

**REPORT OF THE TEMPORARY SERVICE DIRECTOR, YOUTH, FAMILIES  
AND CULTURE****CHANGES TO STAFFING ESTABLISHMENT OF NOTTINGHAMSHIRE  
ARCHIVES SERVICE****Purpose of the Report**

1. To seek approval to establish an Archives Building Officer post (1 fte at Grade 2) to support the operation and delivery of a safe and accessible Archives service.

**Information and Advice**

2. The Archives service provides for the Council's legal duty to provide a 'proper place of deposit' for its own records, under s224 of the Local Government Act, 1972, and a suitable repository for housing local Public Records under the Public Records Acts, 1958 and 1967.
3. The recently refurbished and extended Archives building meets the new technical standard PD5454 for Archive buildings.
4. In order to enable the service to manage and maintain the building and provide access to the public and room hirers, a change to its current caretaking provision is required. It is proposed to create a new post working to the Archive Building Officer role, which will provide the required support to the Archives team in gaining accreditation, fulfilling property client functions and improving the income generating potential of meeting room hire.
5. The role mirrors a similar role established within the Library service; a matrix line management approach to these officers allows a consistent approach to the support and development of the role across the service. This post will be included in that arrangement.
6. The creation of this post is related to role changes within the Archives team and their dedicated business support.
7. The maximum cost of the post will be £18,600. Funding for this post is allocated within the Archives service budget, partly from cost savings from reduction in the contract cleaning costs and savings made from the changes in business support.

**Other Options Considered**

8. Maintain the current approach.

## **Reason/s for Recommendation/s**

9. Establishment of the post will enable the Archives service to operate safely, maintain TNA accreditation and increase income levels from meeting room hire.

## **Statutory and Policy Implications**

10. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the NHS Constitution (Public Health only), the public sector equality duty, safeguarding of children and vulnerable adults, service users, sustainability and the environment and ways of working and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

## **Financial Implications**

11. The financial implications are outlined in paragraph 7.

## **Human Resources Implications**

12. Recruitment to the post detailed in this report would be subject to the County Council's employee recruitment policies and to the current vacancy control protocol.

## **Implications for Service Users**

13. The role will ensure a safe and clean environment for customers and users of the Archives office.

## **RECOMMENDATION/S**

- 1) That approval be given to establish 1fte Archives Building Officer post at Grade 2.

**Laurence Jones**

**Temporary Service Director, Youth, Families and Culture**

**For any enquiries about this report please contact:**

Peter Gaw

Group Manager, Libraries, Archives, Information and Learning

T: 0115 9774201

E: [peter.gaw@nottsccl.gov.uk](mailto:peter.gaw@nottsccl.gov.uk)

## **Constitutional Comments (SMG 01/09/15)**

14. The Committee has the responsibility for approval of departmental staffing structures. The proposals in this report fall within the remit of this Committee.
15. The Employment Procedure Rules provide that the report to Committee include the required advice and HR comments and that the recognised trade unions be consulted on

all proposed changes to staffing structures (and any views given should be fully considered prior to a decision being made).

**Financial Comments (SS 28/08/15)**

16. The financial implications of this report are contained within paragraph 7 above.

**Background Papers and Published Documents**

None.

**Electoral Division(s) and Member(s) Affected**

All.

C0693