

**REPORT OF THE GROUP MANAGER, LIBRARIES, ARCHIVES AND
INFORMATION SERVICES****ESTABLISHMENT OF A FIXED TERM PROJECT ARCHIVIST POST AT
NOTTINGHAMSHIRE ARCHIVES WITH FUNDING FROM THE WELLCOME
TRUST****Purpose of the Report**

1. To seek approval to establish a fixed term (18 months) full time post of Project Archivist at Nottinghamshire Archives to be funded by a grant from the Wellcome Trust.

Information and Advice

2. In 2011 the Wellcome Trust provided a grant of £8,000 to fund the project 'Understanding the Brain: Scoping the Archives of Rampton Hospital'. This enabled a full survey of the archives of the hospital to be carried out and resulted in the deposit of 56 linear metres of records with Nottinghamshire Archives. The grant also enabled a full conservation assessment to be made.
3. Following the scoping project the Wellcome Trust have made a further grant of £55,330 to fund a second project 'Understanding the Brain: Therapeutic Care within a Secure Setting'. This will enable the employment of an Archivist to catalogue the collection and carry out the necessary preservation work.
4. The key goals of the project are:
 - To enable medical historians and professionals, and the general public, to have access to the collection (subject to the Data Protection Act 1998 and within the limitations imposed by the confidential and sensitive nature of the records) by creating an on-line catalogue
 - To raise awareness of the existence of the collection once catalogued using the Nottinghamshire Archives' website and placing short articles in relevant journals such as *Positive*, the newsletter of the Nottinghamshire Healthcare NHS Trust
 - To preserve the collection for future generations (as outlined in the conservator's survey undertaken as part of the Scoping Project)
 - To make data on obsolete formats such as videos, cassette tapes and floppy discs available by creating preservation and access copies on CD/DVD

- To negotiate with Nottinghamshire Healthcare NHS Trust/Rampton staff on the regular transfer of records to Nottinghamshire Archives, thus ensuring continuing accruals to what is an archive of national importance
 - To ensure Nottinghamshire Archive staff are aware of the content of the archive and of the particular restrictions as to its use by holding training sessions
5. £48,000 of the grant has been assigned to the recruitment and employment of a Project Archivist (Band A) for 18 months.

Other Options Considered

6. The assignment of the work to an establishment member of staff was considered but not regarded as feasible due to the size and scale of the project.

Reason/s for Recommendation

7. The award of a grant by the Wellcome Trust will enable this nationally important collection to be catalogued and made accessible.
8. The grant is dependent on Committee approval for the post to be created.

Statutory and Policy Implications

9. This report has been compiled after consideration of implications in respect of finance, the public sector equality duty, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Implications for Service Users

10. Nottinghamshire Archives User Group has been consulted on the progress of this grant application.
11. The post will enable public access to the Rampton Hospital archive.

Financial Implications

12. The post (including recruitment and on-costs) will be funded by the Wellcome Trust as outlined above.
13. As the contract is for 18 months no redundancy costs have been included.

RECOMMENDATION

- 1) That the creation of a fixed term (18 months) full time post of Project Archivist at Nottinghamshire Archives, to be funded by a grant from the Wellcome Trust, be approved.

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Constitutional Comments (SG 05/11/12)

14. The Committee is the appropriate body to decide on the issues set out in this Report. The Committee has responsibility for archives.

Financial Comments (NDR 12/11/12)

15. The financial implications are set out in paragraphs 12 and 13 of the report.

Background Papers

None.

Electoral Division(s) and Member(s) Affected

All.

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