



LEAD MEMBER FOR COMMUNITY SERVICES

DECISIONS to be made by the Lead Member for Community Services,
Councillor Chris Dowling

WEDNESDAY, 25 MAY 2016 AT 10.00 AM

CC2, COUNTY HALL, LEWES

AGENDA

- 1 Decisions made by the Lead Cabinet Member on 27 April 2016 (*Pages 3 - 4*)
- 2 Disclosure of Interests
Disclosure by all Members present of personal interests in matters on the agenda, the nature of any interest and whether the Members regard the interest as prejudicial under the terms of the Code of Conduct.
- 3 Urgent items
Notification of any items which the Lead Member considers urgent and proposes to take at the appropriate part of the agenda.
- 4 East Sussex Record Office Collections policies (*Pages 5 - 32*)
Report by the Director of Communities, Economy and Transport
- 5 Redundant assets of the Schools Library and Museum Service (*Pages 33 - 48*)
Report by the Director of Communities, Economy and Transport
- 6 Update on fees charged by Trading Standards for statutory and non-statutory functions (*Pages 49 - 54*)
Report by the Director of Communities, Economy and Transport
- 7 Any urgent items previously notified under agenda item 3

PHILIP BAKER
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17 May 2016

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LEAD MEMBER FOR COMMUNITY SERVICES

DECISIONS made by the Lead Member for Community Services, Councillor Chris Dowling, on 27 April 2016 at County Hall, Lewes

Councillor Daniel spoke on item 4 (see minute 13)

10 DECISIONS MADE BY THE LEAD CABINET MEMBER ON 15 DECEMBER 2015

10.1 RESOLVED to approve as a correct record the minutes of the meeting held on 15 December 2015.

11 DISCLOSURE OF INTERESTS

11.1 Councillor Daniel declared a personal interest in item 4 in that an objector to the Order is a friend and member of the Labour Party, but he did not consider it to be prejudicial.

12 REPORTS

12.1 Reports referred to in the minutes below are contained in the minute book.

13 LATON ROAD BUS STOP CLEARWAYS

13.1 The Lead Member considered a report by the Director of Communities, Economy and Transport. Comments of a local resident in support of the scheme were conveyed by the Local Member.

DECISION

13.2 RESOLVED to (1) note the concerns raised by the objectors; and
(2) approve the introduction of Bus Stop Clearways in Laton Road, Hastings

Reason

13.3 The need for the Bus Stop Clearways was identified by the site assessments undertaken by the Traffic Engineer and supported by information provided by the bus operator. The requirements of Policy PS 4/33 have been met in this case.

14 PROVISION OF AN ON STREET ADVISORY DISABLED BAY IN BLACKMAN AVENUE, ST LEONARDS ON SEA

14.1 The Lead Member considered a report by the Director of Communities, Economy and Transport.

DECISIONS

14.2 RESOLVED to (1) note the concerns raised by the objector; and

(2) approve the introduction of an advisory disabled bay in Blackman Avenue, St Leonards on Sea.

Reasons

14.3 The need for the disabled bay was identified by the site assessment undertaken by the Traffic Engineer and was supported by the information given in the initial application from the applicant. The requirements of Policy PS 4/18 have been met in this case.

15 JOINT CITIZENSHIP AND PASSPORT CHECKING (JCAP)

15.1 The Lead Member considered a report by the Director of Communities, Economy and Transport.

DECISION

15.2 RESOLVED to (1) agree that the Registration Service start to offer the Joint Citizenship and Passport Checking service on a cost recovery basis; and

(2) approve the fixed fee of £20 for providing this service.

Reasons

15.3 Providing the new JCAP service alongside our existing services allows the Registration Service to protect a valuable revenue stream as well as protecting the public and assisting in the counter-fraud agenda. The cost is recouped at the point of delivery.

Report to: Lead Member for Community Services

Date of meeting: 25 May 2016

By: Director of Communities, Economy and Transport

Title: East Sussex Record Office Collections Policies

Purpose: To seek approval for a suite of policies relating to East Sussex Record Office collections

RECOMMENDATIONS: The Lead Member is recommended to:

- (1) Approve the East Sussex Record Office Collections Development Policy, as set out in Appendix 1;**
 - (2) Approve the East Sussex Record Office Selection, Appraisal and Disposal Policy as set out in Appendix 2; and**
 - (3) Approve the East Sussex Record Office Collections Information Statement and Policy as set out in Appendix 3.**
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1 Background Information

1.1. East Sussex Record Office (ESRO) collects and preserves archival material relating to past and present life in East Sussex and Brighton & Hove. The records are stored at The Keep and are made available to the public by a variety of means for research and enjoyment.

1.2. The work of ESRO is underpinned by legislation and overseen by The National Archives (TNA). The Keep is licensed as a 'Place of Deposit' to hold public records by TNA.

1.3. A new system of accreditation for archive services ('Accreditation') has recently been introduced, and is managed by TNA. All Places of Deposit are required to achieve Accreditation by 2017 and ESRO is aiming to apply in the summer of 2016.

1.4. Accreditation has a range of requirements, which include the existence of service policies approved at an appropriate level. Many of the policies to which ESRO currently works have been agreed through the governance framework of The Keep. However, because the collections held by each partner at The Keep (East Sussex County Council, Brighton & Hove City Council and the University of Sussex) ('The Keep Partners') remain the responsibility of the relevant partner, certain policies relating to the management of those collections held by ESRO must be approved through the County Council's internal processes.

2 Supporting Information

2.1. The Keep Collections Statement, which has been approved at Keep Board level, describes how The Keep Partners work together to manage the holdings at The Keep. The individual collections management policies of each Keep Partner are annexed to it. For ESRO, this consists only of its terms of deposit.

2.2. Accreditation expects a number of collections management policies to be in place in addition to the terms of deposit. Although such policies have been followed at ESRO, they have never been formalised. This has also been the case for a number of other archive services

seeking Accreditation, which have created such documents from scratch since there is currently no template available within the archives sector. Consequently, the policies for which approval is now sought are based on documents created by archive services that have already achieved Accreditation.

2.3. The Collections Development Policy (Appendix 1) describes what, why and how ESRO acquires archives and considers the strengths and weaknesses of its collections in order to inform its priorities for collecting in future.

2.4. The Selection, Appraisal and Disposal Policy (Appendix 2) describes in more detail the principles underpinning decisions about which records to retain permanently as archives.

2.5. The Collections Information Statement and Policy (Appendix 3) sets out the principles for documenting ESRO's archive holdings, including information about ownership and rights, and establishes its priorities for cataloguing the archives in order to provide public access.

3 Conclusion and Reasons for Recommendations

3.1. The Lead Member is therefore recommended to formally approve the three policies, as set out in Appendices 1 – 3. The policies are required in order for ESRO to achieve Accreditation. The policies formalise existing principles and good practice and are based on documents produced by archive services that have already achieved Accreditation.

RUPERT CLUBB

Director of Communities, Economy and Transport

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LOCAL MEMBERS

All

BACKGROUND DOCUMENTS

The National Archives Accreditation Scheme at <http://www.nationalarchives.gov.uk/archives-sector/accreditation.htm>

East Sussex Record Office Collections Development Policy



Date: May 2016

Document summary

This document explains why East Sussex Record Office collects archives, what it collects and how it does so. It also identifies strengths and weaknesses in the Record Office's holdings in order to set priorities for the future.

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About this document:

<p>Enquiries: Archives and Records Author: Archives and Records Telephone: 01273 482349 Email: thekeep@eastsussex.gov.uk</p> <p>Download this document From: tba</p>	<p>Version number: 1</p> <p>Related information East Sussex Record Office Selection, Appraisal and Disposal Policy East Sussex Record Office Collections Information Statement and Policy</p>
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1 INTRODUCTION

1.1 The role of the East Sussex Record Office ('ESRO') is to locate, acquire, collect and preserve archival material relating to past and present life in the administrative county of East Sussex and the City of Brighton and Hove, and to make that material available for use by its owners and by the public at large, both in East Sussex and worldwide. It is based at The Keep, which is run in partnership with Brighton & Hove City Council and the University of Sussex.

1.2 This Policy is essential to support the role and aims of ESRO, and explains why ESRO collects archival material, what it collects and how it does so. This Policy takes into account the recommendations of The National Archives ('TNA') for collections development¹ and current government policy on archives.² It should be read alongside East Sussex County Council's ('ESCC') and The Keep's other service policies and business plans.

1.3 This Policy supports ESRO's Terms and Conditions for the Acceptance of Archives (revised April 2016) and is provided as information to owners of documents who may be intending to place their collections in the care of the Archive Service, to other archive services and as guidance for Archive Service staff.

2 NAME OF ARCHIVE SERVICE

2.1 East Sussex Record Office at The Keep.

3 GOVERNING BODY AND RELATIONSHIP WITH BRIGHTON & HOVE CITY COUNCIL

3.1 ESRO is part of the Communities Division of the Communities, Environment and Transport Department of ESCC.

3.2 ESRO provides an archive service to Brighton & Hove City Council, a unitary authority formed on 1 April 1997, under a Service Level Agreement dated August 2013, which has a term of twenty (20) years.

3.3 Brighton & Hove City Council ('BHCC') has provided its own Records Management service since 2011, but its Retention Schedules are largely based on those governing the records of ESCC (which until 1997 performed many of the functions involved). New BHCC Retention Schedules involving records for permanent preservation are developed in consultation with ESRO's Senior Archivist (Document Services) (see para 9.2.2 for further information).

4 OFFICIAL EXTERNAL RECOGNITION

4.1 ESRO exercises the functions of ESCC in respect of any enactment or agreement relating to records or archives in its custody, and in particular:

¹ <http://nationalarchives.gov.uk/archives-sector/developing-collections.htm>

² *Archives for the 21st century*, November 2009
<http://www.nationalarchives.gov.uk/documents/aft21c/archives-for-the-21st-century.pdf>

4.1.1 S.224 of the Local Government Act 1972, whereby ESRO fulfils ESCC's responsibility for making proper arrangements for documents belonging to or in its custody.

4.1.2 The Local Government (Records) Act 1962 whereby ESCC was constituted an 'archive authority' with powers to make provision for the inspection and copying of documents, to prepare finding aids, publish records, hold exhibitions, stage lectures, purchase and accept gifts and deposits of records including those of other local authorities, and 'do all such things as appear to it necessary or expedient for enabling adequate use to be made of records under its control'.

4.1.3 S.4(1) of the Public Records Act 1958, whereby, as an appointed place of deposit, ESRO accepts the deposit of defined categories of public record of a local character on behalf of the Lord Chancellor.

4.1.4 The Manorial Document Rules of 1959 and the Tithe (Copies of Apportionment) Rules of 1960, whereby ESRO accepts custody of, respectively, manorial and tithe documents under the charge and superintendence of the Master of the Rolls.

4.1.5 In addition, ESRO exercises the powers of ESCC in respect of the records of Parish Councils under s.226(1)(b), (4) and (5) of the Local Government Act 1972.

4.1.6 An instrument dated 24 December 1954, as amended by further instrument dated 29 March 1974, whereby the Bishop of Chichester established a diocesan record office at ESRO to serve as a place of deposit for registers and records of ecclesiastical parishes located within the administrative county of East Sussex and the City of Brighton & Hove. Such records are currently held under the provisions of the Parochial Registers and Records Measure 1978.

5 GEOGRAPHICAL COVERAGE

5.1 Archival material acquired by ESRO shall relate to the whole or to any part of the administrative county of East Sussex and the unitary authority of Brighton & Hove as constituted in or after 1 April 1997.

5.2 In addition ESRO may acquire:

5.2.1 The archive of any body or institution which relates to the whole or to a major part of the administrative county of East Sussex and the unitary authority of Brighton & Hove as constituted in or after 1997.

5.2.2 The archive of any body or institution which relates to the whole or to a major part of the ancient County of Sussex, the appropriate location of the archive to be determined by agreement with the archive authority of West Sussex ('WSRO').

5.2.3 The archive of any body, institution, business, estate or individual, the greater part of which relates to, or the originating source of which lies within, the administrative county of East Sussex and the unitary authority of Brighton & Hove, even though some parts of the archive relate to other places or areas.

5.2.4 The archive, whatever its content, of any individual resident or formerly resident in the administrative county of East Sussex and the unitary authority of Brighton & Hove as constituted in or after 1 April 1997.

6 SCOPE

6.1 The County Archivist may accept custody of:

6.1.1 Such records or archives as, through their content, record or illustrate the administration, life and development of the whole or any part of the county and area of East Sussex and the unitary authority of Brighton & Hove, or of its people, throughout its history.

6.1.2 Such records may be in written, graphic, or mechanically or electronically generated form, and may be in the shape of books, papers, parchments, maps, photographs, aural or visual recordings, or electronic storage systems, and may exceptionally include non-archival items otherwise more appropriate to a museum or library if justified by their inherent association with any archival grouping.

7 MEANS OF ACQUISITION – GENERAL

7.1 Archival material passes into the custody of ESRO in a number of ways. Although the process can in general be referred to as collecting, ESRO finds it more useful to restrict that term to the targeted acquisition of particular groups of papers either because they have emerged on the market (see para 8.7 below) or because they are perceived to fill or augment a particular gap in our holdings (see para 9.2 below).

7.2 Although a majority of ESRO's annual accessions when judged by number can be defined as the result of a process of collecting, when judged by bulk most pass into our care by the efficient functioning of established relationships with:

7.2.1 our own parent bodies (see paras 8.1 – 8.2 below),

7.2.2 central government under the Public Records Act and other statutes (see paras 4.3 – 4.5 above),

7.2.3 the established church under the Parochial Registers and Records Measure (see para 4.6 above); or

7.2.4 other bodies, both corporate and individual, under existing deposit agreements.

7.3 When accepting material, ESRO is scrupulous in establishing its legal status, the separate ownership of intellectual property rights and any restrictions on access, whether legislative or arising from the wishes of the transferor.

7.4 ESRO's close contacts with local organisations whose policies may overlap with its own are especially relevant in the field of acquisitions. The most important links are with the partners at The Keep, the relationship with whom is governed as far as it relates to acquisition by the Keep Collections Statement, but ESRO also benefits from liaison with other repositories via the TNA and the V+A Purchase Grant Fund.

7.5 Sussex has always been administered as two elements, and separate record offices were established in both counties almost simultaneously. Nevertheless, boundary-changes, the existence of pan-Sussex bodies and a shared landscape make close liaison with WSRO one of the most important aspects of ESRO's interactions with external bodies.

8 MEANS OF ACQUISITION – SPECIFIC

8.1 East Sussex County Council

8.1.1 Since ESRO's inception in 1971, Records Management has been carried out by a section of ESRO.

8.1.2 The records of all departments of ESCC are covered by Retention Schedules, which are agreed in consultation with the Senior Archivist (Document Services). For further detail see the Selection, Appraisal and Disposal Policy.

8.1.3 Regular transfers of material are made by ESRO Records Management to ESRO Document Services in accordance with the Retention Schedules. Such material is allocated an ESRO Accession Number for the purposes of physical control and, as resources will permit, is listed under permanent references as part of the archive of ESCC.

8.2 City of Brighton & Hove

8.2.1 BHCC, a unitary authority created in 1997, has provided its own Records Management service since 2011.

8.2.2 BHCC's Retention Schedules are largely based on those governing the records of ESCC (which until 1997 performed many of the functions involved). However, as set out at para 3.3 above, new BHCC Retention Schedules involving records for permanent preservation are developed in consultation with ESRO's Senior Archivist (Document Services).

8.2.3 Regular transfers of archive material are made by BHCC Records Management to ESRO in accordance with the Retention Schedules. Such material is allocated an ESRO Accession Number for the purposes of physical control and, as resources will permit, is listed under permanent references as part of the archive of BHCC.

8.3 Local Place of Deposit

8.3.1 ESRO is a 'Local Place of Deposit' for Public Records and receives material under Sections 4(1) and 4(3) of the Public Records Act, and through presentation of former Public Records under Section 3(6).

8.3.2 ESRO works closely both with TNA and the custodians of such records, receives regular transfers and, subject to resources, seeks actively to promote transfers.

8.3.3 The semi-current records of HM Coroners for East Sussex and Brighton & Hove are managed by the Records Management sections of (respectively) ESRO and BHCC, and pass to ESRO by annual transfer under the Retention Schedules which govern them.

8.3.4 Such material is allocated an ESRO Accession Number for the purposes of physical control and, as resources will permit, is listed under permanent references as part of the archives of the originating bodies.

8.4 District and Parish Councils and other statutory bodies

8.4.1 Although second- and third-tier local authorities are subject to the injunction of s.224 of the Local Government Act 1972 ('LGA 1972') to make 'proper

arrangements' for their records and although s.226(5) of the LGA 1972 gives County Councils oversight of the storage and preservation of the records of Parish Councils, the terms by which the records of such bodies pass to ESRO is essentially that of private deposit.

8.4.2 The same can be said of the records of statutory bodies such as the Police, Fire and Rescue Service, Water and Drainage Authorities and the South Downs National Park Authority.

8.4.3 With the exception of the South Downs National Park Authority, ESRO currently maintains close relationships with all these bodies (in the case of Parish Councils via the Sussex Association of Local Councils) and receives regular transfers of records.

8.4.4 Such material is allocated an ESRO Accession Number for the purposes of physical control and, as resources will permit, is listed under permanent references as part of the archives of the originating bodies.

8.5 Parochial registers and records

8.5.1 ESRO is the place of deposit, under the provisions of the Parochial Registers and Records Measure 1978, for registers and records of ecclesiastical parishes located within the administrative county of East Sussex and the City of Brighton & Hove.

8.5.2 ESRO maintains contact with ecclesiastical parishes both directly and through the archdeacons of Brighton, Lewes and Hastings.

8.5.4 Ecclesiastical parish records are allocated an ESRO Accession Number for the purposes of physical control and (in the case of registers) prioritised for listing under permanent references as part of the archives of the transferring parish.

8.6 Records of families, estates, businesses and organisations subject to existing deposit agreements

8.6.1 The archives of all the former and existing landed estates in East Sussex and Brighton & Hove are held by ESRO, as are those of many of its businesses and voluntary organisations.

8.6.2 It is ESRO's policy to maintain close relationships with depositors of all records, but particularly those of the larger and more significant archives. Such relationships are maintained by the issue of regular Annual Reports, invitations to events, involvement with our 'Friends' organisation and contact via the Lieutenancy.

8.6.3 Contact with organisations and societies is maintained both directly, and through umbrella groups such as the Sussex Federation of Women's Institutes.

8.7 Other acquisitions including purchases

8.7.1 ESRO seeks to augment and enhance its holdings by the acquisition of new material from the widest range of sources.

8.7.2 Most such acquisitions, especially in the area of purchases, are essentially reactive, but particular effort is made to address the perceived weaknesses in our holdings (see para 9.2).

8.7.3 For the last thirty (30) years ESRO has maintained and continues an active policy of acquisition by purchase in order either to place or retain archives in the

public domain. Such purchases are funded entirely from external grants, particularly from our 'Friends' organisation 'Friends of the Keep Archives' (formerly 'Friends of East Sussex Record Office').

9 STRENGTHS AND WEAKNESSES

9.1 Strengths

9.1.1 ESRO's Records Management Section, in place since 1971, has ensured that the archive of our parent body, ESCC, is particularly ample and detailed, extending far beyond the prime series usually to be found in County Record Offices.

9.1.2 ESRO holds building regulations plans for every local authority in the County and City; they are intact, have not been subject to selection and all have finding-aids.

9.1.3 ESRO has adopted a generous policy regarding the retention of Public Records. Key papers from all coroners' inquests have been kept, as have patient case files of all former mental hospitals and other specialist treatment centres including the Brighton STD and HIV clinics and the world-famous Chailey Heritage School and Hospital which cared for most of the UK's victims of the drug thalidomide.

9.1.4 Our holdings of business records, particularly those of solicitors' practices, is impressive, largely the result of a series of approaches to the county's leading firms during the 1980s.

9.1.5 Our holdings of manuscript estate maps, in which our family, estate and business archives are already strong, have been augmented by frequent purchases.

9.1.6 Archives of voluntary organisations, sporting bodies and pressure-groups are well represented at ESRO, and growing in number as many such groupings cease to exist. Particularly notable are the archives of over 200 branches of the Women's Institute, acquired largely as a result of ESRO's close relationship with the East Sussex Federation of the Women's Institute.

9.1.7 East Sussex was a heavily manorialised county, and our extensive holdings of manorial records have attracted scholars from across the world, as well as being in constant use by family historians and people researching the history of their houses. The Sussex strand of the project to digitise the Manorial Documents Register, managed for both counties by ESRO, was completed in 2015.

9.2 Weaknesses

9.2.1 We have received very few transfers of their own records from the District Councils created in 1974 and need to establish an archival relationship with the South Downs National Park Authority.

9.2.2 Changes in records management procedures are affecting transfers of archives by Brighton & Hove City Council in accordance with retention schedules, a situation that is under review.

9.2.3 Very few records from courts of Petty Sessions have been received since 1980, although the problem is currently being addressed.

9.2.4 Our holdings of the records of secondary schools have never been as ample as those of primary schools, and although impending moves towards academy status for all schools may ultimately make it harder to acquire such records in the

future, conversion to academy status may, in the short term, have the opposite effect.

9.2.5 With some exceptions, our holdings of the archives of 'new' communities are patchy, and show a distinct bias towards the west of the county where the majority of the population lies.

9.2.6 The bias towards the west of the county, particularly the Lewes and Brighton areas, is also apparent in our holdings of the records of community groups.

9.2.7 We also face a major challenge in gathering and preserving digital records that can quickly become corrupted or inaccessible.

9.2.8 These identified weaknesses will inform our future collecting activity and priorities for the allocation of available resources.

10 FORMAT OF ARCHIVES

10.1 The format of archives may be paper, parchment, digital, microform, visual media, including photographs, glass negatives, video and DVD, or audio.

10.2 In the case of digital media, the long-term preservation status of such materials is constantly evolving. The Archive Service requires any digital records to be placed in its care in appropriate software programmes. This is to enable the migration of these records to new formats in the future so that the readability and long-term preservation of the information contained in digital records can be preserved. Advice and protocols will be provided to owners on acceptable formats.

10.3 Archive film forming part of a donation or deposit will be transferred or referred to a specialist film repository or returned to the donor / depositor.

10.4 Printed materials, including books, newspapers, pamphlets, journals and magazines are acquired either as integral elements of an archive or to augment the reference collection at The Keep. In either case they are included in the online catalogue.

10.5 ESRO seeks to acquire copies of documents held in other repositories if they relate closely to its existing holdings and are otherwise not readily accessible.

10.6 Museum objects and artefacts will not normally be accepted by ESRO and will be re-directed to the appropriate museum service. Artefacts derived from the creators of archives and having a direct relationship to deposited material, such as seal-dies or elements of uniforms, will be accepted.

10.7 ESRO will accept artistic material under two circumstances: when it forms part of an artist's archive, or when it forms a record of now-vanished elements of the landscape. ESRO will never compete with galleries or museums to acquire such material.

11 DISPOSAL OF HOLDINGS

11.1 ESRO will appraise and assess archive holdings in accordance with our Selection, Appraisal and Disposal Policy before, during and after acquisition.

11.2 ESRO may, with the agreement of the depositor, transfer archives to other archive repositories if such a course is considered in the best interests of the material, its owners or users.

12 REVIEW

12.1 This Policy will be reviewed within five (5) years of the latest date of revision.

East Sussex Record Office Selection, Appraisal and Disposal Policy



Date: May 2016

Document summary

This document sets out the policy by which East Sussex Record Office makes decisions about which records to retain permanently as archives.

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1. Introduction
2. Definitions
3. Policy statement
4. Policy aims
5. Appraisal – General
6. Appraisal – Records Management of ESCC Material
7. Appraisal – Archives of Central and Local Government
8. Implementation: Appraisal, Re-appraisal, Retrospective Appraisal and Deaccessioning
9. Implementation: Disposal of Collections
10. Review

About this document:

<p>Enquiries: Archives and Records Author: Archives and Records Telephone: -1273 482349 Email: thekeep@eastsussex.gov.uk</p> <p>Download this document From: tba</p>	<p>Version number: 1</p> <p>Related information</p> <p>East Sussex Record Office Collections Development Policy</p> <p>East Sussex Record Office Collections Information Statement and Policy</p>
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1 INTRODUCTION

1.1 The role of the East Sussex Record Office (ESRO) is to locate, acquire, collect and preserve archival material relating to past and present life in the administrative county of East Sussex and the City of Brighton & Hove, to make that material available for use by its owners and by the public at large, both in East Sussex and worldwide. It is based at The Keep, which is run by East Sussex County Council in partnership with Brighton & Hove City Council and the University of Sussex.

1.2 This Policy has been drawn up in accordance with best practice as defined in The National Archives Appraisal Policy (2012) and Deaccessioning and Disposal (2015). It operates in conjunction with the ESRO Collections Development Policy and Strategy (2016) and should be read alongside East Sussex County Council's and The Keep's other service policies and business plans. It is supported by in-house appraisal guidelines for specific collection types. The policy and guidelines are intended to aid, rather than replace, the professional judgement of archivists, and to offer ethical guidance.

2 DEFINITIONS

2.1 Selection is the process by which archive groups or series within those groups are assigned criteria for retention or disposal, in the case of East Sussex County Council by means of Retention Schedules.

2.2 Appraisal is the process by which records of potential historical value are identified and separated from material not deemed worthy of permanent preservation as archives.

2.3 Disposal can result either from the application of Retention Schedules, appraisal at the point of accession or from the retrospective appraisal of existing holdings. Records selected for disposal are either returned to the depositor, offered to another suitable repository or destroyed confidentially.

3 POLICY STATEMENT

3.1 ESRO seeks to ensure that its holdings reflect the broadest range of the life and work of the people of the County of East Sussex and the City of Brighton & Hove, past and present. In addition, we have a responsibility to ensure the long-term sustainability of the archive and that it can be maintained within available resources. To that end, it is necessary to make decisions about which records to retain. This Appraisal and Disposal Policy underpins that task by providing a framework for the selection of records, and for the retrospective appraisal and deaccessioning of existing holdings.

3.2 This policy is based on the Appraisal Values set out in Appendix 2 of The National Archives' Appraisal Policy (2012) and the regulatory framework and principles for deaccessioning and disposal set out in The National Archives' Deaccessioning and Disposal, guidance for archives (2015).

4 POLICY AIMS

4.1 To ensure that selection, appraisal and disposal practice is informed by current legislation relating to the keeping of records.

4.2 To ensure that selection, appraisal and disposal practice supports the aim of ESRO to reflect the broadest range of the life and work of the people of County of East Sussex and the City of Brighton & Hove, past and present, through its archives.

4.3 To ensure that East Sussex County Council manages its current and semi-current records in the most efficient way and to ensure the preservation of an archival residue which serves both the current administrative needs of the authority and the need for an historical record representative of its past activities.

4.4 To assist archivists in selecting records of the highest value in terms of their evidential, administrative or historical value.

4.5 To assist users of the service by directing their attention to material of high evidential value.

4.6 To assist ESRO in managing its available storage capacity and financial resources.

4.7 To promote objective, structured and open decision-making about appraisal and disposal.

5 APPRAISAL – GENERAL

5.1 ESRO's method of appraisal is based on decisions to retain, destroy or sample records at series level (or above) rather than assessing individual documents. This is the most appropriate approach given the available resources. Functional analysis identifies the functions of organisations and is used to select series of records of high informational value for permanent preservation.

5.2 There will be occasions when this method is inappropriate, for example records of individuals or small organisations. It will also be appropriate on occasions to make a more detailed check to weed out duplicate, ephemeral or non-archival records. Archivists should use their professional judgement at all times.

5.3 Archivists must be aware of current archival legislation and any other statutory provisions with a bearing on record keeping. ESRO will ensure that staff training includes awareness of legislative changes and developments.

6 APPRAISAL – RECORDS MANAGEMENT OF ESCC MATERIAL

6.1 The appraisal of records created by East Sussex County Council is governed by Retention Schedules tailored to the output, in both paper and electronic format, of all sections within each department of the authority.

6.2 Such schedules are evolved by a process of discussion and negotiation between the Records Management section of ESRO and the appropriate officers, and are kept under constant review.

6.3 Records are scheduled either for Permanent Preservation, destruction after an agreed retention period or for appraisal.

6.4 Records for Permanent Preservation are passed to ESRO as soon as their current administrative life has expired; other records are kept in ESRO's Record Centre, where they are either confidentially destroyed once time-expired or, if marked for appraisal, passed to ESRO where they are either retained as archives or if not selected for permanent preservation confidentially destroyed.

6.5 Different appraisal techniques are used when appraising archives. For the last 35 years a one-in-ten sample has been retained of all Social Services case-files and other particular instance papers. Policy files are purposively sampled.

7 APPRAISAL – ARCHIVES OF CENTRAL AND LOCAL GOVERNMENT

7.1 There are three distinct types of official records which pass to ESRO other than from its parent body East Sussex County Council.

7.2 As Local Place of Deposit for Public records, ESRO receives material which, although normally scheduled for destruction, is retained either in its entirety or subject to appraisal.

7.3 In the first category are included patient records of specialist hospitals, which are retained in their entirety; in the second records of the coroners for East Sussex and for Brighton and Hove, from which an element of every inquest is preserved.

7.4 ESRO provides an archive service for Brighton and Hove City Council, which however undertakes its own Records Management. Retention Schedules for those records are largely based on those governing the records of East Sussex County Council (which until 1997 performed many of the functions involved), but new Schedules involving records for permanent preservation are evolved in consultation with ESRO's Senior Archivist (Document Services).

7.5 The District and Parish Councils of East Sussex all make use of ESRO as a place of deposit for their archives, but ESRO is not involved, other than in general and occasional terms, with their records management activities and our relationship with them is largely reactive.

8 IMPLEMENTATION: APPRAISAL, RE-APPRAISAL, RETROSPECTIVE APPRAISAL AND DEACCESSIONING

8.1 Potential for appraisal is one of the key areas to be addressed in advance of deposit and accessioning in accordance with the Collecting Policy. As much selection as possible takes place at the point of deposit, either by leaving unwanted elements in the hands of the depositor or destroying obviously ephemeral material immediately. Although a few records are fully catalogued at the point of receipt, most remain largely unlisted for lengthy periods. It is usually the case that on cataloguing a collection it becomes apparent that further appraisal is required.

8.2 Such re-appraisal or retrospective appraisal of collections will be carried out by ESRO in accordance with the regulatory framework and principles for deaccessioning and disposal set out in The National Archives' Deaccessioning and Disposal, guidance for archives (2015).

8.3 Appraisal decisions and disposal methods will be documented to leave an audit trail and retained as a permanent record in the deposit file for the collection.

9 IMPLEMENTATION: DISPOSAL OF COLLECTIONS

9.1 ESRO reserves the right to refuse, return or recommend the destruction of any material not deemed to be appropriate for permanent preservation. Such decisions will be made in accordance with the Archive Service's Collections Development Policy and Strategy (2016).

9.2 The Service may also, with the agreement of the depositor, transfer material to other more appropriate repositories.

9.3 East Sussex County Council accepts the principle that collections in its ownership selected for permanent preservation will not be sold.

9.4 These conditions are reiterated in ESRO's Terms and Conditions for the Acceptance of Archives (revised April 2016).

10 REVIEW

10.1 This Selection, Appraisal and Disposal Policy will be reviewed within five years. It is however a working document and, depending on local circumstances, may be subject to modification, before a formal review.

East Sussex Record Office Collections Information Statement and Policy



Date: May 2016

Document summary

This statement and policy lays out how East Sussex Record Office will document its archive holdings and establishes its priorities for cataloguing.

Contents

- 1 Introduction
- 2 Accessioning
- 3 Terms and Conditions for the Acceptance of Archives
- 4 Donors, Depositors and Purchase
- 5 Cataloguing
- 6 Priorities
- 7 Publicising New Accessions and Existing Holdings
- 8 Review
- 9 Appendix

About this document:

<p>Enquiries: Archives and Records Author: Archives and Records Telephone: 01273 482349 Email: thekeep@eastsussex.gov.uk</p> <p>Download this document From: tba</p>	<p>Version number: 1</p> <p>Related information East Sussex Record Office Selection, Appraisal and Disposal Policy East Sussex Record Office Collections Development Policy</p>
<p>Accessibility help</p> <p>Zoom in or out by holding down the Control key and turning the mouse wheel. CTRL and click on the table of contents to navigate. Press CTRL and Home key to return to the top of the document Press Alt-left arrow to return to your previous location.</p>	

1 INTRODUCTION

1.1 The role of the East Sussex Record Office (ESRO) is to locate, acquire, collect and preserve archival material relating to past and present life in the administrative county of East Sussex and the City of Brighton & Hove, to make that material available for use by its owners and by the public at large, both in East Sussex and worldwide. It is based at The Keep, which is run by East Sussex County Council in partnership with Brighton & Hove City Council and the University of Sussex

1.2 This policy is essential to support the role and aims of ESRO. It takes into account the recommendations of The National Archives (TNA) for documenting collections¹ and current government policy on archives.² It should be read alongside East Sussex County Council's and The Keep's other service policies and business plans.

1.3 Maintaining accurate documentation of our archival holdings is a fundamental element of the work of ESRO. This information forms two parts: information regarding acquisitions and cataloguing. Both are collected and stored using the specialist archive software CALM.

1.4 ESRO recognises that good documentation of its holdings, through accessioning and cataloguing, is fundamental to collection management, and to relationships with our donors, depositors and users.

1.5 ESRO works towards meeting international standards and principles governing the creation of catalogues of archives. It is committed to working with partners to adopt and employ agreed standards of documentation which ensure maximum interoperability and sharing of metadata.

1.6 An internal staff working group regularly reviews all operational work with regards to maintaining collections information. A procedural manual for accessioning and cataloguing in CALM is in course of preparation.

2 ACCESSIONING

2.1 Recording the provenance of material entering the custody of ESRO is a crucial part of our activities. Using the Accession component of the CALM database, we record details of every accession, distinguishing gifts, purchases, bequests and deposits on loan. We include a preliminary indication of the scope, content and creation-dates of the material, its legal status, any restrictions on custody or access and its size in linear feet. Deposits received under the Parochial Registers and Records Measure 1978, Public Records Act and Manorial Documents Rules are distinguished in this system.

2.2 The CALM Accessions database holds details of all accessions since ACC 8001, received on 2 November 1999. Between 1991 and 1999 similar data is held in annual MS Word files; before 1991 it is contained in the office's papers accession

¹ <http://nationalarchives.gov.uk/archives-sector/documenting-collections.htm>

² *Archives for the 21st century*, November 2009
<http://www.nationalarchives.gov.uk/documents/aft21c/archives-for-the-21st-century.pdf>

registers. In addition, the CALM database includes all deposits which remain listed under their ACC number, a further 1170 accessions.

2.3 Hard copy accession registers began to be maintained in 1950, continued in parallel to the CALM database from 1999, and since 2013 have remained in use to house forms of agreement to our Terms and Conditions for the Acceptance of Archives.

2.4 Formal receipts incorporating ESRO's Terms of Deposit or Gift, as appropriate, countersigned by the transferor, are issued when required. As well as the name and address of the source and terms of transfer, they record details of any restrictions on access, and (in the case of gifts) whether intellectual property rights are included.

2.5 Before 2012, transfers of records of East Sussex County Council from ESRO's Records Management Section were not assigned accession numbers, but since that time such records have been allocated ACC numbers for the purposes of physical control.

2.6 Integral to the accessioning process is the management of information relating to the source of the material. This is held in the same formats as set out at 2.2-3 above. Contact names and addresses of pre-1999 depositors are held in the paper accession registers, an index to those registers and in the office's filing system.

2.7 Details of the sources of accessions are not available to the public, although such information is occasionally included in the older paper lists.

2.8 A simple receipt for each accession, listing the Accession Number and contact details, is handed to the donor or depositor, if present, at the point of receipt. Unless it is decided to proceed directly to cataloguing, using the criteria set out in section 6 below, a fuller list of the accession will be produced in due course, if possible within twelve months of receipt.

3 TERMS AND CONDITIONS FOR THE ACCEPTANCE OF ARCHIVES

3.1 Standard Terms of Deposit (now Terms and Conditions for the Acceptance of Archives) have been used by ESRO since 1997. They can be adjusted in certain aspects by negotiation. A copy is included as an Appendix to this policy.

3.2 Terms and Conditions for the Acceptance of Archives are signed by the source only in respect of records received on loan or subject to other conditions. They are retained as part of the series of paper accession registers, the use of which is now confined to such documents.

4 DONORS, DEPOSITORS AND PURCHASES

4.1 ESRO takes relationships with donors and depositors very seriously. Beginning at the point of accession, we seek to acquire all relevant information regarding a collection that owners can supply. In the case of deposits, we stress that transfer to ESRO is a two-way process, and that changes in ownership, whether brought about by inheritance or sale, need to be communicated to us if we are to maintain an accurate record.

4.2 Every encouragement is given to private owners to donate, rather than deposit, their material.

4.3 Documents received from other former record-keeping institutions, chiefly the Sussex Archaeological Society and Hastings Museum, are accessioned as from their original depositors with the immediate transferor regarded as an intermediary, other than in cases where it can be demonstrated that ownership has passed to the transferor.

4.4 In order to retain archives in the public domain, for over 20 years ESRO has had an active policy of purchase, which has been made possible by the generosity of our Friends' organisations, Friends of East Sussex Record Office and (from 2014) Friends of the Keep Archives.

5 CATALOGUING

5.1 Cataloguing the material within ESRO's custody is essential to enable staff to manage the material effectively and to enable public access.

5.2 All new cataloguing conforms to current professional standards, namely the principles and mandatory elements of the General International Standard of Archival Description (ISAD(G)), and the requirements of ESRO's CALM database and online catalogue.

5.3 Older catalogues, particularly those inherited from former institutional custodians, may not meet current standards. Work will continue, largely with volunteer labour, both to widen the coverage of the CALM catalogue and to enhance its scope.

5.4 Cataloguing is carried out either directly in the CALM database or by means of imports from Excel spreadsheets. Once the documents have been located in the repository, the lists are uploaded to the online catalogue which is shared with the others partners at The Keep.

5.5 Unless required by the source, hard copy catalogues are no longer produced, but those which exist, along with some card indexes and handlists, will be retained for public use until demand for them no longer exists.

5.6 In preparation for the move to The Keep, it was necessary to barcode all the containers holding ESRO material, which in turn required them to have a presence on the CALM catalogue. In the period leading up to the move in 2013, 30% of our holdings – getting on for a quarter of a million documents – were entered in CALM.

5.7 As part of that process, the opportunity was taken to deepen the level of description of many record groups in CALM and hence on the online catalogue. Although levels of description vary, there are no uncatalogued documents at ESRO.

5.8 ESRO has traditionally catalogued in detail, a policy which we consider even more important since the increasing diversity of our user-base requires the provision of clearer and more ample descriptions.

5.9 Such detailed cataloguing still takes place (see 6), but it has been the case since 1980 if not before that the majority of accessions are listed at box-level. Since 2013 the requirement to barcode individual containers has required a CALM entry for each, so confining descriptions to Fonds or Series level is no longer an option.

5.10 We make extensive use of volunteers to augment existing catalogues with more detailed information – for example the names of witnesses and the probate values of wills – and to undertake more detailed cataloguing of material which would otherwise be held under its Accession number.

6 PRIORITIES

6.1 With accessions running at over 350 a year the three archivists in the Document Services section, assisted by teams of volunteers, have of necessity to adopt a discriminating approach to the treatment of new material.

6.2 Several factors are relevant to our policy with regard to new accessions:

- are they likely to be in immediate demand?
- Are they additions to an existing list to which they can easily be added?
- Is the transferor pressing for a list?
- Is the accession a grant-aided purchase for which the funder requires a full catalogue entry?
- Is the age, language or technical content of the material sufficient to make a detailed description by an archivist necessary to its future use by the general public?
- Have the records been transferred with an accompanying list, is it manuscript, typescript or electronic, and how easily can it be migrated into the CALM catalogue?

6.3 If the answer to any of these questions is positive, then we will strive to produce a list and mount it on the online catalogue within a month of receipt.

6.4 Considerations which might argue against prioritising material for cataloguing include:

- the documents are closed to public inspection
- the documents are unfit for production and require conservation
- the documents are unlikely to be in high demand

7 PUBLICISING NEW ACCESSIONS AND EXISTING HOLDINGS

7.1 Information about new accessions is shared with users in a number of ways. Between 1978 and 2014 the county archivist's *Annual Report* included lists of accessions, which from 2014 have appeared as a PDF on the Keep website. The narrative description of the more significant accessions, formerly included in the *Annual Report*, will from 2016 be carried by the *Newsletter* of the Friends of the Keep Archives.

7.2 Annual accession reports are supplied to the National Archives, and relevant material notified to the Manorial Documents Register.

7.3 Especially in the case of purchases but with all newsworthy items, new accessions are publicised on our own website, in the local and occasionally in the national media.

7.4 Where additional funding is available (for example from our Friends' organisation), work is carried out to make the online catalogue more responsive to searches. This includes rendering dates into a consistent format and adding the modern spelling of places, adding Creator names and biographies, and flagging places.

7.5 A series of summaries of information about places, with links to the major archive groups relating to them, is also being created.

7.6 Both existing holdings and new accessions, particularly purchases, are discussed on the News and Blogs section of our website.

8 REVIEW

8.1 This Policy will be reviewed within five years.

EAST SUSSEX RECORD OFFICE: TERMS AND CONDITIONS FOR THE ACCEPTANCE OF ARCHIVES – DEPOSITS

This statement sets out the terms on which it is our practice to accept deposited documents, and we will assume that they are acceptable to you unless you notify us otherwise. If they are not, or if there is anything which you do not understand or wish to discuss, please telephone (01273 482348/482352) or email thekeep@eastsussex.gov.uk .

East Sussex Record Office has received the documents on the attached list on loan; they remain your property, which you may withdraw, either permanently or temporarily, upon reasonable notice in writing. In the case of permanent withdrawals, reasonable notice shall consist of a period of time sufficient to allow us to make copies of your documents for us to keep for our own use or for sale to members of the public for the purposes of research or private study.

We undertake to store your documents in secure accommodation, and to make them available to the public in a supervised Reading Room during the office's normal opening hours, which may be altered from time to time. We will take all reasonable steps to ensure the long-term survival of your documents by protecting them from damage by climatic extremes, flood, fire, theft or physical misuse. East Sussex Record Office works to the Archives Accreditation Standards overseen by The National Archives, and our purpose-built repository at The Keep, Falmer, adheres to PD 5454:2012, the British Standard for the Storage and Exhibition of Archival Documents.

All the documents will be freely available to the public, unless you wish to impose a closure period from the document's final date, or other restrictions on access or copying. Such records will be produced only with your written authority (in which case it is important to notify us of any changes in contact details). In addition, we will endeavour to prevent the use of any document by a searcher whose aims appear to be prejudicial to your interests. In such cases, we will refer applications to inspect open documents to you as though the documents in question were closed. We observe Data Protection legislation and do not make sensitive personal data available to the public.

We may mark documents indelibly for reasons of security, and may repair any of your documents which are damaged or fragile in accordance with our conservation programme. You will be liable to pay the costs of this work only if you withdraw the documents permanently. We will request your permission before we or other bodies use your documents in public exhibitions, and will satisfy ourselves of the suitability of the environment and security of the venues.

We may make copies of your documents, either for our own use or for sale to members of the public for the purposes of research or private study. We undertake not to employ any method of reproduction which may cause damage to them. We will not attempt to investigate the ownership of copyright in your documents, but will require people to whom copies are supplied to sign a declaration of compliance with current UK and European legislation. Applications to publish reproductions of your documents will be referred to you but unless you wish otherwise we will deal with requests to publish minor extracts.

We reserve the right to dispose of duplicate and non-archival material (by destruction as confidential waste if necessary), unless you have previously indicated a wish to have such documents returned.

Private depositors On your death, your documents will become the property of your personal representatives, or of anyone to whom you leave them by your will. We will need firm evidence of your death and of your wishes before we will treat any other person as the owner of your documents.

Non-private depositors Please let us know of any changes within your organisation, such as the name of the current contact, or changed address.

AGREEMENT

I have read and accept the enclosed terms and conditions of deposit.

Name (printed)
depositor

Signature.....Date

EAST SUSSEX RECORD OFFICE: TERMS AND CONDITIONS FOR THE ACCEPTANCE OF ARCHIVES – GIFTS

This statement sets out the terms on which it is our practice to accept gifts of documents, and we will assume that they are acceptable to you unless you notify us otherwise. If they are not, or if there is anything which you do not understand or wish to discuss, please telephone (01273 482348/482352) or email thekeep@eastsussex.gov.uk .

East Sussex Record Office has received the documents on the attached list as a gift; they will become the property of East Sussex County Council.

We undertake to store the documents in secure accommodation, and to make them available to the public in a supervised Reading Room during the office's normal opening hours, which may be altered from time to time. We will take all reasonable steps to ensure their long-term survival by protecting them from damage by climatic extremes, flood, fire, theft or physical misuse. East Sussex Record Office works to the Archives Accreditation Standards overseen by The National Archives, and our purpose-built repository at The Keep, Falmer, adheres to PD 5454:2012, the British Standard for the Storage and Exhibition of Archival Documents.

We may mark documents indelibly for reasons of security, and may repair any documents which are damaged or fragile in accordance with our conservation programme. Before we or other bodies use the documents in public exhibitions, we will satisfy ourselves of the suitability of the environment and security of the venues.

We may make copies of the documents, either for our own use or for sale to members of the public, making use only of methods of reproduction which will not cause damage to them. Unless you have retained copyright we will act as owner of all intellectual property rights in the documents.

We reserve the right to dispose of duplicate and non-archival material (by destruction as confidential waste if necessary), unless you have previously indicated a wish to have such documents returned.

Unless you specifically retain them, any copyright or other intellectual property rights which you may possess in the documents will also become the property of East Sussex County Council.

AGREEMENT

I have read and accept the enclosed terms and conditions of gift.

Name (printed)
.....
donor

Signature.....**Date**

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Report to: Lead Member for Community Services

Date of meeting: 25 May 2016

By: Director of Communities, Economy and Transport

Title: Redundant assets of the Schools Library and Museum Service

Purpose: To endorse proposals to dispose of redundant museum stock belonging to the Schools Library and Museum Service.

RECOMMENDATION: The Lead Member is recommended to approve the disposal of identified redundant or damaged museum stock from the Schools Library and Museum Service collection, pursuing income generation opportunities where applicable.

1 Background Information

1.1. The Schools Library and Museum Service (SLAMs) supports learning within East Sussex and in neighbouring Local Authorities through supplying library and museum stock that is suitable for classroom based learning. In the school year 2015/16, 45 schools accessed the museum offering from the SLAMs.

1.2. The SLAMs began in the early 1960's, with most items bought during the 1960's and 1970's. A small number of items have been gifted to the service, and this information is recorded in ledgers.

1.3. There are currently 1,200 loan boxes that schools have access to, and a further collection of items that have never been added to loan boxes, which are stored within the SLAMs collection.

1.4. The museum collection was primarily compiled in the decades before the introduction of the national curriculum (1988), and therefore the wide ranging nature of the collection is not consistent with the topics covered in the national curriculum. This has resulted in excess items that are no longer requested by schools.

1.5. The SLAMs stock is currently held at Ropemaker Park, Hailsham.

2 Supporting Information

2.1. A rationalisation of the museum stock has recently been undertaken by SLAMs librarians, and as a result approximately 300 items have been identified as no longer suitable. These items are damaged, obsolete, or no longer suitable to support SLAMs offering or the national curriculum. The items listed have been identified as either damaged or have not been requested in over 5 years (equivalent to 15 loan periods). These items are listed in Appendix 1. Disposal of these items will not in any way compromise our ability to offer a comprehensive museum offering to schools.

2.2. The assets identified include:

- Textiles (44 items);
- Ceramics (24 items);
- Models (44 items);
- Biology models (12 items);
- Taxidermy Animals (7 items);
- Taxidermy Birds (15 items);
- Natural history specimens (19 items);
- Formaldehyde Specimens (26 items);
- Miscellaneous (32 items).

2.3. Although most stock is thought to have been purchased by the County Council for the SLAMs collection, it is proposed that any items which have been identified as items for removal from the SLAMs collection are traced (where possible) through the surviving ledgers to ensure that they were not gifted to the service with conditions that may prevent their disposal. Where conditions have been made, efforts will be made to contact the donor or their family, to confirm what impact the conditions imposed have on the service's ability to dispose of the item.

2.4. Both the Cultural Strategy Manager and the County Archaeologist have viewed the list of redundant assets and have confirmed that there are no items of cultural or historical significance to either East Sussex, or the country.

2.5. It is proposed that when developing disposal plans, income generation is considered to maximise the County Council's assets. Approximately 15% of the identified stock is damaged or obsolete and therefore unsuitable to be sold. However with the remaining items it is proposed that these are sold via appropriate channels, with any income going towards the running costs of the Library and Information Service. Because a significant proportion of the stock is damaged and it is considered unlikely that the items have any significant individual or collective value, the items have not been valued ahead of a decision by Lead Member to dispense with them. Any items remaining unsold will be safely disposed of.

2.6. An assessment has been undertaken which explored the legalities of disposing of a museum collection, and it was concluded that as the SLAMs collection is not an accredited museum collection it is exempt from disposal of assets guidelines published by the Museums Association.

3 Conclusion and Reasons for Recommendations

3.1. These proposals outline the recommendation to dispose of redundant assets belonging to the Schools Library and Museum Service whilst maximising the income generation potential. Consideration has been given to the remaining SLAMs assets, and a comprehensive offering will be maintained.

3.2. The Lead Member for Community Services is therefore recommended to agree to the proposals to dispose of the currently identified redundant SLAMs museum stock held at Ropemaker Park.

RUPERT CLUBB
Director of Communities, Economy and Transport

Contact Officer: Chloe Williams
Tel. No.01273 335202
Email: chloe.williams@eastsussex.gov.uk

LOCAL MEMBERS

All

BACKGROUND DOCUMENTS

None

Museum items for permanent disposal

DAMAGED AND OBSOLETE

Dewey / Acc no	Detail	recommendation	location	Image
380 / P419a	Photo pack: Bridges. Old &tatty	dispose	cage / warehouse	
380 / P419c	Photo pack: Bridges. Old &tatty	dispose	cage / warehouse	
520 / V700a	Video: Comets. Obsolete	dispose	cage / warehouse	
520 / V729a	Video: The Eagle has landed	dispose	cage / warehouse	
520 / V701a	Video: Voyager.Obsolete	dispose	cage / warehouse	
535 / 761a	colour is light	dispose	cage / warehouse	
535 / 761c	colour is light	dispose	cage / warehouse	
535 / 761c	colour is light	dispose	cage / warehouse	
570 / P180a	Photo pack: Life Cycles. Old &Tatty	dispose	cage / warehouse	
590 / P253b	Photo pack: Wild Animals. Old & tatty	dispose	cage / warehouse	
590 / P253a	Photo pack: Wild Animals old & tatty	dispose	cage / warehouse	
612 / 32g	eye (parts missing)	dispose	cage / warehouse	
630 / P356a	Photo pack: Sheep & Shepherds. Old & tatty	dispose	cage / warehouse	
630 / P356d	Photo pack: Sheep & Shepherds. Old & tatty	dispose	cage / warehouse	
720 / P806	Poster pack: Italian Architecture. Old & tatty	dispose	cage / warehouse	
728 / P397a	Castles from the air. Dated b&w mounted photographs	dispose	cage / warehouse	
728 / 397b	Castles from the air. Dated b&w mounted photographs	dispose	cage / warehouse	
728 / P397b	Castles from the air. Dated b&w mounted photographs	dispose	cage / warehouse	
728 / V516a	Video: Pickering Castle. Obsolete	dispose	cage / warehouse cage / warehouse	
912 / P896a	charts:Understanding maps. Out of date and tatty	dispose	cage / warehouse	
912 / P896c	charts: Understanding maps. Out of date and tatty Video: Grimes Graves. Flint mines in Norfolk.	dispose	cage / warehouse	
930 / v514	Obsolete	dispose	cage / warehouse	
930 / V514	Video: Facing the past - Jorvik. Obsolete	dispose	cage / warehouse	

941.2 /V513a	Video: Maiden Castle . Obsolete	dispose	cage / warehouse
941.2 / V517a	Posters: 15C Pageant Wagon. Tatty	dispose	cage / warehouse
941.4 / 357a	Posters: 15C Pageant Wagon. Tatty	dispose	cage / warehouse
941.4 / 357b	Video: Keeping the wheels turning. Obsolete	dispose	cage / warehouse
941.9 / V512d	Video: Keeping the wheels turning. Obsolete	dispose	cage / warehouse
941.9 / V512g	Video: Keeping the wheels turning. Obsolete	dispose	cage / warehouse
941.9/ 512i	Video: Keeping the wheels turning. Obsolete	dispose	cage / warehouse
941.9 / V512f	Video: Keeping the wheels turning. Obsolete	dispose	cage / warehouse
941.9 / V512a	Video: Keeping the wheels turning. Obsolete	dispose	cage / warehouse
941.9 / V512h	Video: Keeping the wheels turning. Obsolete	dispose	cage / warehouse
941.9 / V512h	Photo pack: South east Coast	dispose	cage / warehouse
P758a	Photo pack: South east Coast	dispose	cage / warehouse
P758b	Posters: Great Barrier Reef. Old & tatty	dispose	cage / warehouse
994 / P863	Posters: USA,. Old & tattty	dispose	cage / warehouse
/ P802	Photo pack: The Weald. Old and Tatty	dispose	cage / warehouse
P880a	Photo pack: The Weald. Old and Tatty	dispose	cage / warehouse
P880b	Photo pack: The Weald. Old and Tatty	dispose	cage / warehouse
P881a	Photo pack: The Weald. Old and Tatty	dispose	cage / warehouse
P881b	Photo pack: The Weald. Old and Tatty	dispose	cage / warehouse
P882a	Photo pack: The Weald. Old and Tatty	dispose	cage / warehouse
P882b	Photo pack: The Weald. Old and Tatty	dispose	cage / warehouse
/ P883a	Photo pack: The Weald. Old and Tatty	dispose	cage / warehouse
P883b	Photo pack: The Weald. Old and Tatty	dispose	cage / warehouse
P882b	Photo pack: The Weald. Old and Tatty	dispose	cage / warehouse
P883b	Photo pack: The South West Coast. Old & tatty	dispose	cage / warehouse

Museum Items for permanent disposal - formaldehyde

FORMALDEHYDE

recommendation to dispose of all items in formaldehyde. In general they are exhibiting signs of degrading - there are losses in the liquid and objects are faded. Evaporation of formaldehyde has led to their being topped up with purified water which will be weakening the preservative? There is a possible h&s issue with issuing them for use in schools?

Dewey / Acc no	Detail	location	notes
573 / 211e	freshwater life. Old & degrading	pallet / warehouse	
574 / 256g	seashore life. Old & degrading	pallet / warehouse	
574 / 256c	seashore life. Old & degrading	pallet / warehouse	
574 / 256a	seashore life. Old & degrading	pallet / warehouse	
574 / 256d	seashore life. Old & degrading	pallet / warehouse	
574 / 256e	seashore life. Old & degrading	pallet / warehouse	
580 / 140a	Wheat seed stages of germination	pallet / warehouse	
594 / 253a	Crustaceans	pallet / warehouse	
594 / 253c	Crustaceans	pallet / warehouse	
594 / 253d	Crustaceans	pallet / warehouse	
594 / 216d	hermit crab	pallet / warehouse	
594 / 216e	hermit crab	pallet / warehouse	
594 / 120d	lobster	pallet / warehouse	
594 / 120b	lobster	pallet / warehouse	
594 / 120c	lobster	pallet / warehouse	
594 / 257a	octopus	pallet / warehouse	
594 / 257b	octopus	pallet / warehouse	
594 / 257d	octopus	pallet / warehouse	
597 / 133f	frog life cycle. Object degrading	pallet / warehouse	
597 / 214c	grass snake. Object old & degrading	pallet / warehouse	
597 / 214a	grass snake. Object old & degrading	pallet / warehouse	
597 / 213a	viper. Object old & degrading	pallet / warehouse	
599 / 157b	ox eye section. Object old & degrading	pallet / warehouse	
599 / 74	pig embryo. Object old & degrading	pallet / warehouse	potential curiosity value?
599 / 282b	rabbit embryo. Object old & degrading	pallet / warehouse	potential curiosity value?

580 / 139a Broad bean stages of germination. Old &
degraded pallet / warehouse

Currently still on shelves for loan - discuss

580 / 254 Maize seed in germination rolling stack
580 / 139c broad bean in germination rolling stack
594 / 216c hermit crab rolling stack

TAXIDERMY BIRDS

Dewey / Acc no	Detail	location	notes
598 / 22	Bullfinch	pallet / warehouse	
598 / 44	blue tit	pallet / warehouse	
598 / 64c	moorhen	pallet / warehouse	
598 / 48b	Great spotted woodpecker (juvenile)	pallet / warehouse	
598 / 283b	Gull	pallet / warehouse	
598 / 283	Black Headed Gull	pallet / warehouse	
598 / 283c	Black Headed Gull	pallet / warehouse	
598 / 208a	Gulliemot	pallet / warehouse	
598 / 262c	Fowl (development of bird)	pallet / warehouse	
598 / 126c	green woodpecker	pallet / warehouse	
598 / 109a	sparrowhawk	pallet / warehouse	
598 / 187b	kestrel	pallet / warehouse	
598 / 104b	gannet	pallet / warehouse	
598 / 248a	Lapwing	pallet / warehouse	
598 / 149a	Greenfinch	pallet / warehouse	

TAXIDERMY OTHERS

Dewey / Acc no	Detail	location	notes
599 / 6a	mole	pallet / warehouse	
599 / 6c	mole	pallet / warehouse	
599 / 96a	weasel	pallet / warehouse	
599 / 232b	red squirrel	pallet / warehouse	
599 / 150	coypu	pallet / warehouse	
599 / 235b	stoat	pallet / warehouse	
599 / 282a	Rabbit	pallet / warehouse	

NATURAL HISTORY SPECIMENS

Dewey / Acc no	Detail	location	notes
580 / 158c	Seed dispersal	pallet / warehouse	
580 / 158g	Seed dispersal	pallet / warehouse	
580 / 158h	Seed dispersal	pallet / warehouse	
588 / 116b	Poisonous Fungi	pallet / warehouse	
588 / 117b	Edible Fungi	pallet / warehouse	
595 / 4a	scorpion	pallet / warehouse	
595 / 101a	aquatic insects	pallet / warehouse	
595 / 101f	aquatic insects	pallet / warehouse	
595 / 101b	aquatic insects	pallet / warehouse	
595 / 101c	aquatic insects	pallet / warehouse	
595 / 92b	Bird eating spider	pallet / warehouse	
595 / 99b	Hornet, bee, wasp	pallet / warehouse	
595 / 99c	Hornet, bee, wasp	pallet / warehouse	
595 / 1e	Principal orders of insects	pallet / warehouse	
595 / 1f	Principal orders of insects	pallet / warehouse	
597 / 87a	grass snake skeleton	pallet / warehouse	
597 / 133e	frog life history	pallet / warehouse	
960 / 39a	Sawfish	pallet / warehouse	
/ 2b	Destructive & Beneficial insects	pallet / warehouse	

BIOLOGY MODELS

Dewey / Acc no	Detail	location	notes
612 / 31e	ear	pallet / warehouse	
612 / 31b	ear	pallet / warehouse	
612 / 31c	ear	pallet / warehouse	
612 / 31d	ear	pallet / warehouse	
612 / 32a	eye	pallet / warehouse	
612 / 32e	eye	pallet / warehouse	
612 / 33b	Heart	pallet / warehouse	
612 / 33a	Heart	pallet / warehouse	
612 / 69a	Hand and foot bones	pallet / warehouse	
612 / 69b	Hand and foot bones	pallet / warehouse	
612 / 114a	skin section	pallet / warehouse	
612 / 114b	skin section	pallet / warehouse	
612? / 188a	leg bones	pallet / warehouse	

MODELS

Dewey / Acc no	Detail	location	notes
260 / 376b	Abbot & Priestess	pallet / warehouse	
380 / 399a	Otto Lilienthal Glider	pallet / warehouse	
380 / 452b	Vickers Vimy	pallet / warehouse	
380 / 337b	Wright biplane	pallet / warehouse	
380 / 356a	Aeroplanes 1910	pallet / warehouse	
380 / 379a	R100 Airship	pallet / warehouse	
380 / 501b	13th Century Merchant Ship	pallet / warehouse	
380 / 414b	sedan chair	pallet / warehouse	
380 / 354b	Hansom Cab	pallet / warehouse	
531 / 366b	Development of the wheel	pallet / warehouse	
551 / 724a	Delta	pallet / warehouse	
551 / 724b	Delta	pallet / warehouse	
560 / 704b	tyrannosaurus	pallet / warehouse	schools may be interested in dinosaur models?
560 / 703e	stegosaurus	pallet / warehouse	
560 / 734b	ichthyosaurus	pallet / warehouse	
560 / 733a	plesiosaurus	pallet / warehouse	
599 / 760	Evolution of the horse (set of 2)	pallet / warehouse	
599 / 760	Evolution of the horse (set of 2)	pallet / warehouse	
622 / 869c	coal mine	pallet / warehouse	
622 / 869d	coal mine	pallet / warehouse	
622 / 869e	coal mine	pallet / warehouse	
645 / 497a	period chairs	pallet / warehouse	
822 / 489	The Tempest (set of 2)	pallet / warehouse	
822 / 489	The Tempest (set of 2)	pallet / warehouse	
621 / 336a	Post Mill	pallet / warehouse	
621 / 509	Post Mill	pallet / warehouse	
621 / 323	tower mill	pallet / warehouse	
630 / 343a	Sussex Wagon	pallet / warehouse	
630 / 343b	Sussex Wagon	pallet / warehouse	
630 / 355b	Broad Wheeled Wagon	pallet / warehouse	
630 / 434b	ploughs	pallet / warehouse	
630 / 408a	Kent Turnwrest plough	pallet / warehouse	
630 / 373a	Sussex Shepherd, The	pallet / warehouse	
643 / 416a	Georgian house	pallet / warehouse	
728 / 417	medieval castle hall	pallet / warehouse	
912 / 857a	contours	pallet / warehouse	
912 / 857b	contours	pallet / warehouse	
912 / 871a	Sussex Relief Model	pallet / warehouse	

912 / 871b	Sussex Relief Model	pallet / warehouse
912 / 871c	Sussex Relief Model	pallet / warehouse
941.1 / 412a	British Chieftain	pallet / warehouse
941.2 / 335	colonia gateway	pallet / warehouse
941.4 / 357.b	Pageant Wagon	pallet / warehouse
960 / 879b	Nigerian Village Life	pallet / warehouse
/ 343b	The Crucifixion	pallet / warehouse

CERAMICS

Dewey / Acc no	Detail	Maker (where known)	location	notes
730 / 6104	Ship Shapes	Bryan Newman	cage / warehouse	
738 / 6110	Agate Bowls	Paul Phillips	cage / warehouse	
738 / 6124	Ball Jar & Sunscape	Andrew Holden	cage / warehouse	
738 / 6107	containers	West Marshall & Chris Jenk	cage / warehouse	
738 / 6046	five small pots	Derek Davis	cage / warehouse	
738 / 6117	glazed jug	David Leach	cage / warehouse	
738 / 6097	Interlocking plates	David Westcott	cage / warehouse	
738 / 6094	mottled bowls		cage / warehouse	
738 / 6042	organic forms: six pinch pot	Eileen Graham	cage / warehouse	
738 / 6078	plaque in tiles	Graham Duncan	cage / warehouse	
738 / 6019	set of bowls	Tessa Fuchs, Derek Davis, R	cage / warehouse	
738 / 6126	small quaterfoil bowls	Ray Silverman	cage / warehouse	
738 / 6054	stoneware pigeon	Rosemary Wren	cage / warehouse	
738 / 6053	three bowls	Peter Lewis	cage / warehouse	
738 / 6051a	3 pinch pots	Sheila Fournier	cage / warehouse	
738 / 6051b	3 pinch points	Sheila Fournier	cage / warehouse	
738 / 6025	2 bottles		cage / warehouse	
738 / 6089	2 slab pots & flanged dish	Ian Auld, Derek Davis	cage / warehouse	
738 / 6047	wall pendant & 2 pots	bernard Rook	cage / warehouse	
738 / 6090	shallow pinch bowls	peter toy, sheila fournier	cage / warehouse	
738 / 6020	stoneware bowls	derek davis, ray marshall	trolley / warehouse	
738 / 6088	Mugs, cup, saucer		trolley / warehouse	
738 / 602	2 large bowls		trolley / warehouse	
745 / 6057	screen & puzzle block	Eileen Lewenstein	cage / warehouse	no image

TEXTILES

Dewey / Acc no	Detail	maker / retailer	location	notes
677 / 868a	linen		Top shelf rolling stack GL	
746 / 6069	Belle Epoque	Heals	Top shelf rolling stack GL	
746 / 6100	Filigree	Heals	Top shelf rolling stack GL	
746 / 6072	Moresco	Heals	Top shelf rolling stack GL	
746 / 6001	Rosafina	Heals	Top shelf rolling stack GL	
746 / 6007	tabard	Heals	Top shelf rolling stack GL	gd examples of geometric patterns
746 / 6000	love in idleness	Heals	Top shelf rolling stack GL	
746 / 6085	larisa	Heals	Top shelf rolling stack GL	
746 / 6118a	country walks	Heals	Top shelf rolling stack GL	
746 / 6012	verdure		Top shelf rolling stack GL	
746 / 6010	Black White Grey		Top shelf rolling stack GL	
746 / 6083	hexagon	Heals	Top shelf rolling stack GL	
746 / 6102	folklore	Heals	Top shelf rolling stack GL	
746 / 6015	persian gardens	Heals	Top shelf rolling stack GL	
746 / 6045	warm stripe	Heals	Top shelf rolling stack GL	
746 / 6013	façade	Heals	Top shelf rolling stack GL	repeating motif of hosues
746/ 6108b	jungle railway		Top shelf rolling stack GL	
746 / 6101	swiss design		Top shelf rolling stack GL	
746 / 6043	Petrus	Heals	Top shelf rolling stack GL	
746 / 6009	Bower Birds	clothkits	Top shelf rolling stack GL	Lewes Co.
746 / 6121	Harvest Moon	Heals	Top shelf rolling stack GL	
746 / 6003	Margarets	Heals	Top shelf rolling stack GL	
746 / 6075	Tableau	Incl Heals	Top shelf rolling stack GL	
746 / 6118b	country walks	Heals	Top shelf rolling stack GL	
746 / 6014	cool check		Top shelf rolling stack GL	
746 / 6079	Autumn Flower		Top shelf rolling stack GL	
746 / 6070	Purple Weave		Top shelf rolling stack GL	
746 / 6098	Denmark		Top shelf rolling stack GL	
746 / 6008	Quatrain	Heals	Top shelf rolling stack GL	
746 / 6005	Piazza	Heals	Top shelf rolling stack GL	
746 / 6114	Bamboo	Heals	Top shelf rolling stack GL	

746 / 6099	finland	Heals	Top shelf rolling stack GL
746 / 6081	stripes		Top shelf rolling stack GL
746 / 6017	Scala	Heals	Top shelf rolling stack GL
746 / 6129	Tabriz	Liberty of London	Top shelf rolling stack GL
746 / 6004	Spinney	Heals and Conran	Top shelf rolling stack GL
746 / 6113	flower print		Top shelf rolling stack GL
746 / 6122	Orchis	Heals	Top shelf rolling stack GL
746 / 6108a	jungle railway		Top shelf rolling stack GL
746 / 6084	Dimensions		Top shelf rolling stack GL
954 / 858b	Sarees		Top shelf rolling stack GL
954 / 872a	Indian fabrics		Top shelf rolling stack GL
954 / 863c	festival jacket		Top shelf rolling stack GL
954 / 856c	Banjari costume		Top shelf rolling stack GL

MISC

Dewey / Acc no	Detail	location	notes
669 / 739a	Cutlery	pallet / warehouse	
669 / 739b	cutlery	pallet / warehouse	
674 / 6030a	woodland crafts	pallet / warehouse	
674 / 6030b	woodland crafts	pallet / warehouse	
980 / 804b	peruvian clay work	pallet / warehouse	
980 / 804a	peruvian clay work	pallet / warehouse	
941.8 / 350B	c.19th Carpenters tools	pallet / warehouse	
954 / 876c	Indian Block printed textiles	pallet / warehouse	
677 / 870b	cotton	pallet / warehouse	
954 / 860c	Ganesh Toran	pallet / warehouse	
941.8 /	Victorian Journals	pallet / warehouse	
941.8 /	Victorian Journals	pallet / warehouse	
/ 415h	childrens cotton clothing	pallet / warehouse	
553 / 714	Economic uses of rocks and mine	pallet / warehouse	
553 / 714	Economic uses of rocks and mine	pallet / warehouse	
553 / 717a	Minerals	pallet / warehouse	
553 / 736a	Sedimentary rocks	pallet / warehouse	
553 / 738a	mining for metals	pallet / warehouse	
553 / 738c	mining for metals	pallet / warehouse	
674 / 118a	commercial timber	pallet / warehouse	
674 / 118b	commercial timber	pallet / warehouse	
674 / 118c	commercial timber	pallet / warehouse	
411 / 396a	medieval writing	pallet / warehouse	
411 / 396b	medieval writing	pallet / warehouse	
411 / 876a	Indian Block printed textiles	pallet / warehouse	
941.8 / 405a	Chain stitch machine	pallet / warehouse	
947 / 802b	Russian Painted Clay toys	pallet / warehouse	
954 / 860e	Ganesh Toran	pallet / warehouse	
/ 811	Flags (1 of 2)	pallet / warehouse	
/ 811	Flags (1 of 2)	pallet / warehouse	
677 / 870c	cotton	pallet / warehouse	

Report to: Lead Member for Community Services

Date of meeting: 25 May 2016

By: Director of Communities, Economy and Transport

Title: Update on fees charged by Trading Standards for statutory and non-statutory functions

Purpose: To enable the Trading Standards Service to charge appropriate fees for some of its services and to note the required statutory fees for specific functions.

RECOMMENDATIONS: The Lead Member is recommended to:

- (1) Note the statutory fees payable for the issuing of explosives licences as set out in Appendix 1 for the 2016/2017 financial year;
 - (2) Approve the fee payable for the issuing of a copy of a performing animals licence as set out in Appendix 1 for the 2016/2017 financial year;
 - (3) Approve the hourly rate for conducting metrology related work as set out in Appendix 1 for the 2016/2017 financial year;
 - (4) Approve the hourly rate of the Accredited Financial Investigator when conducting financial enquiries and investigations as set out in Appendix 1 for the 2016/2017 financial year; and
 - (5) Note the percentage of confiscation obtainable by the Accredited Financial Investigator for successful Proceeds of Crime Act 2002 proceedings as set out in Appendix 1 for the 2016/2017 financial year.
-

1 Background Information

1.1 As part of a review of all income generation opportunities the East Sussex County Council Trading Standards Service (TS) is looking at how it can increase cost recovery. Part of this programme is to review fees charged for some functions. TS are responsible for enforcing a range of legislation. Some of this legislation places a statutory obligation on the County Council, as the relevant local authority ('Local Authority') to undertake responsibility for certain activities. Other legislation provides the County Council with the power and authority to enforce it where offences or breaches may have been committed and evidence can be obtained to support this.

1.2 The Explosives Regulations 2014 state that the Local Authority is responsible for the issuing of explosives licenses. These licences are granted to explosives stores and registered premises who store fireworks. Any person or company, who wishes to store more than 5kg (net mass) of explosives, including fireworks, will require a licence. There are four hazard types of explosives – 1 is the most hazardous and 4 is the least hazardous. The fee payable is dependent on the quantity and type of fireworks being stored.

1.3 The Performing Animals (Regulation) Act 1925 is an Act to regulate the exhibition and training of performing animals. No person can exhibit or train any performing animal unless they are registered in accordance with this Act (with the exception of animals for bona fide military, police, agricultural or sporting purposes, or the exhibition of any animals so trained). Every Local Authority is required to keep a register for the purpose of this Act.

1.4 S.76 of the Weights and Measures Act 1985 states that the County Council, as a local weights and measures authority ('W&M Authority'), may charge such reasonable fees as it may determine, (a) for services or facilities provided by them, or by the inspectors appointed for their area, in pursuance of a

Community obligation, and (b) for authorisations, certificates or other documents issued by the W&M Authority or any such inspector in pursuance of a Community obligation.

1.5 The Proceeds of Crime Act 2002 (“POCA”) sets out the legislative scheme for the recovery of criminal assets with criminal confiscation being the most commonly used power. Confiscation occurs after a conviction has taken place. Other means of recovering the proceeds of crime which do not require a conviction are provided for in POCA, namely civil recovery, cash seizure and taxation powers. The aim of the asset recovery schemes in POCA is to deny criminals the use of their assets, recover the proceeds of crime and disrupt and deter criminality.

1.6 Investigations under POCA can only be carried out by an Accredited Financial Investigator (AFI). Trading Standards currently employs an AFI on a two year fixed term contract. He is specifically tasked with conducting financial enquiries and investigations relating to offences under the POCA.

2 Supporting Information

2.1 The fees charged for issuing explosives licences are set under The Health and Safety Fees Regulations 2012 as amended by The Explosives Regulations 2014. The charges proposed at Appendix 1 of this report are reflective of this scale of fees.

2.2 The Performing Animals (Regulation) Act 1925 allows the Local Authority to charge a fee that it feels is appropriate to issue a performing animals licence. The fee proposed of £72.00 is based on, and is consistent with, the hourly rate proposed for providing advice to East Sussex businesses. Before issuing the licence our officers make a visit to the applicant to see the animal(s) and discuss the proposed activity. If there are no welfare concerns or other issues then the licence will be granted. The actual visit usually takes no longer than an hour.

2.3 The Performing Animals (Regulation) Act 1925 also allows the Local Authority to charge such fees as appear to them to be appropriate for inspection of the register, for taking copies thereof or making extracts therefrom or for inspection of copies of certificates of registration issued by them. It is viewed that the fee of £15.00 is a reasonable sum payable to reflect the time required to make the register available if requested and / or provide a copy of the licence to the requester. This is taking into account officer time, the cost of copying and if requested posting to the requester.

2.4 The Weights and Measures Act 1985 allows the W&M Authority to charge a reasonable fee for the service or facilities provided by them. The rate of £72.00 per hour has been determined through consultation and discussion with 19 other Trading Standards Authorities who make up the Trading Standards South East (TSSE) region. The rate reflects the fact that this is a professionally qualified officer who is required to carry out the metrology work. This could be the testing of a VOSA weighbridge, a brake tester or a petrol pump. It also takes into account travelling time.

2.5 With regards to POCA, under the asset recovery incentivisation scheme (ARIS) agencies will get back 50% of what they recover. The amount of incentive money available for allocation will be determined by the total value of receipts received in the Home Office in each financial year. The Home Office can only pay out 50% of the total it receives. Incentive allocations will be based on each agency’s contribution to the total value of remittances from cash forfeiture orders, confiscation orders (including part paid orders and interest), and civil recovery and taxation cases.

2.6 Agencies with cash seizure and detention powers under POCA, such as Trading Standards, get 50% of the forfeited amount. With regards to civil recovery the agency that enforces the order gets 50% of the net receipts, after deduction of receiver’s costs.

2.7 With regards to confiscation, the Criminal Justice Service ministers have agreed that confiscation receipts will be split three ways. 18.75% of the money confiscated will go to the investigator. This will be Trading Standards with regards to any investigation that is Trading Standards related. 18.75% will go to the prosecution. As Trading Standards takes its own legal proceedings it is also eligible for this 18.75% share as well. Therefore in cases where we have investigated (using our Accredited Financial Investigator (AFI)) and prosecuted we can get a maximum of 37% of the 50% available. The other 12.5% is awarded to the courts.

2.8 The AFI's time is proposed to be charged at £45.00 per hour. This is to account for financial investigations and enquiries he conducts for other County Council departments, as well as other agencies (for example borough and district councils, East Sussex Fire and Rescue Service etc.). The £45.00 per hour reflects the time spent investigating a case, where the department taking the case may ultimately decide not to pursue formal action. A charge will be made for the AFI's time where a percentage of the confiscation is no longer an option due to the agency not proceeding with the case. We have drawn up a specific Memorandum of Understanding for any work conducted by the AFI and how any cost recovery will be charged. This could be an hourly rate, a percentage of the confiscation amount received, or a mixture of both, depending on the circumstances. The hourly rate is consistent with that charged across other local authorities in the Trading Standards South East region.

3 Conclusion and Reasons for Recommendations

3.1 The Lead Member is therefore recommended to approve the proposed fees set out in Appendix 1 relating to Trading Standards conducting metrology work, the Accredited Financial Investigator's hourly rate for undertaking financial investigations and the costs of issuing copies of a performing animals licence. The Lead Member is also recommended to note the statutory fees payable for the issuing of explosives licences as set out in Appendix 1 for the 2016 / 2017 financial year.

RUPERT CLUBB
Director of Communities, Economy and Transport

Contact Officer: Sandra Thornton
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Email: Sandra.thornton@eastsussex.gov.uk

LOCAL MEMBERS

All

BACKGROUND DOCUMENTS

None

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Draft Schedule of Fees for 2016/2017

Task	Fees	Notes
<p><u>Explosives Licencing</u></p> <p>1 Year Licence (to sell all year)</p> <p>There are two sets of fees depending on the quantity and hazard type you intend to store. If you store no more than:</p> <ul style="list-style-type: none"> •250Kg Hazard Type 4 •25kg Hazard Type 3 (or any combination of Hazard Type 4 or 3) •0.1kg Hazard Type 1 or 2 <p>If you wish to store more than the above quantities the following fees apply:</p>	<p>£500</p> <p>New Application £105</p> <p>Renewal £52</p> <p>New Application £178</p> <p>Renewal £83</p>	<p>Fees set under The Health and Safety Fees Regulations 2012 as amended by The Explosives Regulations 2014. These fees remain the same as for 2015/16 (i.e. no increase).</p>
<p><u>Animal Welfare</u></p> <p>New Performing Animals Licence</p> <p>Copy of Performing Animals Licence</p>	<p>£72.00</p> <p>£15.00</p>	<p>The Performing Animals (Regulation) Act 1925 allows the local authority to charge such fees as appear to them to be appropriate for the process of issuing the licence, inspection of the register, for taking copies thereof or making extracts therefrom or for inspection of copies of certificates of registration issued by them. The licence fee for 2015/16 was £67.00 This has increased to the new rate of £72.00 in 2016/17, an increase of 7%. The Trading Standards Service estimate that a licence would take one hour to process, hence the new rate of £72.00 which is commensurate with their general charging regime.</p>
<p><u>Metrology</u></p> <p>Hourly rate for carrying out metrology testing</p>	<p>£72.00</p>	<p>The Weights and Measures Act 1985 allows the local authority to charge a reasonable fee for the service or facilities provided by them. In 2015/16 this work was carried out for a range of flat rate fees from £21 - £538. For example a Tri-plate weighbridge was charged out at £367. Using an hourly rate the Trading</p>

		Standards Service can control costs and work flow more effectively as the service will be able to recover costs for hours worked rather than a fixed fee.
<u>Financial Investigation</u> Hourly rate for Accredited Financial Investigator Time	£45.00	Set locally but consistent with other local authority charging. This fee remains the same as for 2015/16 (i.e. no increase).