Winnington