

Archive Service Accreditation Committee 2020

Venue: online via Zoom, 14 May 2020

Geoff Pick	Committee Chair (ARA)
Sarah Aitchison	Committee Member
Caroline Brown	Committee Member (SCA)
Hayden Burns	Committee Member (ARCW)
Alison Cullingford	Committee Member
Mary Ellis	Committee Member (Welsh Government)
Gillian Mapstone	Committee Member (NRS)
Emma Markiewicz	Committee Member (TNA)
Karen Sampson	Committee Member
Stephen Scarth	Committee Member (PRONI)
Jeannette Strickland	Committee Member
Catherine Taylor	Committee Member
Joanna Terry	Committee Member
Janice Tullock	Committee Member

Programme Team: Melinda Haunton, Jane Shillaker

Agenda

1	Welcome and apologies
	GP welcomed all members to his first meeting as chair. He thanked experienced members for supporting the programme during the changeover of personnel.
2	Minutes and matters arising
2.1	Minutes of Committee 9 May 2019 were reviewed and agreed as an accurate record.
2.2	MH noted that Committee will have a focused session on some key development areas later this year, specifically around diversity and inclusion.
2.3	The review stage will be updated in 2021 to incorporate digital preservation risk.
2.4	Certificates are ready to be reprinted.
3	Programme manager's update 2019-20
3.1	MH reported that the current application product (fluidreview) is being withdrawn in March 2021 and tendering for a new product has just begun.
3.2	There was a short discussion about the impact of the one-year closure of Museum Accreditation, especially for joint services working with both.
4	Statistical return and reflection on 2019-20
4.1	The annual report was circulated for comment and agreed for translation. In discussion, it was noted that Organisational Health was the biggest point of weakness at present, especially around planning. It was also noted that the Covid-19

	situation meant that a more adaptable, flexible approach is currently essential and this was helping to shift perceptions of forward planning.
4.2	The record of changes to assessments made by Panels would be circulated later.
4.3	Trends emerging from assessment were reviewed, including the balance of applicants and collaborative development work within Scotland.
4.4	Thanks to peer reviewers active 2019-20 were formally records: Lizzy Baker, Fiona Bourne, Maria Castrillo, Claire Collins, Victoria Cranna, Andrew George, Claire Harrington, Jo Klett, Jemma Lee, Claire Mayoh, Richard Meunier, Tim Procter, Louise Ray, Catherine Ross, Paul Sillitoe, Mari Takayanagi, Charlene Taylor, Matti Watton.
5	Policy and precedent arising from 2019-20 Panel minutes
	Full consolidated precedents 2013-19 were shared and potential updates were reviewed.
5.1	<i>Decisions not to award:</i> It was agreed that recent decisions were in line with previous ones and did not raise new issues of precedent.
5.2	<i>Removal of status after provisional award:</i> it was noted that this would potentially become a more frequent occurrence.
5.3	<p><i>Issues arising in assessment referred to Committee:</i></p> <ul style="list-style-type: none"> - Part time working across services – this was noted as an emerging national issue. - Difficulty in recruiting conservators was reported – this was noted as a national issue. - Services’ role in defining their shape/scope – it was agreed to be positive to encourage services to include all the archives being managed within the institution as a whole. This was not a formal precedent but assessor bodies should consider it when advising services on applications. - Encouragement to put policies online - this was agreed to be a useful point to reinforce in guidance, particularly with reference to collection development and access policies. It was noted that permission to publish policies can be driven by institutional factors. - Standardising an action to test and then review emergency plans – agreed that services should regard emergency planning as iterative, requiring constant training and review.
5.4	<p>Postponement of re-applications by award holders</p> <ul style="list-style-type: none"> - An example of a formal request for a full year extension had been submitted to panel. This was agreed to be appropriate where extensions were lengthy, though assessor body discretion applied for short extensions.
6	Programme outlook in the light of Covid-19
6.1	<p>The current situation was summarised. The decision had been made in March 2020 to keep the programme open, with awareness that services are planning towards and actively working on Accreditation, and using the programme in reviewing planned change.</p> <p>The committee discussed the positives of the current position in providing a reference point for the archives sector throughout a challenging time, with</p>

	<p>substantial work being undertaken in many services. However there were also risks around assessment of applications at present. This was specifically with regard to new applications where the service could not be visited, but also recognised that reopened services might be in substantially different circumstances.</p> <p>After discussion an update to the programme statement on Covid-19 was agreed for publication.</p>
7	Updates to NDSA Levels of Preservation for born-digital records and impact on digital assessment
7.1	<p>The annual assessor meeting had made three recommendations on referencing digital preservation guidance:</p> <ol style="list-style-type: none"> 1) Move to reference version 2 of the NDSA Levels of Preservation, the current version as of October 2019. 2) Use the Digital Preservation Coalition's Rapid Assessment Model within the guidance, reflecting its wider currency for supporting digital preservation throughout an organisation. . 3) Incorporate for reference the new DLF Levels of Access to digital materials, while not immediately using this for assessment. <p>All recommendations were agreed for implementation.</p>
8	Assessor meeting feedback
8.1	The afternoon of the annual assessor meeting had been devoted to a workshop on assessing module 3. It was agreed to create a working group to review module content and applicant support further.
8.2	The general assessor meeting minutes were noted with thanks.
9	Managing the reapplication of existing award holders
9.1	An approach was presented, proposing exception reporting for assessing previous actions, designed to clarify any critical areas with minimal duplication of assessment effort. This was agreed.
10	Reflection on 2019 Committee recruitment and feedback
10.1	Some feedback had been received on the tone of recruitment to the Committee in 2019, and its impact on inclusive recruitment, which had been circulated to Committee. This was agreed to be a very constructive comment which should help to frame future approaches, not simply to recruitment but to further development of the programme. The need to look beyond the Committee in future development work was underlined.
11	Updates to programme documentation
11.1	Statement on Withdrawal of Archive Service Accreditation guidance: this had been updated in line with communications to individual award holders. The update was agreed.
11.2	Routine updates to the core programme guidance were approved.



ACCREDITED
ARCHIVE SERVICE

12	AOB There was no other business.
13	Date of next meeting
	<p>The next Accreditation Panel meetings will be:</p> <ul style="list-style-type: none">• 2 July 2020 online• 4 November 2020 at The National Archives (or online bc) <p>The annual Archive Service Accreditation Committee will meet May 2021 at a date and venue to be confirmed.</p>