

## Implementation Steering Group Note of Meeting held 29 January 2015 Audio only

**Meeting Chair:** Alison Turton

**Meeting Secretary:** Alison Turton

**Attendees:** Alison Turton, Lesley Richmond and Rachael Muir

### 1. Apologies

Cheryl Brown, Alison Rosie, Kiara King, Janice Miller, Alex Ritchie, Kirsty Lingstadt, Kevin Wilbraham and Kenneth Dunn

### 2. Minutes

Minutes of the previous meeting were approved.

### 3. Matters arising

- **BACS/BAC/NSBAS/BASIG meeting**

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. A joint cross-border meeting at the M&S Archive in Leeds had been tentatively proposed by Mike Anson, BAC chair, but no date has yet been agreed.

- **Case studies**

New IPA related case studies on UCS and Stoddard-Templeton collections have been added to the website. Additionally some suggestions for new potential case studies are to be followed up including Pringle, who are celebrating 200 years with an exhibition at NMS, Edinburgh; Harper Collins who have used archive items in their new London Bridge HQ; Dundee University collections and the use of oral history; and Diageo's new archive store and bottle display.

**Kiara to follow up further case studies as and when able and SCA's previous suggestion of promoting the case studies in Broadsheet.**

- **Insolvency practitioners**

The Business Archives Council of Scotland training day on the topic of 'Records at Risk' and Joan Auld lecture by Gary Fraser of KPMG, one of the firms that helped to save the Stoddard-Templeton collection, was well received and has reinforced our relationship with insolvency practitioners. .

Kiara has kindly undertaken to continue to work, with Cheryl, on developing draft web pages on records during insolvency whilst on maternity leave.

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

- **Terms of reference update**

The updated terms of reference document has been added to the website.

- **First World War centenary**

Kiara has yet to find out from SCA whether there is still going to be a central point of information about WW1 related activities so we can plan how we get involved with the commemoration.

**Kiara to ask SCA for update on WW1 related activities in the archive sector so we can discuss how we should add information to the strategy website.**

## 5. Year 5 action plan

Some actions from the last meeting remain outstanding, but priorities for Year 5 remain as follows:

- Records Aid-based insolvency practitioners' resource
- Engagement with chambers of commerce
- Toolkit for engaging with academics.
- Corporate responsibility indices investigation

The strategy action plan was discussed item by item and key actions for the final year agreed.

- **Alison to draw up a fifth year action plan for circulation.**
- **Cheryl to approach Glasgow Chambers of Commerce as a pilot project.**
- **Kiara to ask for examples of archives working with academic projects via Scotarch.**
- **Lesley and Alison to provide a note on how to take forward influencing of key CR indices by engaging the support of stakeholders at home and abroad**

## 6. Plans for year 5 and afterwards

The paper prepared by Kiara to support consideration of what approach should be adopted once the 5 years of the strategy were over had been circulated and some feedback received by email.

This feedback and the paper were discussed at length and it was agreed that:

- the strategy should continue after the initial 5 years, for at least a further 3 years
- it should continue regardless of what happens to the English strategy
- it should have a separate identity/committee to BACS for the time being, but liaise closely with BACS
- revised strategic actions should be identified – challenging but achievable and simpler than the original action plan
- Ballast Trust be requested to continue its secretaryship of the Strategy for 3 years

It was also agreed that we should have an event, possibly at the same venue as the launch event, in January 2016 to celebrate the Strategy's achievements and promote and gather support for its future strategic ambitions.

**Alison to ask Kiara, one of the original authors, to be involved in deciding how the original Strategy document should be updated and to develop draft 2016-18 actions for consideration by the implementation group**

## 7. Individual reports and updates

Lesley reported that the Business Archives Section of ICA would be holding its annual conference in June in Milan and that the Second Scottish Business and Industrial History Conference would be held in April at University of Stirling.

Rachel reported that Vicki Stretch was arranging an archives accreditation event at Lloyds Bank in London.

## 8. AOB

Kiara was thanked for all her work for the strategy and for kindly offering to continue to work on NSBAS activities whilst on maternity leave.

## 9. Date and venue for next meeting

The next meeting will be held in April on a date yet to be agreed.