



ADVISORY COUNCIL ON NATIONAL RECORDS AND ARCHIVES

Advisory Council recruitment: 2009

Issue

The approval of the Council is sought for the key skills categories for the Advisory Council posts that are to be advertised in summer 2009. New members will join the Council from 1 January 2010, subject to Ministerial approval. Two members whose expertise includes 'political experience' retired at the end of 2008. Two members whose expertise includes 'collections of private archives' will have completed their second term and will be retiring at the end of 2009. The current and target membership is summarised in the following table:

<u>Expertise Category Summary</u>	<u>Postholder Numbers</u>	
	<u>Current</u>	<u>Target</u>
Former Civil Service	4	4
History	2	2
Archives/Information/Knowledge	4	5
Politics	1	2
Collections of Private Archives	2	2
Family History	2	2
Media	1	1
Other	2	2
Totals	18	20

Background

In July 2007 the Council agreed, in line with the regulations of the Office of the Commissioner of Public Appointments (OCPA) that future recruitment would focus on key skills in preference to professional background. The Council agreed that recommendations for appointments put to the Lord Chancellor should be based upon successful candidates matching a niche in key skills on the Council or by offering a distinct additional contribution to the range of key skills already present on the Council. It was also agreed that the changing nature of the work carried out by the Council was important when considering the key skills that new candidates should bring. It was further agreed that the roles fulfilled by the Council members would be monitored to ensure the Council maintains an appropriate balance of key skills.

Recommendation

It is recommended that the Council continues to have a 'political experience' presence and seeks to fill one 'political experience' role accordingly. That would bring the total of members with such an expertise to two.

It is recommended that another post is filled by an ‘archives/information/knowledge’ candidate (who has a sound knowledge of digital information). This would allow the Council to keep abreast of the changing nature of the information landscape in government at a time when the Council will soon have to advise on the access and transfer issues surrounding digital information.

It is also recommended that the two vacancies that will arise through the retirement of 2 members at the end of 2009 continue to be filled by individuals with experience of ‘private archives collections.’ This will ensure that the Council continues to have members who have an expertise within the remit of the statutory Advisory Council on Historical Manuscripts that forms one of the three bodies of the Council.

Appendix

I attach the key skills requirements for each role that will form part of the 2009 recruitment campaign.

Skills and experience: Archives/Information/Knowledge (1 post)

- An appreciation of the use, organisation and structure of information including an expertise in digital information
- An understanding of the unique access issues with regard to digital information
- Track record of leading and managing innovation in widening access to archives, providing enquiry services, archival accessioning, cataloguing and collection care.
- Proven ability to negotiate and influence in a wider institutional environment.

Skills and experience: Politics (1 post)

- Strong knowledge of British political environment: the workings of Parliament and national assemblies and of British government
- Experience of representing varied groups of stakeholders and the public in a national political environment
- Ability to work with, negotiate with and influence key opinion formers and policy makers
- First rate advocacy and debating skills, both in the verbal and written form
- Knowledge of the workings of central government

Skills and experience: Collections of private archives (2 posts)

- Experience of custodianship of a private collection of national significance.
- Understanding of the needs, requirements and obligations of private archive holders
- A commitment to the maintenance and preservation of collections in the national interest