



NORTHUMBERLAND COUNTY COUNCIL

NORTHUMBERLAND ARCHIVES

ARCHIVES CONSULTATIVE COMMITTEE

1. Background

At its final meeting on 3 March 1999 the Amenities Committee of Northumberland County Council approved the establishment of a County Archives Consultative Group. It agreed that the membership of the Group should be drawn from the general public with an interest in preserving the historic memory of the County, depositors of records, professional searchers, family and local historians, researchers and students. A number of organisations represent many of these interests and it is proposed that initially these organisations are invited to nominate representatives.

2. Constitution of Northumberland County Archives Consultative Committee

2.1 Purpose

- a) To help formulate policy, plan services which will meet users requirements and allocate resources.
- b) To provide feedback on service performance.
- c) To build a strong and constructive relationship with service users, including depositors.

2.2 Membership

Membership will consist of one representative from each of the following user organisations.

- Northumberland County Council
- Northumberland and Durham Family History Society
- Northumberland Association of Local Councils
- The Society of Antiquaries of Newcastle upon Tyne
- Morpeth Antiquarian Society
- Friends of Berwick Museum and Archives
- Representatives of major depositors
- Woodhorn Charitable Trust
- Our service users

Other interested organisations or individuals will be invited to become members as the need arises. In extending invitations to membership due regard should be paid to geographical spread throughout the county and appropriate professional skills.

2.3 Meetings

Meetings will be quarterly and will be convened by Northumberland County Council which will also clerk the meetings.

Reports of the Groups meetings will be referred to Trustees of the Woodhorn Charitable Trust, appropriate Northumberland Council Committee's or Panels.

The meetings will normally be attended by a Senior Officer of Northumberland county Council, the Head of Collections and Berwick Archivist together with any other officers of Northumberland Archives should their input be required.

The constitution of Northumberland County Archives Consultative Committee will be reviewed annually.

2.4 Remit

2.4.1 To consider and comment on policy documents.

2.4.2 To consider and comment on the annual Archives Plan.

2.4.3 To receive progress reports on the work of the Archives Service.

2.4.4 To act as a forum for consultation when submitting bids for external funding.

2.4.5 To raise relevant matters of concern.

2.4.6 To provide a basis for feeding views to the North East Archives Partnership and other relevant bodies.