

<b>Date of Meeting:</b> 7 June 2022	<b>Location:</b> By Video Conference / TNA	<b>THE</b>
<b>Title:</b> User Advisory Group Meeting	<b>Subject or Purpose:</b> Minutes of a regular meeting held on 7 June 2022	<b>NATIONAL ARCHIVES</b>
<b>ATTENDEES</b>		
Jennifer Aston (Academic)	Valerie Johnson (TNA – Director of Research & Collection), Co-chair	
Elli Young (Student & Early Career Academic)	Lucy Fletcher (TNA - Director of Public Access & Government Services), Co-chair	
Grace Ioppolo (Academic)	Lee Oliver (TNA – Head of Visitor Experience)	
Grace Touzel (External Archives)	RK (TNA – Head of Strategic Operations & Volunteers)	
Matthew Cleary (Student & Online)	AJ (TNA – Head of Archival Practice & Data Curation)	
Nadine Chambers (Students)	RM (TNA – Senior Personal Assistant) Minutes	
Pat Reynolds (Family History & Online)		
Sue Adams (Independent Researcher)		
Susan Moore (Map Room)		
Will Reid (Diversity)		
<b>APOLOGIES</b>		
Sadie Jarrett (Map Room & Early Career Academic)	Sophie Kay (Diversity) – See minuted note below	
Alison Kay (External Archives User)		

1.	<b><u>Introduction and Welcome to New Delegates</u></b>
	<p>VJ introduced the new Co-Chair, Lucy Fletcher, Director of Public Access and Government Services. LF provided a brief update to the group on the Directorate's services.</p> <p>Apologies were noted with a caveat that the UAG will not permit the attendance at UAG meetings of any unelected persons, other than persons who may attend on the express invitation from the Chair/co-Chairs to support the work of the Group.</p>
2.	<b><u>Minutes and Matters Arising</u></b>
	Minutes from the meeting on 1 March were agreed and approved.

3.	<p><b>Public Services</b></p>
	<p>LO provided the group with an update on Public Services, noting that the ‘Beyond the Roar’ exhibition was due to finish on Saturday 11 June. LO advised the group that over the summer there would a programme of events on the theme of the Ministry of Time Travel and an autumn exhibition on Treason, dates to be confirmed.</p> <p>A question was asked about seating in the reading rooms, stating that seats being booked online were not always used. LO responded by informing the group that seating was back to pre-Covid levels and that the number of seats was sufficient for demand. LO informed the group that Tuesdays and Thursdays were peak days at TNA as it is open until 7pm, and that Friday is a quiet day. LO advised the group that there were very few coach party groups currently attending TNA.</p>
4.	<p><b>Windrush 75<sup>th</sup> Anniversary</b></p>
	<p>VJ introduced the Head of Strategic Operations &amp; Volunteers (RK), and representatives from the Regional Community Marketing department to the group to give an overview of what TNA is planning to do to commemorate the 75<sup>th</sup> Anniversary of Windrush in June 2023.</p> <p>RK informed the group that the Executive Team had been given a presentation on the plans for the anniversary, which was received very well. RK described how the annual Windrush Day had been established in 2018, and promoted by the government, and how it fitted with TNA’s strategy, ‘Archives for Everyone’, as well as TNA’s Public Engagement strategy, which aims to reach out to a more diverse set of communities and audiences.</p> <p>RK followed this by telling the group the story of the arrival of <i>Windrush</i> entering Tilbury Harbour, and a brief history of the ship, which was originally named the <i>Monterosa</i>, a German navy troop ship which was transferred to the UK following the war and renamed <i>Windrush</i>.</p> <p>RK advised the group that preparation for the commemoration would provide TNA with an opportunity to do some in-depth research resulting in innovative outputs; and allow engagement with the Windrush generation and the hearing of their ‘voices’, building on the success of the 20’s programme.</p> <p>The group were shown illustrations of <i>Windrush</i>, and documentation listing the names of those on board, of whom 693 had settled in the UK. RK advised the group that records could be viewed on Ancestry UK subject to Data Protection legislation.</p> <p>The representative from Regional Community Marketing was invited to talk about the history of workers arriving in the UK from the British Empire. The group were shown a document with details of workers arriving in the UK prior to <i>Windrush</i>, emphasising that during the inter-war period, numbers of workers from Empire had settled in the UK, some of whom were originally seamen during the 1914 -1918 war. The group were informed that <i>Windrush</i> fitted into a wider story of post-war Britain and the overall shortage of labour. The group were shown a document illustrating other stories from <i>Windrush</i>.</p> <p>A representative from Marketing informed the group that being part of the marketing team that had worked on the 1921 census meant that lessons that had been learnt could be applied to the Windrush programme.</p>
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Q.	GI asked if having a board with documents addressing the issue of the 'Windrush scandal' would be possible, with case studies. MG seconded this motion.	
A.	VJ commented that there could be data protection issues with displaying the personal details of living individuals, and that TNA also needed to be mindful of its status as a government department.  RK advised the group that 2 blogs were currently being written about Windrush.	
Q.	SM enquired how TNA would encourage people to do their own research about the issue in the archives.	
A.	The representative informed the group that core data has been digitised and is accessible free at TNA.	
	WR provided some useful information for the team about an exhibition on transport in Manchester, where there were some very interesting original documents on display about migrant workers in the UK.	
Q.	GI suggested that <i>Windrush</i> records might be made available free for a limited period in the lead up to the 75 <sup>th</sup> celebration.	
A.	RK to look at this, although it was noted that this would be a decision for our commercial partners and not for TNA.  <b>Action: RK</b>	
	EY commented to the group that communities looking at family history and providing case studies were thereby empowered to tell their own stories in their own voices.	
	NC shared with the group a case in Manchester in which changes in the Citizens Act affected 3 generations.	
5.	<b><u>Catalogue Status</u></b>	
	The Head of Archival Practice & Data Curation (AJ) was introduced and informed the group that he is a service owner for cataloguing operations.  AJ informed the UAG that there were currently 35 ongoing cataloguing projects. Two recent completions were BT 373 (WWII merchant seamen POWS); and SP32 and 33 (State Papers Domestic, William & Mary).	
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	<p>AJ presented some headline figures for 2021/22 which showed 546,053 additions to the catalogue, with 5,026 coming from users.</p> <p>AJ shared with the group a 'vision' for cataloguing services which included:-</p> <ul style="list-style-type: none"> <li>➤ Continuous improvement in catalogue data;</li> <li>➤ Everything catalogued to at least the minimum standard;</li> <li>➤ Do better than the minimum where we can.</li> </ul>
	<p>A representative from Digital Development presented the group with slides outlining how TNA tackles its historic backlog of cataloguing. The presentation showed vast improvements in physical cataloguing. The group were informed that the historic backlog programme forms about 20% of cataloguing work.</p>
	<p>A representative (Senior Archivist) concluded the session by outlining why TNA wants to tackle the historic backlog:</p> <ul style="list-style-type: none"> <li>➤ The Public Records Act (with its requirement to make records available);</li> <li>➤ Records might fall within the scope of FOI;</li> <li>➤ Requirements of Archive Service Accreditation;</li> <li>➤ Missing opportunities for user engagement and research.</li> </ul>
	<p>A representative from Catalogue Data presented to the group 2 projects relating to the historic backlog: series CP 56 (Writs of Entry, Court of Common Pleas); and LR 16 (Modern Deeds Office of the Auditors of Land Revenue). EJ showed what information is captured in the listing.</p>
6.	<b><u>Delegate Submitted Items</u></b>
Q.	SM asked whether there could be more detailed cataloguing?
A.	This was covered under item 5 and below, with reference to Chancery records. Catalogues are under continuous review for improvement. ZF informed the group that the team always strive to fix errors and improve listings, but it does take time.
Q.	GI asked if TNA are able to provide grants for research from their Grants and Funding Office.
A.	TNA does not have funding to award grants to support others' historical research.
Q.	SM asked if Chancery Records could be indexed as it is difficult to view them online.
A.	AJ suggested that SM send a list from her users of problem items. AJ noted that readers are welcome to make specific suggestions for future cataloguing projects. A link to information about how to submit a proposal would be shared with the group.

	<b>Action: AJ</b>
	<i>Post-meeting note: The information is <a href="#">here</a></i>
Q.	NC informed the TNA cataloguing team of a misfiled item in a Jamaican case file that she was using for her research.
A.	AJ explained that staff were more likely to explain the discrepancy in the catalogue than to move the item. He asked NC to send the details via the 'Suggest a Correction' feature in Discovery.
Q.	SM had submitted a question in advance about cross-referencing between Discovery and the Manorial Documents Register.
A.	VJ suggested to the group that the next UAG meeting could include a session on manorial records.
Q.	SM informed the TNA team that someone had noticed a visitor going to the library with a rucksack (bags should be left in lockers).
A.	LO responded by informing the group that TNA are trialling some changes to make the reading rooms more user-friendly and welcoming, and that this may have been part of that.
8.	<b><u>UAG Recruitment</u></b> (VJ)
	<p>VJ informed the UAG that the term of service of 3 of our current representatives was now up, and that therefore they would be leaving the group and that a recruitment campaign for new representatives would start in July with a closing date of 5 August.</p> <p>VJ asked if the 3 serving delegates would agree to remain on the group until the appointment of new representatives. All agreed.</p> <p><b>[Post-meeting note:</b> owing to leave and holidays, a decision was made and communicated to the Group to postpone the recruitment until September in order to allow more people to see the advertisement and to apply].</p>
9.	<b><u>Any other business</u></b>
	None.
10.	<b><u>Tour of 'Beyond the Roar'</u></b>

Meeting closed at 2:15hrs.