

Implementation Steering Group: Terms of Reference

Reporting Line	Reports to BACS, SCA and NRS on a quarterly basis	
Purpose	To lead and drive the National Strategy for Business Archives Scotland implementation	
Members	<p>Alison Turton, Chair, Head of Group Archives, The Royal Bank of Scotland (representing Business Archives Council of Scotland (BACS))</p> <p>Kiara King, Secretary, Archivist, Ballast Trust (representing Ballast Trust)</p> <p>Alison Rosie, Registrar, National Register of Archives for Scotland (NRAS) (representing NRAS and National Archives of Scotland)</p> <p>Alex Ritchie, Business Archives Advice Manager, the National Archives (TNA) (representing TNA)</p> <p>Kevin Wilbraham, Council Records Manager, Edinburgh City Archives (representing Scottish Council on Archives)</p> <p>Kirsty Lingstadt, Collections Operational Manager, Royal Commission on the Ancient and Historical Monuments of Scotland (representing Royal Commission on the Ancient and Historical Monuments of Scotland)</p> <p>Lesley Richmond, Director, Glasgow University Archive Services (representing Scottish Universities Special Collections and Archives Group (SUSCAG))</p> <p>Rowan Brown, Director, National Mining Museum Scotland (representing Museums Galleries Scotland)</p> <p>Janice Miller, Information & Archives Officer, East Dunbartonshire Leisure & Culture Trust (representing Archivists of Scottish Local Authorities Working Group (ASLAWG))</p> <p>Kenneth Dunn, Manuscripts and Archive Collections Manager, National Library Scotland (NLS) (representing NLS)</p> <p>Rachael Muir, Assistant Archivist, Bank of England Archive (representing Section on Business Records, Archives & Records Management Association)</p> <p>Cheryl Brown, Business Archives Surveying Officer (BASO) (representing BASO)</p> <p>TBC (representing Academic Users)</p>	<p>Mandatory</p> <p>Mandatory</p>
Quorum	Three members	
Frequency	Quarterly	
Secretariat	Provided by Kiara King, The Ballast Trust	
Responsibilities	<ul style="list-style-type: none"> • Lead and drive the 5-year implementation of the strategy and associated activities across the three implementation areas: <ul style="list-style-type: none"> • Developing networks and partnerships • Increasing awareness and access • Providing leadership, education and training • Agree and publish annual actions and monitor progress • Propose, review and agree necessary changes and updates to the strategy implementation plan • Prepare an annual review of implementation progress • Highlight and escalate implementation issues and risks to BACS and SCA • Communicate and promote strategy achievements to stakeholders, business and the public • Co-ordinate with sponsors of the English and Welsh strategy • Review own remit after 12 months 	