

<b>Local Members Interest</b>
N/A

## **Staffordshire and Stoke on Trent Joint Archive Committee 21 November 2013**

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### **Staffordshire and Stoke on Trent Archive Service Award of Contract for Digitisation of key family history collections**

#### **Recommendation(s)**

1. That this report updating the Committee about award of the contract to digitise key family history sources is received. The first report was brought to the committee in June 2012, with an update on 22 November, June 2013 and were approved.

#### **Report of Director for Deputy Chief Executive and Director for Place (Staffordshire County Council) and Director of Adult and Neighbourhood Services (Stoke on Trent City Council)**

#### **Reasons for Recommendations**

2. The last report in June 2013 informed the Committee that the Archive Service had awarded a contract to digitise key family history collections held by the Archive Service. This will enable the Service to:

- Provide world wide online access to the Archive Service's most heavily used collections
- Generate income to help support the care of these archives
- Meet user demand for online access
- Enable the Service to devote more time to developing work with communities to raise awareness of archives that relate to their place and raise pride in their local heritage
- Ensure Staffordshire is not left behind as other archive services deliver access online in this way (London Metropolitan Archives, Dorset History Centre, Liverpool, Manchester, Warwickshire and Cheshire are amongst services which have already launched their content online).
- Meet objectives of the government policy on Archives

#### **Background**

3. The contract was awarded to Brightsolid in March. Since then the Archive Service, with support from Procurement and Legal Services, has been negotiating with the company to sign the contract.

4. The contract was finally signed towards the end of October and will last for 7 years with the option to extend for a further 3 years. A press release has been issued to announce this to coincide with a national Explore Your Archive Campaign.

5. Work is 7 months behind schedule due to delays with the contract. It will start straight away with the first collections likely to be launched in late Summer.

6. The Service will receive an up front payment from royalties which will support the running costs and also be rolled forward to 2014/2015 to enable further digitisation of non-commercial sources.

7. It is anticipated that the first online content will be launched in the Summer of 2014.

## **Appendix 1**

### **Equalities implications:**

The digitisation of key sources accessible through a commercial website will offer alternative channels of access but not replace the free onsite Archive Service. The proposal stipulates free online access to be available at Archive Service sites.

### **Legal implications:**

The proposal has been developed with the Legal Services team who have ensured that the Joint Archive Service contract with an external supplier is robust and offers the Service value for money.

### **Resource and Value for money implications:**

The proposal places the most emphasis on achieving the best royalty deal for the Archive Service and will require guaranteed royalties for a limited period. The Head of Procurement has also been consulted to ensure that the Archive Service achieves value for money with the project. The project will require Archive Service staff time to manage it and ensure that the end product is of high quality.

### **Risk implications:**

The cost and risks of digitisation, development of front end delivery will be on the commercial partner's side. The Archive Service will ensure that the contract enhances the reputation of the Service and its parent authorities through close involvement in the management and delivery of the project. The risks of individual parishes objecting to the project has been minimised through consultation with them through the Archdeacons and working with the Diocese.

### **Climate Change implications:**

Direct delivery of online access to key sources will help to minimise some travel around the county.

### **Health Impact Assessment screening:**

No significant implications.

### **Report author:**

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### **List of Background Papers**

Papers	Contact/Directorate/ext number
Joint Archive Report on Digitisation 20 June 2013.	Joanna Terry/Place/ x8370