

Implementation Steering Group Note of Meeting held 29 September 2014

Meeting Chair: Alison Turton

Meeting Secretary: Kiara King

Attendees: Kiara King, Alison Turton, Alison Rosie, Lesley Richmond, Cheryl Brown and Rachael Muir.

1. Apologies

Rowan Brown, Janice Miller, Alex Ritchie, Kirsty Lingstadt, Kevin Wilbraham and Kenneth Dunn

2. Minutes

Minutes of the previous meeting were approved.

3. Matters Arising

• **BASIG update**

No further details have been received on the subject of a proposed round table discussion on the English and Welsh strategy and status of BASIG group. However, NSBAS remain keen to be included in this discussion.

We also felt that joint working with the BAC through BACS and strategy meetings would be beneficial particular on our records aid project and crisis management team issues.

Lesley as BACS chair to approach Mike Anson about a joint BAC/BACS meeting.

• **Case Studies**

The focus is still on finishing the IPA themed case studies and to promote them via broadsheet to also ask for other examples.

**Kiara to work with Cheryl on finishing IPA case studies.
Kiara to follow up on SCA's previous suggestion of promoting case studies in
Broadsheet.**

• **Insolvency Practitioners**

The Business Archives Council of Scotland is planning a training day on the topic of 'Records at Risk'. This will hopefully include the Joan Auld lecture given by Gary Fraser of KPMG one of the firms that helped to save the Stoddard-Templeton collection.

This event will give a deadline for working on the draft web pages that we have. Lesley raised the need to consult with insolvency practitioners about what will make the guidance work for them and find out at what stage does record-keeping fit into the insolvency process.

**Kiara and Cheryl to work on draft web pages and circulate for comment.
Rowan to provide a statement on museums and objects.
Kiara to contact BAC and CMT once draft is ready.**

• **Commonwealth activity**

The group had previously discussed a social media project to tie in with games in Glasgow. However, although Kiara later discussed it with the SCA, but due to workload we didn't have time to create a campaign.

4. Terms of Reference update

The terms of reference document was updated to include details of Cheryl Brown and Rachael Muir who have both joined the group. We thanked Vicky Stretch for her time as the ARA Section for Business Records representative and welcomed Cheryl and Rachael formally to the group.

Kiara to add TOR document to strategy website.

5. Engagement Activities

- WDYTYA Live

Kiara and Cheryl along with Amanda Nobel from BACS had staffed a business archives themed table at the August Who Do You Think You Are Live event that the SCA had presence at. Alison Rosie had also been in attendance. From a business archives perspective it was a very successful 2 days. The SCA estimated 1,000 visitors to their 3 stalls over the 2 days and on the business archives stall we were constantly busy and able to share new information about accessing business collections with a variety of users many of whom had never considered using business collections before.

- Explore Your Archives

There will be some twitter participation in the #explorearchives week from Cheryl who runs the @workingarchive twitter account now. This will follow the same pattern as last year of creating explore formatted posters from our new case studies.

- WW1 Centenary

Find out from SCA whether there is still going to be a central point of information about WW1 related activities. Do they have a sense of the number of initiatives relating Scottish business collections and if there are enough we should consider linking to them from our section of the website.

There was also discussion about whether to organise a conference or workshop on the impact of war on business for archives and academics. It was felt that later on in the 5 years of commemoration might be more suitable to reflect on changes faced by different industries and services. To be discussed as part of year 5 activities in January.

Kiara to ask SCA for update on WW1 related activities in the archive sector and possibly add information to strategy website.

6. Year 4 Action Plan

Priorities for Year 4 had been discussed previously and agreed as follows:

- Records Aid & insolvency practitioners' resource.
- Engagement with chambers of commerce/PROBIS.
- Toolkit for engaging with academics. Mike Anson has been approached and, although interested, would like more information about what we have in mind before discussing formally at the BAC committee.
- Corporate Responsibility Index. Likewise Mike Anson has been approached and, although BAC sees potential value in the idea, would like more information about the indices and how we could influence them before discussing it again at the BAC committee.

Cheryl to approach Glasgow Chambers as a pilot project.

Kiara to ask for examples of archives working with academic projects via Scotarch.

Lesley to speak to the business management school at Glasgow University about how to influence the key CR indices

Alison T to find a contact at Scottish Business in the Community and contact BAC again about joint working on the CR indices issues once a plan is formulated.

Kiara to create a diary of business history events that archivists attend.

7. Plans for year 5 and afterwards

It was agreed that we would prepare a paper for the January meeting to discuss what will come next once the 5 years of the strategy are completed. All ideas are welcome in terms, some issues to consider include:

- Who should take on the role of continuing with strategy related activities?
- Will we continue with implementation group or pass responsibility to BACS?
- Should we extend the strategy with a new action plan?
- How can we work with new strategies and networks like Historic Scotland's 'Industrial Heritage Strategy'?

ALL to send ideas and suggestions to Kiara by 19th December so she can prepare a discussion paper.

8. Individual Reports and Updates

- TNA: Alex had submitted a written report.
- SUSCAG: Lesley reported that the Scottish Graduate School for Arts and Humanities (SGSAH) had met with SUSCAG about working on a project with Scottish HE archives and their graduate students.
- Surveying Officer: Cheryl gave an update on her work so far.
- Ballast Trust:

9. AOB

- Kiara will be on maternity leave from January but plans to continue with NSBAS activities whilst on maternity leave.

10. Date and venue for next meeting

The next meeting will be held in January in Edinburgh. A doodle poll will be sent round to confirm a date and can be viewed here <http://doodle.com/6q3e2m9a8y83x4gg>