

Archive Service Accreditation Committee: training and first meeting

21 November 2013

Present: David Brown, Mary Ellis, Rachel Hart, Bruce Jackson, Nick Kingsley, Ruth MacLeod, Elizabeth Oxborrow-Cowan, Caroline Peach, Liz Rees, Caroline Sampson, Stephen Scarth, Philippa Smith

Apologies: Susan Edwards

Secretariat: Melinda Haunton, Jane Shillaker

1	Introduction to the work of the Committee for all members
1.1	MH ran through the outline of the Accreditation Scheme.
1.2	The committee discussed some key issues arising from the scheme structure: <ul style="list-style-type: none">a) Consistency between Panels: agreed that decisions should be fully recorded and copied to Committee especially in the first years of the scheme so that the basis for decisions is clear.b) Failure to achieve accredited status: Agreed that assessor bodies needed to have a clear conversation with services likely not to be accredited about what the risks/benefits would be of an unsuccessful application.c) Information available to assessors: agreed that it was valuable to have access to all the applications but that individual panel members should be assigned specific cases.d) Impact of exclusion from Museum Accreditation: It was agreed that it would be difficult to operate a simple ban across both schemes but a statement of principle that services could be excluded from Archive Service Accreditation for inappropriate conduct would be useful.