

Implementation Steering Group Note of Meeting held 4 June 2015 (audio only)

Meeting Chair: Alison Turton

Meeting Secretary: Kiara King

Attendees: Kiara King, Alison Turton, Alex Ritchie, Lesley Richmond, Rachael Muir and Alison Rosie.

1. Apologies

Kenneth Dunn, Janice Miller, Cheryl and Kirsty Lingstadt.

Rowan Brown has also given her apologies for future meetings as she has moved to work with the Alfred Gillett Trust in Somerset. The group thanked her for her contributions since the creation of the strategy implementation group and wished her well in her new post. Following her suggestion, Kiara has contacted Museums & Galleries Scotland to seek a new representative from the museum sector. If that fails Kiara undertook to approach STICK and/or Industrial Museums Scotland.

Kiara to follow up securing a new museum representative.

2. Minutes

Minutes of the previous meeting were approved

3. Matters arising

• Case studies

Diageo have agreed to provide a case study on their new archive repository. Standard Life have provided an updated case study. We have suggestions for potential case studies still to be followed up which include: 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; BASO activities perhaps Macallan project and Dimaggio use of Anchor Line collection at Glasgow University.

Kiara to work with Cheryl on case studies.

All to email Kiara with any further suggestions for new case studies.

Kiara to approach SCA about the inclusion of case studies in Broadsheet.

• Insolvency practitioners

Kiara will start work on the web page version of *Records Aid* guidance. A statement on museums and objects is still required and Kiara will approach STICK or the Industrial Heritage Strategy group for assistance with this.

Cheryl's links with insolvency practitioners in Scotland are making the Crisis Management Team's work more effective.

Kiara to work on draft web pages and circulate for comment.

Kiara to ask STICK/IHS to provide a related statement on museums.

• WW1 activities in Scotland

Kiara has asked SCA for an update on whether they have information on plans for First World War commemoration events across Scotland. As expected the number of activities has dropped off but it is expected that they will increase again in 2018. That may be a more appropriate time to reflect on the impact of war on business and look at how business archives have been used for commemoration since 2014.

SCA to provide an update on their plans for WW1 activities in Scotland.

- **Corporate Social Responsibility indices**

It was suggested by Alison T and Lesley that taking an international approach to influencing the global CSR indices might be a more productive way to progress this action. The International Council on Archives' Section for Business Archives is holding its bureau meeting and annual conference in Milan later this month and it will be raised there.

Recently the Australian Society of Archivists has issued a statement on Corporate Social Responsibility focused on the role recordkeeping in good governance at [http://www.camac.gov.au/camac/camac.nsf/byheadline/pdfsubmissions_2/\\$file/asarc_hivists_csr.pdf](http://www.camac.gov.au/camac/camac.nsf/byheadline/pdfsubmissions_2/$file/asarc_hivists_csr.pdf)

Alison T and Lesley to discuss influencing the CSR indices at the Milan conference.

- **BASIG update**

Alison T had spoken to Mike Anson of BAC to get an update on strategy activity in England and Wales. There are no further developments to report. Alex confirmed that TNA is part way through a reorganisation of its independent archives team and is currently considering how best to support business archives going forward.

4. Year 5 actions

The action plan that had been drafted at the previous meeting was agreed. We have had feedback from BACS on the activities that they will undertake to contribute to the action plan. Feedback from other stakeholders is also required.

Kiara to send out the action plan to all stakeholders.

5. 2016-2018 plans

At the previous meeting 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

No comments had been received on this and the group agreed that the strategy should continue. To support this a document is necessary that will redraft and develop the original strategy to outline how we intend to carry it on through 2016-18. Kiara and Alison T will work on this and prepare a draft for discussion at the next meeting.

A January event is proposed to launch phase 2 of the Scottish strategy and engage key stakeholders and influencers – this is an opportunity to highlight such successes,

as new business archivists and collections, new partnerships, rescued collection and so on .The group would like to hold the event at the Museum on the Mound again and Alison T will contact Lloyds to ask if this would be possible as an early evening event in January. The group should start thinking about invite list now and contact key influencers as soon as possible once a date is agreed. Lesley also suggested contacting *Scottish Business Insider* publication ahead of the event.

**Kiara and Alison T to put together a draft.
Alison T will contact Lloyds Banking Group to ask if they would host a launch event for phase 2.
Kiara will start an invite list and circulate to all for comment / suggestions.
Lesley to provide Kiara with contact details for *Scottish Business Insider***

6. Individual reports and updates

- TNA: Alex reported that TNA are continuing their support of business archives and he has attended the EOGAN event and will attend the ICA-SBL conference. He has also been in contact with the editors of Grace's Guide (<http://www.gracesguide.co.uk>)
- SBR: Rachael reported that a session on accreditation had been held and the section has its AGM next week when new members will be elected.and a session on digital repositories held
- BASO: Cheryl had submitted a written report ahead of the meeting.

7. AOB

- It was noted that this year's Explore Your Archive campaign will run from 14 to 22 November 2015.
- Kiara to get an update on the Industrial Heritage Strategy being developed by Historic Scotland.

Kiara to check with Miles Oglethorpe at Historic Scotland.

8. Date and venue for next meeting

The next meeting will be held in August in Edinburgh at General Register House, National Records of Scotland.

Kiara to send a doodle poll to get a date agreed.