



**Statistics and Outcomes: Report on UK
Applications and Awards for Archive
Service Accreditation
(June 2017- April 2018)**

This report offers an overview of how the rollout of Archive Service Accreditation is progressing across the UK since its launch in June 2013, with a particular focus on the period June 2017 to April 2018. It outlines how applicant archive services are achieving against the standard both at module and at requirement level, as a preliminary indicator of the areas of greatest strength across UK archives, and those areas of ongoing development need.

The report provides the following information:

- 1) Number of applications for Archive Service Accreditation and applications for the Review Stage of Archive Service Accreditation across the UK
- 2) Number of archive services who were awarded Archive Service Accreditation across the UK
- 3) Applications by type of archive service
- 4) Validation visits undertaken by assessing bodies
- 5) Achievement at module level
- 6) Achievement at requirement level
- 7) Analysis of requirement and improvement actions

This report is based on the total number of applications reviewed for Archive Service Accreditation by an Archive Service Accreditation Panel. It does not include applications whose review were deferred by a Panel, other than in Sections 1-3 of the report (Number of applications for Archive Service Accreditation across the UK), as these applications do not have a confirmed outcome or assessment.

The appendix holds further statistical information about Archive Service Accreditation for 2013 to April 2017 for reference where this has not been included in the report.

1) Number of applications for Archive Service Accreditation and applications for the Review Stage of Archive Service Accreditation

Applications for Archive Service Accreditation

	Total	England	Northern Ireland	Scotland	Wales
Number of Applications (2013 to May 2014)	14	12	0	1	1
Number of Applications (June 2014 to May 2015)	14	10	0	2	2
Number of Applications (June 2015 to May 2016)	20	15	0	2	3
Number of Applications (June 2016 to May 2017)	28	24	0	1*	3
Number of Applications (June 2017 to April/May 2018)	58	52*	0	2**	4***
Total Number of Applications (2013 to April/May 2018)	134	113	0	8	13

*One application was reviewed by a joint assessment team from TNA and the NRS as the archive service is based in Scotland and England.

**One application was reviewed by a joint assessment team from SCA and TNA

*** One application was reviewed by a joint assessment team from TNA and PRONI

Since the launch of Archive Service Accreditation in June 2013, one hundred and thirty three archive services have completed an application for Archive Service Accreditation across the UK – one hundred and thirteen in England, eight in Scotland and thirteen archive services in Wales.

The total number of applications across the UK for 2017-2018 has again increased, with a significant increase of applications in England. In this case, this reflects the planned rollout in England where archive services with Place of Deposit status were required to make an application for Archive Service Accreditation during the initial rollout phase to 2018.

The figures for the period June 2017 to April 2018 include one application that was deferred by a Panel.

The figures for the period June 2016 to May 2017 include an application in England that was deferred by panel earlier in 2016.

Similarly the figures for June 2015 to May 2016 (England) include an application which was previously deferred from June 2014 to May 2015.

Applications for the Review Stage of Archive Service Accreditation

	Total	England	Northern Ireland	Scotland	Wales
Number of Review Stage Applications (June 2016 to May 2017)	7	7	0	0	0
Number of Review Stage Applications (June 2017 April 2018)	15	9	0	2	4
Total number of Review Stage applications	22	16	0	2	4

The Review Stage is a ‘check in’ for archive services three years after the initial award of accreditation. Archive services report to their home nation assessor bodies on any changes since the award of Accreditation, for examples changes in resourcing, structure, premises or new or revised policies and plans surrounding collections and access.

2) Applications by type of archive service

Archive Service Accreditation uses formal [scalability](#) to identify the types of archive service applying and to outline the expectations for different types and sizes of archive service. We here share the breakdown of types of archive services according to that scalability.

Application by type of archive service June 2017 to April 2018

<u>June 2017 to April/May2018</u>	Total	England	Northern Ireland	Scotland	Wales
Local authority type 1	4	3	0	1	0
Local authority type 2	24	21	0	0	3
Other public sector type 1	1	1	0	0	0
Other public sector type 2	20	20	0	0	0
Private and third sector type 1	1	1	0	1*	0
Private and third sector type 2	1	0	0	0	1

Private and third sector type 3	6	6	0	0	0
Total	58	52	0	2	4

(Figures include deferred application)

(*The archive service is located in Scotland although the Head Office of the organisation is based in England)

Applications from archive services that are identified as belonging to the group *Local authority type 2* (which includes all local authority-based Places of Deposit in England and Wales, even if their overall size of collection and audience is small) still represent a significant percentage of all applicants (54%).

Other public sector type 2 is the second largest group in terms of applications and includes a number of national museums and university archives.

Private and third sector remains the smallest group of applicants although the number of applicant services has increased in England 2017/2018.

Application by type of archive service 2013 to April 2018

2013 to April 2018	Total	England	Northern Ireland	Scotland	Wales
Local authority type 1	6	4	0	2	0
Local authority type 2	63	54	0	0	9
Other public sector type 1	3	2	0	0	1
Other public sector type 2	37	33	0	3	1
Private and third sector type 1	4	3	0	1	0
Private and third sector type 2	8	6	0	1	1
Private and third sector type 3	11	11	0	0	0
Total	132	113	0	7	12

The spread of applications from the types of archive services across the home nations reflects the planned rollout programme across each of the home nations. For example, for in England, local authority archive services that are Places of Deposit are a priority group during the initial rollout, but archive services which were ineligible to participate in previous standard schemes are also encouraged to apply for Archive Service Accreditation. The

Welsh Government is inviting local authority archive services to apply for accreditation according to an agreed timetable. In Scotland, the Scottish Council on Archives and National Records of Scotland manage limited assessment capacity for the scheme's early years. There are notably more applications from scale 2 and 3 (larger) archive services. This may reflect some uncertainty about scalability and reluctance to identify as small services, identified during the recent refresh consultation.

3) Number of validation visits undertaken by home nation assessor bodies

When assessing an application for Archive Service Accreditation, assessor bodies can also make a visit to the applicant archive service. This is an opportunity for the assessor to validate elements of the application, review any documentation not suitable to be submitted as part of the application, and to view the site as well.

The home nation assessor bodies are:

- The National Archives (TNA) for England
- Public Record Office of Northern Ireland (PRONI) for Northern Ireland
- National Records of Scotland (NRS) and Scottish Council on Archives (SCA) for Scotland
- The Welsh Government Museums, Archives and Libraries Division Wales (MALD), for Wales

Validation visits for applications for Archive Service Accreditation

June 2017 to April/May 2018	TNA	PRONI	NRS/SCA	MALD
Yes	100%	N/A	100%	100%*
No	0	N/A	0	0

In one case, a telephone call was made instead of an onsite visit.

In Scotland and Wales, where the assessor bodies have committed to visit to 100% of applicant services, this has been achieved. In England, where the policy is to visit a minimum of 25% of applicant archive services at each round, The National Archives have achieved 100 % visits by the assessment team as it has been a priority to visit all applications during this period.

Validation visits for Review Stage applications for Archive Service Accreditation

June 2017 to April/May 2018	TNA	PRONI	NRS/SCA	MALD
Yes	7%	N/A	0	0
No	93%	N/A	100%	100%

In England, the assessors decided to make only one site visit out of the fifteen Review Stage applicants, with the focus on visits to new applicants.

Number of archive services awarded accredited status

The award of Archive Service Accreditation is decided by the Archive Service Accreditation Panel. There are three potential outcomes:

- Accredited: The archive service has demonstrated that it meets the standard
- Provisionally Accredited: The archive service is close to meeting the requirements of the standard. Provisional Accreditation is awarded for up to two years so one or two significant areas of development can be addressed.
- Not Accredited: The archive service requires development in significant areas to meet the standard.

The Panel can advise deferment of an application if the archive service is undergoing a period of significant change, for example change in governance or change in service offer.

<u>June 2017 to April/May 2018</u>	Total	England	Northern Ireland	Scotland	Wales
Accredited	39	33	0	2	4
Provisionally Accredited	13	13	0	0	0
Not Accredited	5	5	0	0	0

Thirty nine archive services were awarded full accreditation by the Archive Service Accreditation Panel and thirteen archive services were provisionally accredited.

The proportion of archive services receiving the award ‘provisionally accredited’ from June 2017 to April 2018 was 23%, and just slightly higher than from June 2016 to May 2017 when 22% of archive services were awarded provisional accreditation. Provisional accreditation is more likely to be awarded where an archive service has significant poor storage with in terms of environmental conditions or lack of expansion space, but has firm plans in place to move to enhanced accommodation.

There is also a significant increase in the number of archive services not achieving accreditation. From June 2017 to April 2018 the number of archive services not achieving accreditation represented 9% of total applications for this period.

All archive services that were assessed as part of the Review Stage for Archive Service Accreditation retained their accredited status, although one archive service was now assessed as provisional due to concerns around tenure of their stores.

For the total number of accredited archive services 2013 to May 2017 see appendix A.

4) Achievement at module level of Archive Service Accreditation

Each application receives an overall assessment at each of the three modules within the Accreditation standard, in addition to a detailed assessment against each requirement or sub-requirement. A 'Not Met' in any module would make Accreditation impossible to award.

June 2017 to April 2018	Met	Partially Met	Not Met
Organisational Health	50	6	1
Collections	43	14	1
Stakeholders and their Experiences	55	2	0

Fifty of the accredited archive services met the standard overall for Organisational Health and six archive services partially met the standard in this area. Where archive services were assessed as partially meeting this module overall this was generally due to a number or combinations of reasons specific to an archive service itself although a common theme reflected an absence of actual planning to address coming storage needs of the collections.

One archive service failed to meet the standard in this module overall.

Fourteen archive services partially met the standard in the module Collections and this is the weakest area in terms of performance at module level. In these cases, this was due to a significant number of requirements assessed as partially met in this module. Common themes include archive services managing ongoing legacy issues surrounding collections management, including cataloguing backlogs, lack of suitable storage, and the need to strengthen planning in areas of collections management.

Fifty five of the accredited archive services met the standard overall for Stakeholders and their Experiences and two archive services partially met this module overall. This continues to be the area where archive services perform most strongly.

2013 to April/ May 2018	Met	Partially Met	Not Met
Organisational Health	121	8	1
Collections	103	26	1
Stakeholders and their Experiences	127	3	0

5) Achievement at requirement level of Archive Service Accreditation

Each application also receives a specific assessment against each requirement or sub-requirement of the standard. This allows a more in-depth analysis of how an archive service performs against each element of the standard.

It is worth making clear that where decisions were deferred, these are not counted in this analysis.

a) Requirements for Module: Organisational Health

Organisational Health checks those areas that underpin the long-term acquisition, preservation and accessibility of archive collections.

June 2017 to April/May 2018	Met	Partially Met	Not met
1.1 Mission Statement	55	2	0
1.2 Governance	54	3	0
1.3 Forward Planning	48	9	0
1.4 Resources: Premises	32	23	2
1.5 Resources: Finance	50	7	0
1.6 Resources: Workforce	51	5	1

In this module Requirement **1.4 Resources: Premises** continues to be the weakest. Where archive services did not satisfy this requirement fully, this was due to a lack of storage space for storing collections, either analogue or digital, and in some cases a lack of back office space as well. In the case of the two archive services assessed as not meeting the requirement it was felt that this prevented the archive service from successfully delivering its role in managing and providing access to collections.

Seven applicant archive services were assessed as partially meeting requirement **1.5 Resources: Finance**. Where archive services were assessed as partially meeting this requirement, there was a concern that a lack of core funding could affect the delivery of a sustainable archive service over a longer period of time.

Another area to note is requirement **1.6 Resources: Workforce** where again this requirement was not met by one applicant. In this case, it was felt that there was insufficient professional archival advice available for the archive service to effectively manage its collections and inform planning. Where archive services partially met this requirement, there was felt to be inadequate staffing to deliver on the core activities of the archive service.

16% of applicant archive services were assessed as partially meeting requirement **1.3 Forward Planning**. A need to integrate planning within the planning framework of the organisation or an identified need to develop and strengthen forward planning for the archive service overall were common themes here.

2013 to April 2018

	Met	Partially Met	Not met
1.1 Mission Statement	127	3	0
1.2 Governance	125	5	0
1.3 Forward Planning	114	16	0
1.4 Resources: Premises	80	48	2
1.5 Resources: Finance	121	9	0
1.6 Resources: Workforce	119	10	1

Requirements for Module: Collections

The Collections module examines an archive service's capability to develop, maintain information about and care for its collections.

<u>June 2017 to April /May 2018</u>	Met	Partially met	Not Met
2.1 Collections Management	51	6	0
2.2.1 Collections Development Policy	48	9	0
2.2.2 Collections Development Plan	41	16	0
2.3.1 Collections Information Policy	55	2	0
2.3.2 Collections Information Plan	27	30	0
2.3.3 Collections Information Procedures	53	4	0
2.4.1 Collections Care Policy	53	4	0
2.4.2 Collections Care Plan	35	22	0
2.4.3 Collections Care Procedures	30	26	1
2.4.4 Disaster Recovery Plan and Procedures	31	26	0

In this module, archive service continue to perform most strongly in **requirements 2.2.1 Collections Development Policy, 2.3.1 Collections Information Policy and 2.4.1 Collections Care Policy** and this reflects the widespread adoption of collections management policies across the sector.

The weakest areas in this module were identified around requirements **2.4.3 Collections Care Procedures** and **2.4.4 Disaster Recovery Plan and Procedures**. 46 % of applicant archive services were assessed as partially meeting **requirement 2.4.3**. Reasons for this included lack of documented procedures, the identification of unmanaged risks during the validation visit, and most frequently the presence of poor storage conditions but where the risks to collections were well managed. One applicant archive service failed to meet the standard for this requirement due to a combination of poor quality storage combined with identifiable unmanaged risks to the collections.

A relatively high percentage of archive services (45%) were assessed as partially meeting **requirement 2.4.4**. In the majority of cases a disaster plan was in place, but the archive service had yet to test it.

In terms of planning around collections management requirement **2.2.2 Collections Development Plan** is the strongest area with 72% of archive services meeting this requirement and requirement **2.3.2 Collections Information Plan** was the weakest where over half of applicant services were assessed as partially meeting this requirement. This most often reflects a substantial level of cataloguing backlog, including the need to improve existing cataloguing information.

2013 to April 2018

2013 to April 2018	Met	Partially met	Not Met
1.1 Collections Management	120	6	0
2.2.1 Collections Development Policy	120	10	0
2.2.2 Collections Development Plan	89	31	0
2.3.1 Collections Information Policy	80	4	0
2.3.2 Collections Information Plan	37	47	0
2.3.3 Collections Information Procedures	79	5	0
2.4.1 Collections Care Policy	74	10	0
2.4.2 Collections Care Plan	56	28	0
2.4.3 Collections Care Procedures	40	43	1
2.4.4 Disaster Recovery Plan and Procedures	51	33	0

c) Requirements for Module: Stakeholders and their Experiences

This module checks an archive service’s ability to provide and develop access to its collections, in response to its community’s needs.

June 2017 to April 2018

June 2017 to April 2018	Met	Partially met	Not met
3.1 Access Policy	55	2	0
3.2.1 Understanding Audiences	47	10	0
3.2.2 Analysing Audiences	46	11	0
3.2.3 Planning for Audiences	49	8	0
3.3.1 Information on Access	49	8	0
3.3.2 Procedures for user access	52	5	0
3.3.3 A variety of means of access	55	2	0

Archive services demonstrated particular strength in **requirements 3.1 Access Policy** and **3.3.3 A variety of means of access** in the module Stakeholders and their Experiences .This reflects the success of archive services in providing a wide range of means of providing access to the collections with reference to the role and aims of the applicant archive service.

Requirement **3.2 Access Plans and Planning** is identified as an area that requires most development in this module and this is reflected in performance at sub - requirement level. Requirements **3.2.1 Understanding audiences** and **3.2.2 Analysing Audiences** demonstrate a need for archive services to carry out a more systematic gathering of information and a more detailed analysis of this information. Similarly, **3.2.3 Planning for Audiences** indicated a need for archive services to strengthen their planning or to develop a more structured plan to fully meet this requirement.

Eighty six per cent of applicant archive services met requirement **3.3.1 Information on Access**. Where archive services failed to meet this requirement fully, it was felt that limited opening hours, or limited access to catalogues and finding aids, resulted in restricted access to collections.

2013 to April 2018	Met	Partially met	Not met
3.1 Access Policy	121	9	0
3.2.1 Understanding Audiences	112	18	0
3.2.2 Analysing Audiences	113	17	0
3.2.3 Planning for Audiences	118	12	0
3.3.1 Information on Access	116	14	0
3.3.2 Procedures for user access	124	6	0
3.3.3 A variety of means of access	127	3	0

7) Required and Improvement Actions

Every archive service receives feedback on their application for Archive Service Accreditation reflecting how their service performs against each requirement of the standard. Part of this feedback is in the form of required and improvement actions which provide guidance on where the service can meet the standard more effectively. Required Actions must be carried out to continue to meet the standard and retain Archive Service Accreditation in the future. Improvement Actions are to support development of the archive service.

By module

June 2017 to April/May 2018	Improvement actions	Required Actions
Organisational Health	95	95
Collections	190	147
Stakeholders and their Experiences	92	23

By requirement

June 2017 to April/May 2018	Improvement Actions	Required Actions
1.1	4	0
1.2	15	8
1.3	12	11
1.4	32	52
1.5	11	8
1.6	21	16
2*	0	0
2.1	13	3
2.2	10	8
2.2.1	22	4
2.2.2	26	10
2.3*	7	5
2.3.1	8	3
2.3.2	25	16
2.3.3	2	1
2.4*	23	22
2.4.1	10	11
2.4.2	21	14
2.4.3	13	20
2.4.4	10	30
3	0	0

3.1	12	5
3.2*	19	3
3.2.1	13	0
3.2.2	11	2
3.2.3	14	1
3.3*	2	4
3.3.1	14	5
3.3.2	6	3
3.3.3	11	0

*Note that some actions reflect a general improvement need in an area such as collections care or audience planning, and may be set at requirement rather than sub-requirement level.

It should be noted that many of the actions refer to more than one requirement, for example an action may refer to both 1.6 and 2.4 where there is a need to ensure there is adequate access to professional collections care expertise.

a) Required actions:

Common themes

- *Developing new accommodation, including storage space and improving environmental conditions in storage areas*
- *Developing capacity to ingest and store born digital records*

Organisational Health: In this area, required actions covered a number of different themes:

- A need for new accommodation, including storage space for either analogue or digital records (or both), including progressing current plans for developing this
- Developing income generation
- Ensuring sufficient access to professional expertise, both archival and specialist conservation advice relative to the mission and scalability of the archive service
- A need to strengthen strategic planning
- A need to undertake workforce planning to ensure that skills and knowledge of the workforce will support changing delivery needs of the archive service

Collections: Assessors noted the largest number of required actions in this module. The actions covered the following areas:

- Developing knowledge and capacity to collect and manage born digital records
- Preservation and risk management in stores, including environmental improvements, ongoing security and building management systems, access to professional conservation advice, test disaster plan
- Improving cataloguing state of collections

Stakeholders and their Experiences: Assessors identified the smallest number of required actions in this module. Required actions covered the following areas:

- Develop and expand partnerships to build the outreach offer
- Improve signage to identify the archive service
- Introduction of a reader registration system
- Restoration of full opening hours following temporary reduction in opening hours
- Improve website information about collections and accessing this, including any online catalogue
- Make any legislation governing access to collections explicit in the access policy

Improvement actions:

Common themes

- *Strengthening forward planning, including that around collections development, collections information and collections care*
- *Building on digital preservation developments*
- *Improving transfer of records from parent organisation*
- *Improving storage conditions for collections*
- *Developing online information and remote access, including the catalogue*
- *Developing the access offer including outreach and learning, in particular through audience research and developing partnership activities*

Improvement actions tend to be diverse and are often more specific to individual archive services and their circumstances.

Organisational Health: Assessors identified a number of improvement actions in this module, covering all requirements and with the following common themes: diversifying funding, strengthening forward planning and making sure this fits into the wider organisational context and strategic planning, develop the volunteer offer, develop succession planning. A significant number related to requirement 1.4 with storage and digital preservation recurrent action points here.

Collections: Assessors identified the greatest number of improvement actions for archive services relating to this module (which has the largest number of requirements). Actions related to the continued development of digital preservation practices, reducing cataloguing backlogs, continuing to manage the preservation environment, improving the transfer of records from the parent body organisation, developing planning around the respective areas of managing collections, reviewing current practice and planning and widening policies to reflect current practice of the archive service.

Very often the actions in the module serve to re-inforce that archive services should progress existing plans, for example around the management of born digital records and the testing of disaster plans.

Stakeholders and their Experiences: Assessors identified the least number of improvement actions in this module. The actions cover the following themes: developing or building on existing partnerships to extend the reach on the archive service, developing the gathering and analysis of audience data , improving website information and developing an online offer to access collections; promoting the archive service and the range of activities it delivers and developing outreach and learning activities to reach a wider audience.

Review Stage

As part of the Review Stage application, accredited archive services report any changes to their archive services, for example in resourcing, restructuring, forward planning, revised policies. This means the original assessment against each requirement can potentially change.

The table below shows where changes were made to the original assessment following the initial application for Archive Service Accreditation.

2017-2018 Module level

	Organisational Health	Collections	Stakeholder and their Experiences
Met to partially met	1	0	0
Partially met to met	0	0	0
Partially met to not met	0	0	0

2017-2018 Requirement level

Requirement	Met to partially met	Partially met to met
1.1	0	0
1.2	0	0
1.3	0	1
1.4	0	0
1.5	1	0
1.6	1	0
2.1	0	1
2.2.1	1	0
2.2.2	0	1
2.3.1	0	2
2.3.2	1	1
2.3.3	0	0
2.4.1	0	0
2.4.2	0	0
2.4.3	0	0
2.4.4	0	0
3.1	0	1
3.2.1	0	0
3.2.2	0	0
3.2.3	1	0
3.3.1	1	0
3.3.2	0	0
3.3.3	0	0

There were six changes at requirement level from met to partially met for requirements 1.5, 1.6, 2.2.1, 2.3.2, 3.2.3 and 3.3.1.

There were seven changes in requirement level from partially met to met for requirements 1.3, 2.1, 2.3.1, 2.3.2 and 3.1 reflecting progress in these areas since the original award for Archive Service Accreditation.

Appendix

This section contains additional statistical information about Archive Service Accreditation which has been included for reference, relating to applications for Archive Service Accreditation received 2013 to May 2017. It can be useful to draw comparisons over time between the statistical information held here and that in the main report.

1 Applications by type of archive service

<u>2013 to May 2015</u>	England	Northern Ireland	Scotland	Wales
Local authority type 1	0	0	1	0
Local authority type 2	11	0	0	2
Other public sector type 1	1	0	0	1
Other public sector type 2	4	0	2	0
Private and third sector type 1	0	0	0	0
Private and third sector type 2	2	0	0	0
Private and third sector type 3	3	0	0	0

<u>June 2015 to May 2016</u>	England	Northern Ireland	Scotland	Wales
Local authority type 1	0	0	0	0
Local authority type 2	9	0	0	2
Other public sector type 1	0	0	0	0
Other public sector type 2	2	0	1	1
Private and third sector type 1	1	0	0	0
Private and third sector type 2	2	0	0	0
Private and third sector type 3	1	0	0	0

<u>June 2016 to May 2017</u>	Total	England	Northern Ireland	Scotland	Wales
Local authority type 1	1	1	0	0	0
Local authority type 2	15	13	0	0	2
Other public sector type 1	0	0	0	0	0
Other public sector type 2	8	7	0	0	1
Private and third sector type 1	1	1	0	0	0
Private and third sector type 2	2	1	0	1	0

Private and third sector type 3	1	1	0	0	0
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2) Validation visits made in response to applications

2013 to May 2016	England	Northern Ireland	Scotland	Wales
2013 –May 2014	93%	N/A	100%	100%
June 2014 to May 2015	100%	N/A	100%	100%
June 2015 to May 2016	100%	N/A	100%	100%
June 2016 to May 2017	100%	N/A	100%	100%

3) Number of archive services awarded accredited status

2013 to May 2014	Total	England	Northern Ireland	Scotland	Wales
Accredited	12	10	0	1	1
Provisionally Accredited	2	2	0	0	0
Not Accredited	0	0	0	0	0

June 2014 to May 2015	Total	England	Northern Ireland	Scotland	Wales
Accredited	12	8	0	2	2
Provisionally Accredited	0	0	0	0	0
Not Accredited	1	1	0	0	0

<u>June 2015 to May 2016</u>	Total	England	Northern Ireland	Scotland	Wales
Accredited	18	13	0	2	3
Provisionally Accredited	1	1	0	0	0
Not Accredited	0	0	0	0	0

<u>June 2016 to May 2017</u>	Total	England	Northern Ireland	Scotland	Wales
Accredited	21	17	0	1	3
Provisionally Accredited	6	6	0	0	0
Not Accredited	0	0	0	0	0

<u>2013 to April 2017</u>	Total	England	Northern Ireland	Scotland	Wales
Accredited	63	48	0	6	9
Provisionally Accredited	9	9	0	0	0
Not Accredited	1	0	0	0	0

4) Achievement at module level

<u>2013 to May 2014</u>	Met	Partially Met	Not Met
Organisational Health	14	0	0
Collections	11	3	0
Stakeholders and their Experiences	14	0	0

<u>May 2014 to June 2015</u>	Met	Partially Met	Not Met
Organisational Health	13	0	0
Collections	11	1	1
Stakeholders and their Experiences	13	0	0

<u>June 2015 to May 2016</u>	Met	Partially Met	Not Met
Organisational Health	18	1	0
Collections	18	1	0
Stakeholders and their Experiences	18	1	0

<u>June 2016 to May 2017</u>	Met	Partially Met	Not Met
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Organisational Health	26	1	0
Collections	20	7	0
Stakeholders and their Experiences	27	0	0

5) Achievement at requirement level

Organisational Health

2013 to May 2014	Met	Partially Met	Not met
1.1 Mission Statement	14	0	0
1.2 Governance	14	0	0
1.3 Forward Planning	12	2	0
1.4 Resources: Building	12	2	0
1.5 Resources: Finance	14	0	0
1.6 Resources: Workforce	14	0	0

June 2014 to May 2015	Met	Partially Met	Not met
1.1 Mission Statement	13	0	0
1.2 Governance	12	1	0
1.3 Forward Planning	12	1	0
1.4 Resources: Premises	9	4	0
1.5 Resources: Finance	13	0	0
1.6 Resources: Workforce	13	0	0

June 2015 to May 2016	Met	Partially Met	Not met
1.1 Mission Statement	19	0	0
1.2 Governance	18	1	0
1.3 Forward Planning	18	1	0
1.4 Resources: Premises	15	4	0
1.5 Resources: Finance	19	0	0
1.6 Resources: Workforce	17	2	0

June 2016 to May 2017	Met	Partially Met	Not met
1.1 Mission Statement	26	1	0
1.2 Governance	27	0	0
1.3 Forward Planning	24	3	0
1.4 Resources: Premises	12	15	0
1.5 Resources: Finance	25	2	0
1.6 Resources: Workforce	24	3	0

Collections

<u>2013 to May 2014</u>	Met	Partially met	Not Met
1.1 Collections Management	13	1	0
2.2.1 Collections Development Policy	13	1	0
2.2.2 Collections Development Plan	13	1	0
2.3.1 Collections Information Policy	10	4	0
2.3.2 Collections Information Plan	7	7	0
2.3.3 Collections Information Procedures	12	2	0
2.4.1 Collections Care Policy	12	2	0
2.4.2 Collections Care Plan	12	2	0
2.4.3 Collections Care Procedures	8	6	0
2.4.4 Disaster Recovery Plan and Procedures	14	0	0

<u>June 2014 to May 2015</u>	Met	Partially met	Not Met
1.1 Collections Management	13	0	0
2.2.1 Collections Development Policy	13	0	0
2.2.2 Collections Development Plan	8	5	0
2.3.1 Collections Information Policy	7	6	0
2.3.2 Collections Information Plan	11	2	0
2.3.3 Collections Information Procedures	13	0	0
2.4.1 Collections Care Policy	12	0	1
2.4.2 Collections Care Plan	10	3	0
2.4.3 Collections Care Procedures	9	3	1
2.4.4 Disaster Recovery Plan and Procedures	12	1	0

<u>June 2015 to May 2016</u>	Met	Partially met	Not Met
2.1 Collections Management	16	3	0
2.2.1 Collections Development Policy	19	0	0
2.2.2 Collections Development Plan	13	6	0
2.3.1 Collections Information Policy	18	1	0
2.3.2 Collections Information Plan	12	7	0
2.3.3 Collections Information Procedures	19	0	0
2.4.1 Collections Care Policy	16	3	0
2.4.2 Collections Care Plan	19	0	0
2.4.3 Collections Care Procedures	9	10	0
2.4.4 Disaster Recovery Plan and Procedures	18	1	0

June 2016 to May 2017	Met	Partially met	Not Met
2.1 Collections Management	27	0	0
2.2.1 Collections Development Policy	27	0	0
2.2.2 Collections Development Plan	14	13	0
2.3.1 Collections Information Policy	25	2	0
2.3.2 Collections Information Plan	10	17	0
2.3.3 Collections Information Procedures	26	1	0
2.4.1 Collections Care Policy	21	6	0
2.4.2 Collections Care Plan	21	6	0
2.4.3 Collections Care Procedures	10	17	0
2.4.4 Disaster Recovery Plan and Procedures	20	7	0

Stakeholders and their experiences

2013 to May 2014	Met	Partially met	Not met
3.1 Access Policy	11	3	0
3.2.1 Understanding Audiences	14	0	0
3.2.2 Analysing Audiences	14	0	0
3.2.3 Planning for Audiences	14	0	0
3.3.1 Information on Access	14	0	0
3.3.2 Procedures for user access	13	1	0
3.3.3 A variety of means of access	14	0	0

June 2014 to May 2015	Met	Partially Met	Not met
3.1 Access Policy	13	0	0
3.2.1 Understanding Audiences	12	1	0
3.2.2 Analysing Audiences	12	1	0
3.2.3 Planning for Audiences	12	1	0
3.3.1 Information on Access	13	0	0
3.3.2 Procedures for user access	13	0	0
3.3.3 A variety of means of access	13	0	0

June 2015 to May 2016	Met	Partially met	Not met
3.1 Access Policy	16	3	0
3.2.1 Understanding Audiences	16	3	0
3.2.2 Analysing Audiences	15	4	0
3.2.3 Planning for Audiences	18	1	0
3.3.1 Information on Access	17	2	0

3.3.2 Procedures for user access	19	0	0
3.3.3 A variety of means of access	18	1	0

June 2016 to May 2017	Met	Partially met	Not met
3.1 Access Policy	26	1	0
3.2.1 Understanding Audiences	23	4	0
3.2.2 Analysing Audiences	26	1	0
3.2.3 Planning for Audiences	25	2	0
3.3.1 Information on Access	23	4	0
3.3.2 Procedures for user access	27	0	0
3.3.3 A variety of means of access	27	0	0

6)Required and Improvement actions at Requirement Level

2013 to May 2014	Required actions set	Improvement actions set
1.1	1	1
1.2	1	3
1.3	0	4
1.4	0	11
1.5	0	4
1.6	1	6
2.1	0	4
2.2.1	1	0
2.2.2	0	2
2.3.1	1	2
2.3.2	0	1
2.3.3	0	0
2.4.1	1	3
3.1	0	8
3.2.1	0	0
3.2.2	0	0
3.2.3	0	3
3.3.1	0	1
3.3.2	2	3
3.3.3	0	3

June 2014 to May 2015	Required actions set	Improvement actions set
1.1	0	0
1.2	0	4

1.3	2	0
1.4	8	15
1.5	0	1
1.6	0	4
2.1	0	3
2.2.1	0	4
2.2.2	1	8
2.3.1	0	5
2.3.2	1	2
2.3.3	0	1
2.4	3	7
2.4.1	0	3
2.4.2	3	0
2.4.3	2	2
2.4.4	4	0
3.1	0	4
3.2.1	0	0
3.2.2	0	0
3.2.3	0	2
3.3.1	0	3
3.3.2	0	2
3.3.3	0	2

June 2015 to May 2016	Improvement Actions	Required Actions
1.1	3	1
1.2	3	3
1.3	4	3
1.4	17	9
1.5	6	0
1.6	6	3
2*	1	0
2.1	8	0
2.2		
2.2.1	7	0
2.2.2	5	1
2.3*	3	1
2.3.1	0	0
2.3.2	7	2
2.3.3	0	0
2.4*	7	0
2.4.1	1	2
2.4.2	3	1
2.4.3	6	11

2.4.4	2	3
3		
3.1	9	1
3.2*	5	0
3.2.1	8	1
3.2.2	3	1
3.2.3	5	1
3.3*	2	1
3.3.1	1	0
3.3.2	0	2
3.3.3	3	0

June 2016 to May 2017	Improvement Actions	Required Actions
1.1	4	0
1.2	7	1
1.3	10	5
1.4	15	28
1.5	3	2
1.6	7	5
2*	1	0
2.1	4	0
2.2	20	3
2.2.1	6	4
2.2.2	8	4
2.3*	8	2
2.3.1	5	1
2.3.2	12	2
2.3.3	7	0
2.4*	12	18
2.4.1	1	4
2.4.2	6	8
2.4.3	8	11
2.4.4	5	8
3	1	0
3.1	10	1
3.2*	18	4
3.2.1	5	1
3.2.2	5	3
3.2.3	3	2
3.3*	6	0
3.3.1	3	4
3.3.2	1	1
3.3.3	2	0

	Total	England	Northern Ireland	Scotland	Wales
Number of Applications (2013 to May 2014)	14	12	0	1	1
Number of Applications (June 2014 to May 2015)	14	10	0	2	2
Number of Applications (June 2015 to May 2016)	20	15	0	2	3
Number of Applications (June 2016 to May 2017)	28	24	0	1*	3
Number of Application (June 2017 to April/May 2018)	58	52*	0	2**	4***
Total Number of Applications (2013 to April/May 2018)	134	113	0	8	13