

Greater Manchester Archives and Local Studies Partnership (GMALSP)

Development Plan 2017-2020

1. Background

Greater Manchester's archives are unique. They:

- Connect us to our local community, help us understand why we are how we are, and explore our personal identity;
- Bring history to life for children;
- Offer communities a range of volunteering opportunities - enriching lives.

Archives contain the original documents that tell the history of people, places and events that have shaped the world we live in today. They include written documents, printed materials, images, maps, sound recordings and other media that bring the past to life in a unique way.

Archives and local studies services in Greater Manchester:

- Ensure that historically significant records are systematically collected, described and documented.
- Preserve collections for future generations and ensure that they are set in a context that helps us all to understand them.
- Work towards increased access by digitising our collections and catalogues. As with every other aspect of life today, the digital world is having a big impact on archive services.

Archives have the power to enrich our understanding of the present through an appreciation of the past. They connect us to our families and the places where we live, work and study. Archives sit at the heart of our collective understanding: who we are, where we came from, and, indeed, where we are going.

Archives play an important role in our communities and help to:

- Promote a sense of place;
- Develop new digital skills;
- Provide learning opportunities;
- Improve health and wellbeing;
- Support tourism and economic prosperity.

The Greater Manchester County Record Office (GMCRO) is operated by Manchester City Council on behalf of the Association of Greater Manchester Authorities (AGMA). GMCRO was opened by the former Greater Manchester Council (GMC) in 1976. Since 1986 GMCRO has since been supported by all the AGMA districts and other joint

AGMA authorities. GMCRO houses 4 miles of archives and seeks to identify, collect, preserve, and promote the widest possible public access to the documentary heritage of Greater Manchester in accordance with the statutory requirement of the Public Records Act 1958 and 1967, the Local Government (Records) Act 1962 and the Local Government Act 1972. In early 2014, it moved to Manchester Central Library as part of a wider archive partnership called Archives+. The Archives+ partners include the City of Manchester Archives & Local Studies, North West Film Archive (Manchester Metropolitan University), Ahmed Iqbal Ullah Race Relations Resource Centre and Trust (The University of Manchester), and the Manchester and Lancashire Family History Society. Each of the other AGMA districts in Greater Manchester also have its own archive and local studies service.

In 2012, a feasibility study commissioned by AGMA recommended the creation of a formal Partnership to provide an over-arching strategy and development plan for the ten local authority archive and local studies services in Greater Manchester. There are significant potential benefits to be gained in terms of collaborating on service improvement and future sustainability.

At the Statutory Functions Committee in June 2012, the Committee agreed to provide governance to enable the Greater Manchester Archives and Local Studies Partnership to be set up. It also agreed to create an officer group to lead the work of the Partnership and report to the AGMA Statutory Functions Committee.

2. Achievements so far

Since our inception in 2012 the Partnership has successfully:

Volunteers

- Involved over 100 volunteers with the creation of the **GM1914** online blog which publishes weekly stories from our collections about the First World War. The project won the Archives and Records Association Archive Volunteer award for 2015.
- Secured funding from the Heritage Lottery Fund for **the Made in Greater Manchester** project to raise awareness of industrial and business archives. Over 50 volunteers have played a key role undertaking cataloguing, research, and digitisation. Joint volunteer training on cataloguing, preservation, social media and digitisation has been developed. The project has enabled some services to diversify their volunteers – involving young people and local businesses.
- Developed an annual **Volunteer Awards** event where the work of archive volunteers in Greater Manchester is recognised and rewarded.
- Submitted a bid to the Heritage Lottery Fund to **engage young people** in volunteering and archives.

Digital

- Developed a large-scale **family history digitisation project**, with support from a commercial partner. This is something we could not do as individual services. We have already digitised several church registers held across Greater Manchester.
- Created **Greater Manchester Lives** as a one stop shop catalogue and digital portal for archives, local studies, and photographic collections held by archives in Greater Manchester.
- Created joint standards for measuring **digital performance**.

Raising Standards

- Delivered **joint staff training and development** on social media, working with young people, advocacy, and leadership.
- Created several **joint policies and procedures**.
- Developed a **risk assessment template** for the preservation and security of collections.
- Agreed a standard set of **fees and charges**.
- Started to work together on applications for **Archives Service Accreditation**.
- Developed an **advocacy strategy** to help raise awareness of archives with funder and decision makers.
- Led on a **digital preservation pilot** in the North West using Preservica software.
- Started to work with other archives in the North West to develop solutions for **digital preservation** and procurement of **joint storage**.

3. National Archives Vision

The national vision for archives, Archives Unlocked¹, focuses on the needs and ambitions of the archives sector, while making the case for realising – in practical and tangible terms – their unique potential and relevance in preserving the diversity of the nation’s heritage.

The ambitions at the heart of the vision are:

- **Trust** - people and institutions trust in the authenticity of archive records, and how they are preserved and presented.
- **Enrichment** - archives enhance and enrich our society intellectually, culturally and economically.
- **Openness** - archives cultivate an open approach to knowledge and are

¹ <http://www.nationalarchives.gov.uk/archives-sector/projects-and-programmes/strategic-vision-for-archives/>

accessible to all.

Archives Unlocked is underpinned by a robust action plan that embodies this drive and outlines what the sector will be doing over the next few years to lay the groundwork to make realistic and meaningful progress.

4. Archive Service Accreditation

Archive Service Accreditation is a UK-wide standards scheme which supports improvement and development for archive services. It is an externally validated standard which provides a badge of recognition for accredited archive services. It is aligned with other relevant quality assurance schemes, improvement tools and data gathering processes.

Accredited archive services provide a high level of service to their stakeholders, preserve their collections in line with national standards and are robust, sustainable services which plan and deliver ongoing improvement. Archive Service Accreditation is supported by a partnership including Archives and Records Association and the National Archives.

Archive Service Accreditation provides an archive service with a mark of external recognition and an endorsement of their service. The benefits include:

- Accredited status is a badge of recognition which demonstrates quality of services to supporters, donors and grant-making bodies, strengthening funding applications, attracting philanthropic giving and fostering investor trust.
- The process helps archive services adapt and respond to user needs and interests and to support workforce development.
- The standard provides a robust framework to facilitate forward planning, improving procedures and policy and reducing organisational risk.
- Requirements are scaled to the mission and scope of the archive service and feedback is offered at an appropriate scale, offering guidance for future service development.

5. Stronger Together: Greater Manchester Strategy

Greater Manchester is one of the country's most successful city-regions. Home to more than 2.7 million people and with an economy bigger than that of Wales or Northern Ireland, our vision is to help make it one of the best in the world. In 2013, the Local Enterprise Partnership (LEP) and the Greater Manchester Combined Authority (GMCA) published the jointly-owned Stronger Together: Greater Manchester Strategy around the twin themes of Growth and Reform. The Strategy sets out a series of priorities that will drive sustainable economic growth and reform the way that public services are delivered. These include:

GMALSP - Development Plan 2017-2020 – May 2019

- Delivering targeted investment based on market needs.
- Revitalising Greater Manchester's town centres.
- Improving both integration of infrastructure planning and connectivity.
- Placing Greater Manchester at the leading edge of science and technology.
- Supporting business growth; improving international competitiveness.
- Reforming public service delivery to build independence and raise the productivity of residents.

Andy Burnham was elected as Mayor of Greater Manchester in May 2017. The Greater Manchester Archives and Local Studies Partnership will continue to support to the key priorities of GMCA and the Mayor of Greater Manchester (see section 7).

The partnership will also be a key player in the Stronger Together project. Greater Manchester has been selected as a national pilot area for Arts Council England (ACE), Heritage Lottery Fund (HLF) and Historic England's innovative Great Places scheme. Stronger Together will see all ten Greater Manchester districts work together to create a genuine shift in the way Greater Manchester approaches culture, ensuring greater parity of provision throughout the ten boroughs, improving engagement and access, developing and diversifying the cultural workforce, encouraging greater movement between the ten boroughs and improving health outcomes for our residents.

6. Greater Manchester – Key Facts and Challenges²

- 2.73 million people live in Greater Manchester, of which 1.76 million are of working age (16-64).
- The population of Greater Manchester grew by 7.2% (183,100) between mid-2004 and mid-2014.
- The Greater Manchester economy generates £56 billion of gross value added.
- Greater Manchester has 274 schools which educate children at a secondary level. Greater Manchester has one of the largest student populations in Europe.
- There are more than 20 universities within one hour's drive of Greater Manchester, with over 400,000 students.
- The unemployment rate in Greater Manchester is 7.3% (98,300) in the 12 months up to March 2015 – a decrease of 14.5% of the count (16,700) over the same period a year earlier and above the UK average of 6%.
- There were 47,200 unemployed benefits claimants in September 2015 – 20,300 of which are unemployed Universal Credit claimants and 26,800 are JSA claimants.
- Approximately 13,200 Greater Manchester residents claiming Jobseeker's Allowance or Universal Credit (unemployed UC claimants) in September 2015 were aged 16-24.
- Around 33,400 people in Greater Manchester had been claiming Jobseeker's Allowance or Universal Credit (unemployed UC claimants) for more than 6 months in September 2015.
- Greater Manchester is the third most deprived Local Enterprise Partnership in the country according to the 2015 Indices of Multiple Deprivation.
- 187 neighbourhoods (LSOAs) in Greater Manchester are within the 5% most deprived LSOAs in England.
- Over a quarter of all children living in Greater Manchester (dependents under the age of 20) are living in poverty.

² New Economy, Greater Manchester Key Facts (2016) - <http://neweconomymanchester.com/media/1567/greater-manchester-key-facts-jan-16.pdf>

7. GMALSP Statement of Purpose

The Partnership will contribute to the Greater Manchester Strategy, the Mayor of Greater Manchester's ambition and individual Council's priorities in the areas of:

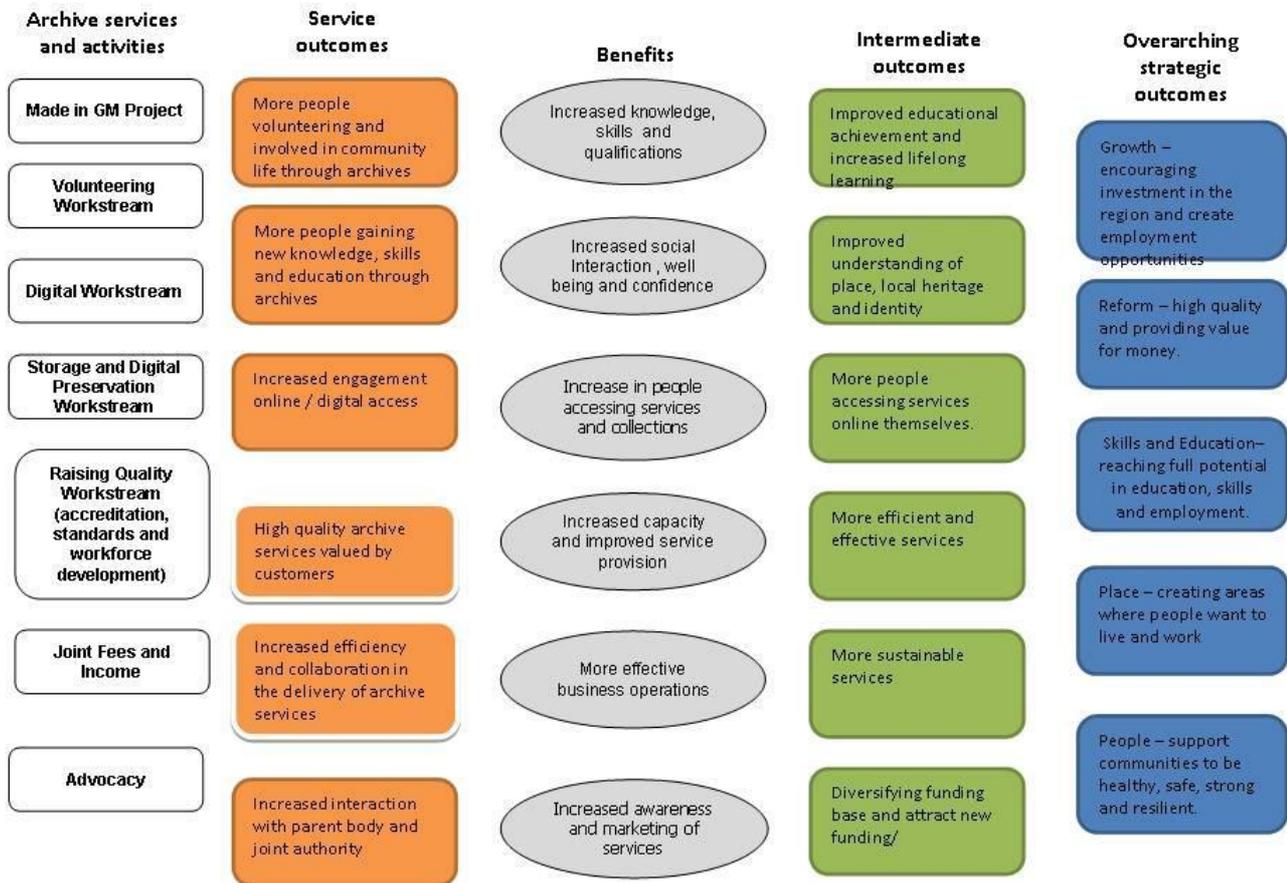
- **Sense of Place / Personal and Community Identity.** The Partnership will create a strong sense of place rooted in welcoming the complexity and multiplicity of stories that together make the history of Greater Manchester and shape the way we are today. Communities will be empowered to collect and share their stories to inspire, inform and entertain. It will give people a frame of reference for their place in society, and helps them to understand how their location, community and family have developed. We will help create revitalised town centres and safe communities.
- **Better Life Chances.** The Partnership will enable children, young people and adults to reach their full potential in education and employment. It will create opportunities for individual, family and adult learning in formal education, personal research, outreach activities and volunteering. It will help ensure all our children starting school ready to learn and leaving with hope of a good future.
- **Economic Base and Digital Futures.** The Partnership will embrace digital technology and innovation to help ensure Greater Manchester becomes a world-leading Digital City-Region. It will build broader leadership in archives and local studies for innovation throughout the City Region by encouraging the genuine exchange of ideas.

The Partnership will provide an over-arching strategy and development plan for the local authority archive and local studies services in Greater Manchester. Collaboration on a bigger scale and through a more formal process than time-limited projects will enable the archive and local studies services to:

- Develop a shared strategy for the future.
- Optimise the return on investment in their current services.
- Co-ordinate programmes for the essential cataloguing and digitisation work that is needed for people to access the archives.
- Share resources to deliver new services and ways of working that are currently under-developed and would be impossible for individual services to achieve on their own.
- Develop as a strong collective that will be better positioned to attract external funding and investment.
- Work more effectively with the libraries, museums and cultural organisations of Greater Manchester on joint initiatives and marketing with local authority/trust museum and heritage services.
- Work more effectively with the wide range of other archive services in the City Region.

8. Partnership Outcomes

Logic mode: Greater Manchester Archives and Local Studies Partnership



9. Priorities for 2017-2020

The development plan for the next three years will focus on:

1. **Digital access to collections and services**
Providing an improved online experience for users and making more collections available.
2. **Digital preservation and records management**
Working in partnership with other services to address the need to collect digital records for the future.
3. **Volunteers**
Building on our significant achievements by increasing, in scale and diversity, the opportunities for people to engage in volunteer programmes.
4. **Accreditation and raising standards**
Supporting all Greater Manchester archives to achieve accreditation and working together to ensure that, collectively, we are recognised as high quality services.
5. **Events / Advocacy**
Co-ordinating and maximising the Archives Services contributions to large scale events, anniversaries and commemorations
 - a) 100 year anniversary of Women's Suffrage 2018
 - b) 100 year anniversary of the end of World War 1 2018
 - c) 200 year anniversary of the Peterloo Massacre 2019.

Each of these priorities will have a plan and a work stream lead to ensure that they progress and achieve their objectives.

In addition to the five main work streams, we will continue to:

- Advocacy - ensuring we communicate the power of archives and how they contribute to local authority and Greater Manchester priorities.
- Training and development - ensuring that our staff and volunteers have the opportunities to develop their skills and knowledge for continuous improvement.

10. Workstreams

Name of Project/Workstream	1. Digital Access
Project Sponsor	Denise Rankin (Stockport)
Project Lead	Larysa Bolton
Date initiated	April 2017
Background	
<p>Digital use of archives increasing. In the digital world, there is the opportunity to unlock even more stories, data and information, and in ways that were not possible, or even imaginable, before. In contrast to other parts of the cultural sector a higher proportion of adults visit an archive online than in person. The DCMS Taking Part survey reveals that in 2015-2016 10.4% of adults had visited an archive website. Of those who had visited an archive website, 68.3% had done so to view digitised documents and 30.2% of adults had searched a catalogue.</p> <p>To date the GMALSP has digitised several church registers held across Greater Manchester, appointed a commercial supplier to undertake further family history digitisation and developed Greater Manchester Lives as a one stop shop catalogue and digital portal. How can these be further developed and improved?</p>	
Objectives / What difference will it make	
<ul style="list-style-type: none">● Improve digital access to and engagement with collections. Customers can access them 24/7 at home or for free at their local library in Greater Manchester.● Increase digital use of collections. Digital use of archive collections is increasing and onsite use is decreasing.● Create a new income stream from royalties. By doing this together rather than individually it is likely that we can negotiate a higher royalty rate. Obtain free access to the publishers' web site for libraries in Greater Manchester.● Reduce staff transactions for some services. By digitising records, staff no longer need to retrieve original archives. Staff time not needed to be spent supporting customers on use of the microfilm readers.● Preservation / Security. By creating digital surrogates we are reducing the risk of damage to collections through handling or theft.	
Scope	
<p>(i) Family History Digitisation</p> <p>The current contract with our commercial supplier will enable important records to be digitised and made available online. The GMALSP receives royalties' income from</p>	

the records used. It might be possible, in the future, for these files to be stored and accessed directly from a GM platform rather than through a commercial supplier. Manchester will continue to manage the contract on behalf of GMALSP and explore other options when the contract nears expiry.

(ii) Greater Manchester Lives Replacement

The Greater Manchester Lives site was developed at low cost. There are problems with both the content management system and the customer facing aspects of the site. A new solution is needed. This will require:

- A specification of the systems/functionality required, including the desirability to have “micro” sites for individual services and for projects such as GM1914
- Identification of capital costs and the possible sources for that funding
- A test of the assumption that the annual revenue costs would be no more than the current costs for maintaining GM Lives and other sites

2019/20– procure new site and provide access to current GM Lives resources

2020 – develop content on the main site and micro sites

2020 – optimise the benefits of using the site for income and other developments

This work will be led and funded by GMCRO.

(iii) Review and refresh the commitment to capture data for online use to give better information about the services and for use in advocacy and funding applications.

Constraints and risks

- Development costs.
- Staff time / capacity.
- Technical knowledge.
- ICT department constraints.
- Family History digitisation – getting the legal/licensing framework correct.
- Authorities reluctant/unwilling to participate.
- Capacity of partners.

Members

- Larysa Bolton (Manchester)
- Sarah Hobbs (Manchester)
- Philip Cooke (Manchester)
- Julie Lamara (Bolton)

Name of Project/Workstream	2. Digital Preservation and Records Management
Project Sponsor	Philip Cooke
Project Lead	Alex Miller (Wigan)
Date Initiated	April 2017
<p>Background</p> <p>The archives of the future are being 'born digital'. 90% of the world's data has been generated in the last 2 years. Ensuring valuable digital information remains usable over time is a key challenge for archives. Society is changing, opening up new uses for data and records, and posing new questions about what is collected now and in the future, in both paper-based documents and digital formats. Digital technology has fundamentally changed what it means to be an archive. Archivists can help the IT and knowledge management communities by bringing professional archival practice to this digital world.</p> <p>Some work has already been undertaken in the North West:</p> <ul style="list-style-type: none"> ● The North West Digital Preservation Group – several standards / policies have been put together by the group. ● Individual authorities have undertaken some work and developed systems e.g. Cumbria have purchased Preservica software. ● Manchester / Greater Manchester Archives and Local Studies Partnership – led on a digital preservation pilot in the North West using the Preservica software. <p>Some work on digital preservation has been delivered in other regions:</p> <ul style="list-style-type: none"> ● Archives West Midlands – are undertaking a scoping exercise. ● Archives First – also looking at how they can work together on digital preservation. ● East Anglia – Sharing Archivematica Pilot project. Testing using the Archivematica software. This includes non-local authority archive services. <p>We need to learn from emerging best practice, and consider the best approach for GM</p> <p>Archives services in Greater Manchester acknowledge they could be working more effectively with colleagues in their parent authority's information governance or records management teams. There are significant benefits and economies for organisations which manage their records and information well. Organisations with poor (or no) recordkeeping systems are risking a great deal – legally and reputationally.</p>	
Objectives / what difference will it make	

- Ensure the archives of the future are collected and preserved – avoiding a digital blackhole. Including the archives created by GMCA.
- Ensure that records remain authentic and usable over time – a key to accountability and public confidence.
- Safeguard our financial assets – digital surrogates have a financial value (e.g. re-licensing, avoid having to digitise again).
- Improve the relationship between archives and records management / information governance – ensuring the archives of the future are deposited.

Scope

- Digital preservation – update digital preservation policies and procedures.
- Apply for funding from the National Archives to undertake a feasibility study to:
 1. Work with stakeholders to develop a manifesto for digital preservation. What are the long term, intermediate and short term outcomes? What are the risks of not doing anything? What are the benefits for residents and local authorities?
 2. Create case studies of good practice in digital preservation across the UK.
 3. Identify what activity / conditions is required to deliver the long-term outcomes? This could include:
 - Advocacy / relationships – identify key messages, key stakeholders in the region and a strategy to influence them.
 - Systems – software requirements, storage.
 - People – staff training, staff resource, procedures / policies
 4. Identify delivery and governance models to deliver the outcomes and activity e.g. North West, sub-regional, individual. Role of volunteers / other partners.
 5. Actions Plan for next steps 2018-2021 and resource implications.
- Advocacy /relationships - work towards records management and digital preservation becoming a corporate priority e.g. political buy in from politicians, senior managers, ICT colleagues.
- Update records retention guidelines and procedures for archive services.

Constraints and Risks

- Lack of records management policy / strategy for parent authorities.
- Positioning of services within their authority – not aligned with records management / information governance.
- Political buy in and positioning.
- ICT policies /constraints.
- Staff resource.

- Staff knowledge, expertise and confidence.
- Tools for managing digital records and providing access (e.g. software).
- Storage – cost.

Members

- Alex Miller (Wigan)
- Christopher Prince (Manchester)
- Larysa Bolton (Manchester)
- Philip Cooke (Manchester)
- *Consultant funded from the TNA Sustainability Fund – Kevin Bolton*

Name of Project/Workstream	3. Volunteers
Project Sponsor	Sarah Curran (Trafford)
Project Lead	Janet Byrne (Rochdale)
Date initiated	April 2017
Background	
<p>The GMALSP has a strong record in attracting volunteers to work on a wide range of projects. They often are a vital part of our project plans, this needs to be embedded in every project. We celebrate volunteers well. More work needs to be done on ensuring we train and develop our volunteers consistently. There is also a need to explore ways to encourage volunteering from a wider and more diverse range of communities.</p>	
Objectives	
<ul style="list-style-type: none"> ● More, and diverse range of people volunteering and involved in community life through archives. ● More people gaining new knowledge, skills and education through archives. ● Identify good practice for recruitment, training and management of volunteers. ● Identify shared projects where volunteers could play a key role. ● Undertake joint recognition, rewards and training for volunteers. ● Measure and evaluate the benefits of volunteering. 	
Scope	
<ul style="list-style-type: none"> ● Create a single blog for volunteer projects - merge GM1914 and Made in Greater Manchester blogs. ● Share good practice in GM and learn from wider sector. ● Complete, evaluate and celebrate Made in Greater Manchester. ● Continue GM1914 project in 2018. ● GM Archives annual Volunteer Award event. ● Create annual volunteer training programme. ● Create volunteer toolkit / framework of best practice. ● Diversifying volunteer base – in particular young people (Archives Hack HLF project) ● Use joint evaluation tool to measure outcomes of volunteering across GM. ● Advocacy – demonstrate the value of volunteers and working together. ● Community Archives – work with Coming in From the Cold Project. 	
Constraints and Risks	
<ul style="list-style-type: none"> ● Staff capacity to recruit, train and manage volunteers ● Authorities reluctant/unwilling to participate ● Budget reductions/service restructuring 	

Members <ul style="list-style-type: none"> ● Janet Byrne (Rochdale) ● Margaret Myerscough (Stockport) 	
Name of Project/Workstream	4. Accreditation and Raising Standards
Project Sponsor	Mandy Kinder (Tameside)
Project Lead	Margaret Myerscough (Stockport)
Date Initiated	April 2017
Background <p>Archive Service Accreditation is a UK-wide standards scheme which supports improvement and development for archive services. It is an externally validated standard which provides a badge of recognition for accredited archive services. It is aligned with other relevant quality assurance schemes, improvement tools and data gathering processes.</p> <p>Accredited archive services provide a high level of service to their stakeholders, preserve their collections in line with national standards and are robust, sustainable services which plan and deliver ongoing improvement. Archive Service Accreditation is supported by a partnership of Archives and Records Association (UK & Ireland), Archives and Records Council Wales, Arts Council England, National Records of Scotland, Public Record Office of Northern Ireland, Scottish Council on Archives, The National Archives, and the Welsh Government through its CyMAL: Museums, Archives and Libraries Wales division.</p> <p>Archive Service Accreditation provides an archive service with a mark of external recognition and an endorsement of their service. The benefits include:</p> <ul style="list-style-type: none"> ● Accredited status is a badge of recognition which demonstrates quality of services to supporters, donors and grant-making bodies, strengthening funding applications, attracting philanthropic giving and fostering investor trust. ● The process helps archive services adapt and respond to user needs and interests and to support workforce development. ● The standard provides a robust framework to facilitate forward planning, improving procedures and policy and reducing organisational risk. ● Requirements are scaled to the mission and scope of the archive service and feedback is offered at an appropriate scale, offering guidance for future service development. <p>Places of Deposit will be expected to apply for Archives Accreditation by the end of 2017. Services that are not accredited may trigger a review of their Place of Deposit status by The National Archives. This could lead to the transfer of records from their care and reputational risk with stakeholders.</p>	

Manchester Central Library and Wigan Archives / Local Studies received Archive Service Accreditation in March 2015 and July 2015 respectively. Accredited archive services must demonstrate that they continue to meet the standard to retain accredited status. Manchester and Wigan will need to complete their three-year review stage in 2018 and re-apply for Accredited Status in 2021.

The following services are considering applying for Archive Service Accreditation by the end of 2017: Stockport, Tameside, Bury, Oldham, and Bolton

This workstream focuses on how the ten services can work together to raise standards, improve services, demonstrate their value, reduce risks and obtain/retain Archive Service Accreditation.

This includes the creation of joint policies, sharing best practice.

In addition, archive services in Greater Manchester face challenges with physical storage. Records are often stored in poor conditions, do not meet the national standard for archive storage (BS EN 16893:2018 – ‘Conservation of Cultural Heritage’) and there is very little space for accruals. Some authorities in Greater Manchester and the North West use commercial off site storage. The current contracts for two of the authorities with the largest number of archives stored off site with a commercial supplier come to an end in February 2019. There is potential for a joint procurement process which can deliver better value for money.

Objectives

- Use the Archive Service Accreditation framework to facilitate forward planning, improving procedures and policy and reducing organisational risk.
- Develop high quality archive services in Greater Manchester that are valued by customers.
- Increase efficiency and collaboration in the delivery of archive services across GM
- Demonstrate the quality of archives services in Greater Manchester to supporters, donors and grant-making bodies.
- Increase interaction with parent bodies and the joint authority.
- Improve quality of physical storage and deliver value for money.
- Effective management of public records

Scope

- Update existing joint policies and procedures.
- Create new policies and procedures where there are currently gaps.
- Share best practice and procedures between services.
- Review the joint fees and charges.
- Investigate the feasibility of new joint fees and charges.
- Create buddying system or learning set for going through the process of Accreditation.

- Work together to reduce duplication of effort when applying for Archive Service Accreditation.
- Advocate the benefits of Archive Service Accreditation to stakeholders.
- Create system for updating joint policies and procedures regularly.
- Work with other authorities in the North West to agree an approach to procure off-site commercial BS EN 16893:2018 quality storage that can be used by archive services in GM

Constraints and Risks

- Staff capacity to complete application form.
- Lack of buy in from some parent authorities – senior managers and members.

Members

- Margaret Myerscough (Stockport)
- Meghan Macgabhann (Trafford)
- Caroline Furey (Bolton)
- Helen Lindsay (Bury)

Summary of Policies and Procedures

Policy Name	New/Update	Who?	Month to review each year?
Collections Development Policy and Strategy	Update and co-ordinate with wider archive sector.	LB/HL	Feb
De-accessioning and Appraisal Policy	Update.	LB/HL	Mar
Access Policy and Audience Development Plan	Update Access Policy and create Audience Development Plan section/template.	MM/KG	Apr
Cataloguing and Accessioning Guidelines	Updated in 2016.	???	Apr
Digitisation Guidelines	Update/review.	Digital group	May
Digital performance framework	Update/review.	Digital group	May
Conservation/Preservation/Security Policy	Create – new (template for services to adapt/use).	CF/Bolton Archives	July

Preservation / Security Risk Assessment	Template created – each service to complete monthly	Each service	August
Digital Preservation Policy	Update in 2018	Digital preservation group	-
Fees and Charges	Update by September 2017.	RI	September (bi-annually)
Advocacy / Communications Toolkit	Created in 2017	LB	October
Volunteer Framework	Create in 2017-2018, and then review annually	Volunteer Group	June
Disaster / Emergency Reaction Plans	Individual services	Each service	January
Training Plan - is it staff or volunteers	Incorporate into Service Development Plan.	Volunteers / Accreditation	January
Records retention guidelines	Update in 2017-2018	Digital preservation group.	-

Name of Project/Workstream	5. Events and Advocacy
Project Sponsor	Julie Oldham (Bolton)
Project Lead	Philip Cooke / Larysa Bolton
Date	June 2017
Background GM Archive Services should be involved with large scale events, anniversaries and commemorations. GMALSP should co-ordinate joint activities and initiatives and increase signposting between each other's activities.	
Objectives <ul style="list-style-type: none">Ensuring that commemorations, from the archives services, are good quality and co-ordinated across Greater Manchester	

<ul style="list-style-type: none"> ● Help show the Power of Archives to customers, communities and stakeholders. 	
Scope <ul style="list-style-type: none"> ● To have an overview of archives commemorations across Greater Manchester ● To work with other sectors such as museums, libraries, Universities and arts organisations 	
Constraints / Risks <ul style="list-style-type: none"> ● Staff capacity ● Less buy-in from Authorities with less direct connections to commemorations 	
Members <ul style="list-style-type: none"> ● Larysa Bolton (Manchester) ● Philip Cooke (Manchester) ● Julie Lamara (Bolton) ● Sarah Hobbs (Manchester) 	
Name of Project/Workstream	5a Women’s Suffrage 100 Year commemorations COMPLETE
Project Lead	Sarah Hobbs
Date	June 2017
Background Womens Suffrage was achieved through the Representation of the People Act 1918 . The 100 year anniversary will be celebrated in 2018.	
Objectives <ul style="list-style-type: none"> ● Ensuring that celebrations, from the archives services, are good quality and co-ordinated across Greater Manchester ● Educational resources, exhibitions, displays and digital ● To show stakeholders the power of archives 	
Scope <ul style="list-style-type: none"> ● To have an overview of archives commemorations across Greater Manchester ● To work with other sectors such as museums, libraries, Universities and arts organisations 	
Constraints / Risks	

<ul style="list-style-type: none"> ● Staff capacity 	
Members <ul style="list-style-type: none"> ● Sarah Hobbs (Manchester) ● Julie Lamara (Bolton) 	
Name of Project/Workstream	5b. Commemorations of the end of World War One COMPLETE
Project Lead	Julie Lamara
Date	June 2017
Background World War One ended on 1918. 2018 will bring the commemorations relating to World War One to an end, and specifically commemorate the end of World War One.	
Objectives <ul style="list-style-type: none"> ● Ensuring that celebrations, from the archives services, are good quality and co-ordinated across Greater Manchester ● Educational resources, exhibitions, displays and digital ● To show stakeholders the power of archives 	
Scope <ul style="list-style-type: none"> ● To have an overview of archives commemorations across Greater Manchester ● To work with other sectors such as museums, libraries, Universities and arts organisations 	
Constraints / Risks <ul style="list-style-type: none"> ● Staff capacity 	
Members <ul style="list-style-type: none"> ● Julie Lamara (Bolton) ● Margaret Myerscough (Stockport) ● Roger Ivens (Oldham) ● Janet Byrne (Rochdale) 	

Name of Project/Workstream	5c. Peterloo Commemorations – 200 year anniversary
Project Lead	Philip Cooke

Date	June 2017
<p>Background</p> <p>The Peterloo Massacre occurred at St Peter's Field, Manchester, England, on 16 August 1819. Commemorations of the 200 year anniversary will be held from June - August 2019. The massacre affect people from across Greater Manchester and beyond.</p>	
<p>Objectives</p> <ul style="list-style-type: none"> ● Feed appropriately into the commemorations – being co-ordinated by Manchester Histories, ensuring libraries and archives are used as venues and resources ● Ensuring that commemorations, from the archives services, are good quality and co-ordinated across Greater Manchester 	
<p>Scope</p> <ul style="list-style-type: none"> ● To have an overview of archives commemorations across Greater Manchester ● To work with other sectors such as museums, libraries, Universities and arts organisations 	
<p>Constraints / Risks</p> <ul style="list-style-type: none"> ● Staff capacity ● Less buy-in from Authorities with less direct connections to Peterloo 	
<p>Members</p> <ul style="list-style-type: none"> ● Larysa Bolton (Manchester) ● Philip Cooke (Manchester) ● Margaret Myerscough (Stockport) ● Robert Hillman (Tameside) ● Janet Byrne (Rochdale) 	

11. Partnership Action Plan 2017-2020

Workstream	Action	When	Who	Status
1. Digital Access	Continuous management of commercial supplier contract and digitisation of family history collections. Manage Find My Past digitisation project.	2017-2020 2018-20	All LB	Complete – Oldham, Wigan, Roch Partial – Tameside / Mcr Next – Trafford, Bury
	Define system requirements for a replacement for GM Lives.	Jan 2018	Philip Cooke / Larysa Bolton	Complete
	Procure new system (in conjunction with Manchester City Council IT and procurement)	Dec 18 – Dec 19	Philip Cooke / Larysa Bolton	Underway
	Go live with new system	Mar 2020	Philip Cooke / Larysa Bolton	
	Revive system for collecting and managing performance data on the use of digital services/resources.	Mar 2020	Hannah Turner	
2. Digital Preservation and Records Management	Apply to TNA Opening Up Archives Bridging the Digital Gap to develop this workstream. <i>The bid was unsuccessful, so we have reverted to the plan below.</i>	May 2017	Philip Cooke	Complete - unsuccessful
	Redesign the GMCRO conservator role. 2 part time posts: 1 x Conservator 1 x Digital Preservation Archivist	Oct 2018		<i>Complete – currently being recruited</i>
	Recruit to Digital Preservation Archivist. Begin in post	July 2019		Complete – Christopher Prince
	Submit application to TNA Sector Sustainability Fund for	Sep 2018	Larysa Bolton	Complete – Bid was

	digital preservation feasibility study – to scope out what is needed in coming years across GM			successful
	Delivery of funded project. Kevin Bolton appointed. This includes training of GMALSP staff.	Jan – Jun 2019	Alex Miller	Complete
	The following people receive digital preservation e-learning Helen Lindsay Hannah Turner Rob Hillman Janet Byrne Chris Prince	Mar – Dec 2019		
	Apply to TNA Opening Up Archives Bridging the Digital Gap Cohort 3	When available 2019-20	Philip Cooke	
	Update digital preservation policies and procedures.	2018- July 2019	Consultant / Digital Preservation Archivist	
	Digital Preservation training / awareness / best practice from East Midlands Archives Group / West Midlands Group	Dec 2019	Digital Preservation Archivist	
	Attend Greater Manchester Information Governance meeting to explore collaboration opportunities.	Dec 2019	Alex Miller	
	Work with NHS to ensure there is a consistent and effective transfer of public records	Jan 2020	Alex Miller	
	Consider migration to Spydus Collection Management module, Manchester leading with other authorities joining in as and when	Mar 2020	Philip Cooke	Spydus Contract signed until 2023. Demo at Sep GMALSP meeting
3. Volunteers	Submit Archives Hack bid	May 2017	Philip Cooke	Completed - unsuccessful

	Share good practice in GM and learn from wider sector. Organise visits. e.g. West Yorkshire community archives.	2017-2018	Wigan at TNA Volunteers event / Jo and Becky Volunteer cataloguing guidance	Complete
	Merge GM1914 and Made in GM blogs. Create of GMStories.org Create more prominent and easier to use blog for volunteers to write about their work. To contain short video/podcasts).	Autumn 2018	Tameside (HLF funding)	Complete
	Commission consultant to create volunteer toolkit / framework and creating training programme, using Made in GM funding	Sep 2017	<i>Jo Robson</i>	Complete and sent to authorities to implement
	Review documentation on volunteers and develop a framework / toolkit for GMALSP. Share on Knowledge Hub.	Jun 2017-Apr 2018, then review annually	Consultant with brief and guidance by JR and Becky	Complete and sent to authorities to implement
	Create sustainable annual training programme for volunteers- building on the success of Made in Greater Manchester.	Dec 2017	Consultant with brief and guidance by JR and Becky	Complete and sent to authorities to implement
	Implement the volunteer training plan	2017-20	All in each authority	
	Capture stories and case studies for use in evaluation, advocacy and future funding bids.	Sep 2018 then every 12 months	Janet Byrne	Complete
	Hold the 2017 Archives Volunteer Awards	2017-2020	Opening Up Archives Trainee – Jane Williams and JR (2017)	Complete
	Hold the 2019 Archives Volunteer Awards during National Volunteers Week (1-7 June)	June 2019	Volunteers workstream Archives reps	Complete

4. Accreditation and Raising Standards	Undertake gaps analysis for policies/procedures.	Apr 2017	Accreditation Group	Complete
	Update existing joint policies and review/update each year (See above for details and schedule). For 2017 policies to be reviewed and updated by January 2018.	2017-2020	Accreditation Group/Various	Underway
	Create new policies where there are gaps and review each year (See above for details and schedule). For 2017, new policies to be created by September.	2017-2020	Accreditation Group/Various	Complete
	Identify parts of the Accreditation Service form where joint paragraphs/statements could be created.	May 2017	Accreditation Group	Complete
	Create joint paragraphs/statements.	June-Dec 2017	Accreditation Group	Complete
	Each authority (that is going to) submit Accreditation and Re-accreditation	Mar 2018	Each authority	Complete
	Accreditation Achieved Reaccreditation achieved	July 2018	Bolton Bury Stockport Tameside Manchester	Complete
	Review Fees and income; update and simplify fees in line with inflation and report back on income raised across services.	By Sep 2019, Sep 2021	Roger Ivens	
	Storage – liaise with Cheshire Archives and procurement on an approach to procurement.	May 2017	Philip Cooke	Complete
	Storage – undertake procurement exercise for Framework contract.	June 2018 - Feb 19	Philip Cooke / MCC procurement	Complete
	New Contract to start, and be available for other authorities to	July 2019	All	Complete

	sign-off from			
	Disaster Recovery training received from Harwell	Sept 2019	Digital Preservation Archivist	
5. Events / Commemorations / Advocacy	Collect blogs relating to women's suffrage stories across GM		Larysa Bolton	Complete
	Activity relating to 100 years celebration of the end of World War 1	July 2018	Julie Lamara	Complete
	Attendance by Barney Francis (Manchester Histories) at GMALSP practitioners meeting	Sept 2017	Larysa Bolton	Complete
	Work with Manchester Histories	Ongoing	Philip Cooke	Complete
	Peterloo talks held at libraries across GM as a taster for Peterloo Commemorations	Feb 2018	Philip Cooke	Complete
	Act as venues for activities and events for Peterloo Commemorations.	2019	GMALSP	Complete
	Partner with Manchester Histories & GMCA Great Place on 'Artivists GM' to use art to bring an archive to life in each authority	Feb-Sep 2019	PC / GMALSP / Karen Shannon / Julie McCarthy	
	Peterloo talks held at libraries/archives in every GM authority	Jun-Jul 2019	Philip Cooke	Complete

12. Review

This Development Plan and the action plan should be reviewed and if necessary updated annually in March 2018 and March 2019.