

Archive Service Accreditation Committee: second meeting
28 May 2014

Committee Present: David Brown, Mary Ellis, Rachel Hart, Bruce Jackson, Ruth MacLeod, Caroline Peach, Liz Rees, Vicky Stretch
Apologies: Susan Edwards

Secretariat: Melinda Haunton, Jane Shillaker
Observer: Jane Brown

1	Statement on withdrawal of Accreditation
1.1	<p>The Committee discussed the draft section by section and agreed drafting changes to be reviewed in November 2014 before issue.</p> <p>In section 3 (Extraordinary Removal), some small changes to wording were agreed. There was agreement that it was desirable to retain provisions around collecting and expand provisions around condition of the collections.</p>
2	Mid-accreditation light touch review
	The Committee suggested a few changes to the draft questionnaire which Accredited Archive Services complete 2-3 years post-Accreditation, for review in November.
3	Role of the Panels in reviewing assessor decisions
	<p>The Committee discussed whether it would be useful to have a set of principles on which Panels' adjustments to assessor decisions would be made. Although broadly in agreement on the basis for such changes (consistency, integrity of the scheme, any elements spotted which had not been brought out by assessors), it was felt that setting principles was not necessary. It was more important to ensure that assessors were present at Panels to allow iterative discussion between Panel and assessor to arrive at a fair outcome reflecting the assessment, validation visit and any fresh Panel concerns.</p> <p>It was agreed that if an assessor could not be present and the Panel had concerns which could not be resolved without discussion with the assessor, a decision on award could be deferred.</p>
4	Publishing Committee and Panel minutes
	<p>It was agreed that redacted Committee minutes should be published annually, <u>including</u> the consolidated note of precedents for future decisions, without the names of the relevant services attached.</p> <p>It was agreed that the published outcome of each Panel was the names of the Accredited Archive Services, and that the detail of each assessment would not be published.</p>



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5	Guidance updates
	The Committee approved a slightly updated set of guidance for publication.