

Staffordshire and Stoke-on-Trent Joint Archives Committee

Thursday, 14 November 2019

10.30 am

City Central Library, Hanley

John Tradewell
Director of Corporate Services
6 November 2019

A G E N D A

1. **Apologies**
2. **Declarations of Interest in accordance with Standing Order 16**
3. **Minutes of the meeting held on 13 June 2019** (Pages 1 - 6)
4. **Predicted Outturn 2019/20** (Pages 7 - 14)

Joint report of the Deputy Chief Executive and Director for Families and Communities (Staffordshire County Council) and Director of Housing and Community Services (Stoke-on-Trent City Council)

5. **Review of Fees and Charges** (Pages 15 - 24)

Joint report of the Deputy Chief Executive and Director of Families and Communities (Staffordshire County Council) and Director of Housing and Community Services (Stoke-on-Trent City Council)

6. **Staffordshire History Centre Project** (Pages 25 - 30)

Joint report of the Deputy Chief Executive and Director for Families and Communities (Staffordshire County Council) and Director of Housing and Community Services (Stoke-on-Trent City Council)

7. **Conservation of Shelley Pottery Archives** (Pages 31 - 34)

Joint report of the Deputy Chief Executive and Director of Families and Communities (Staffordshire County Council) and Director of Housing and Community Services (Stoke-on-Trent City Council)

8. Standard Text for Archive Service Policies (Pages 35 - 38)

Joint report of the Deputy Chief Executive and Director of Families and Communities (Staffordshire County Council) and Director of Housing and Community Services (Stoke-on-Trent City Council)

9. Date of next meeting - Thursday 6 February 2020 at 10.30 am County Record Office, Stafford

10. Exclusion of the public

The Chairman to move:-

“That the public be excluded from the meeting for the following items of business which involve the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A (as amended) of the Local Government Act 1972 indicated below”.

PART TWO

(All reports in this section are exempt)

Nil

Membership	
Gill Heath Gill Burnett	Lorraine Beardmore

Note for Members of the Press and Public

Filming of Meetings

The Open (public) section of this meeting may be filmed for live or later broadcasting or other use, and, if you are at the meeting, you may be filmed, and are deemed to have agreed to being filmed and to the use of the recording for broadcast and/or other purposes.

Recording by Press and Public

Recording (including by the use of social media) by the Press and Public is permitted from the public seating area provided it does not, in the opinion of the chairman, disrupt the meeting.

**Minutes of the Staffordshire and Stoke-on-Trent Joint Archives Committee
meeting held on 13 June 2019**

Present: Gill Heath, Gill Burnett and Lorraine Beardmore

Apologies for absence: Mike Davies

PART ONE

1. Appointment of Chairman and Vice-Chairman

RESOLVED – (a) That Mrs. G. Heath be appointed Chairman for the ensuing year until the next Annual Meeting in June 2020.

(b) That Mrs. L. Beardmore be appointed Vice-Chairman for the ensuing year until the next Annual Meeting in 2020.

2. Declarations of Interest in accordance with Standing Order 16

There were no declarations of interest made at this meeting.

3. Minutes of the meeting held on 7 February 2019

RESOLVED – That the minutes of the meeting held on 7 February 2019 be confirmed and signed by the Chairman.

4. Joint Archives Services: Annual Report 2018/19

The Committee considered a joint report of the Deputy Chief Executive and Director of Families and Communities (Staffordshire County Council) and Director of Housing and Community Services (Stoke-on-Trent City Council) giving details of the Staffordshire and Stoke-on-Trent Archives Service: Annual Report 2018/19 (schedule 1 to the signed minutes) which had been produced in accordance with the Joint Agreement between the two Authorities.

The Annual report provided an account and review of the work and performance of the Staffordshire and Stoke-on-Trent Archive Service for the financial year 1 April 2018 to 31 March 2019.

This was the first year of the new three-year planning cycle. Notable achievements towards meeting the strategic objectives in the current Forward Plan 2019-2022 included:- (i) opening of the new Lichfield History Centre access point in December 2018; (ii) completion of the Doulton Described project to catalogue the Royal Doulton archive collection; (iii) conclusion of the First World War centennial commemorations including digitization of the Jake Whitehouse Collection; (iv) participation in the Archives West Midlands regional project to acquire the Preservica secure digitisation system; (v) securing funding for the County Asylums project from the Wellcome Trust; (vi) securing funding for the Bawdy Courts project from Archives Revealed; (vii) maintaining high levels of customer satisfaction and (viii) sustaining attendance levels at events, talks and group visits.

However, the major cause of disappointment during the year had been the unsuccessful Phase 2 Heritage Lottery Bid for the Staffordshire History Centre.

With regard to the Risk Register, this had been reviewed following a recommendation by the County Council's Internal Audit Team in May 2018. Whilst the highest risk had previously been associated with "Damage/loss of Digital Archives", the acquisition of the Preservica digital preservation system had reduced associated risk rating from 20 to 15. Furthermore, of the 15 entries in the Register, only four had been given a rating of 15 (Medium) ie: (i) "Theft of/Damage to Archives while in Public Use"; (ii) "Damage/Loss of Digital Archives; (iii) "Potential Sale of Collections by Owners"; (iv) "Risk of Inability to Transform Service, Build New Storage and Access Facilities for the Archive Service". The other register entries had all been rated as low.

The Archive Service had first introduced a Service Charter in 1998 as part of their work to meet the Chartermark Customer Service standard. The Charter had not been updated recently to reflect current service standards. Therefore, a review had been carried out during the year and amendments made including updating of information to include the Heritage Service and removal of the 20-minute target for same day production of documents. This reflected the move to advance orders of documents meaning fewer requests were dealt with on the same day.

During her presentation of the report, the Deputy Chief Executive and Director of Families and Communities highlighted the complement received from Bernadette Russell for the assistance given to her family in tracing information regarding her grandmother, as referred to in the Annual Report. Members then paid tribute to the work of all staff in the Archive and Heritage Service who had made a valuable contribution towards achieving the various objectives set out in the Forward Plan.

RESOLVED – (i) That the report be received and noted.

(ii) That Staffordshire and Stoke-on-Trent Archives Service: Annual Report 2018/19 be approved for publication.

(iii) That the draft revised Risk Register for Staffordshire and Stoke-on-Trent Joint Archive Service as set out in Appendix 2 to the report be approved.

(iv) That the draft revised Service Charter as set out in Appendix 3 to the report be approved.

5. Joint Archives Service: Revenue Outturn 2018/19

The Committee considered a joint report of the Director of Corporate Services (Staffordshire County Council) and Director of Housing and Community Services (Stoke-on-Trent City Council) setting out (i) the final net revenue outturn for the Joint Archive Service for 2018/19 and (ii) the predicted outturn for 2019/20 (schedule 2 to the signed minutes).

Members noted that the final net revenue outturn was £842,309 compared to an approved budget of £864,070 which gave an underspend of £21,761 of which £19,447 was to be transferred to the General Reserve at the end of the financial year. The underspend had occurred owing to managed savings on (i) salaries and; (ii) training both of which had offset an under recovery of income (£4,984). The remainder of the underspend had been committed for the purchase of new shelving for the Solon Room at City Central Library, Hanley.

The balance in the General Reserve was £307,766 which included £153,079 New Burdens Grant Funding for investment in new archive storage capacity. The balance in the Archive Acquisition Reserve was £57,542.

With regard to 2019/20, the net spend to date was £66,342 ie 10.5% of the current Revenue Budget (£633,770). However, once the impact of the County Council's Medium Term Financial Strategy on the Authority's base budget was taken into account, it was expected that there would be a £220,640 overspend at the year's end owing to the anticipated reconfiguration of archive services. In the event that this overspend materialised, it would be met from a County Council central budget rather than the Archives Services General Reserve.

In response to a question from a Member, the Director of Corporate Services confirmed that the terms of the Joint Agreement between the two Authorities prevented either the General or Acquisition reserves from being used for purposes other than supporting the Joint Archives Service.

RESOLVED – That the report be received and noted.

6. Staffordshire History Centre Project - Update

The Committee considered a report by the Deputy Chief Executive and Director for Families and Communities (Staffordshire County Council) and Director of Housing and Community Services (Stoke-on-Trent City Council) updating them on the development of the Staffordshire History Centre project.

At their meeting on 15 May 2019, the County Council's Cabinet agreed that a further Stage 1 application should be made to the National Heritage Lottery Fund (NHLF) (formerly the Heritage Lottery Fund (HLF)) in respect of funding for the Development Phase of the Staffordshire History Centre Project, during the 2019/20 bidding round. This followed the unsuccessful Stage 2 (Implementation Phase) bid made during 2018. In addition, Cabinet agreed that match funding of £4,000 should be earmarked to support the Development Phase in the event the application was successful.

The new project vision and aim was:-

“Placing Heritage at the Heart of the Community: the Staffordshire History Centre.

A dynamic partnership between Staffordshire Archives and Heritage, William Salt Library trust and Staffordshire communities to create a centre of excellence to engage the wider community. Unique collections of designated outstanding archives rare books, and museum objects will be brought together, interpreted and made fully accessible for the first time.

Comprising:-

- Truly engaging spaces where people of all ages can learn, share and engage with Staffordshire's heritage;
- Research centre for people to discover their own stories and develop new skills;
- Presentation of unique collections in proper storage conditions;
- Conserving and opening access to a loved Georgian Grade II* Listed Building;
- Establishment of a mutually supportive network of history groups, community organisations, schools and universities, in partnership with the History Centre;
- Touring exhibitions, activities, sharing resources and partnership to deliver a countywide offer.

This creative blend of exhibitions, engagement activities, learning and volunteering opportunities will engage individuals and community groups in researching, curating, cataloguing and discovering their own histories, The Staffordshire History Centre will complement and enhance Stafford's tourism offer, ensuring that Staffordshire's communities are placed at the heart of this project. We will re-imagine our collections and spaces to reflect their relevance to the lives of Staffordshire people and communities".

The new Phase 1 application referenced work undertaken during the previous Development Phase (2016-2018). However, it was shorter and required a smaller grant of £36,000 to review and strengthen existing plans. The estimated cost of the History Centre (£5,235,288) would be funded by (i) NLHF grant aid (£3,900); (ii) the Archive Service's General Reserve (£251,000) and donations from key stakeholders including (i) Hildegard Simon Trust (£100,000); (ii) William Salt Library Trust (£58,000); (iii) Welcome Trust (£31,340); (iv) Friends and depositors fundraising (£28,537); (v) Lichfield Diocese (£5,000) and; (vi) Staffordshire County Council Capital Funding (£861,411).

A project stakeholder event was held on 20 May 2019 to update partners on progress with regard to the project. The revised proposals which also included a new digital offer comprising website, search facility and online catalogue, were supported by all attendees. Further feedback indicated that Partners were also keen to see greater digitisation of content including photographs, maps, Tudor material, poll books and twentieth century trade directories.

Members noted the key dates for the project were as follows:-

- Stage 1 bid submission – 28 May 2019;
- Detailed business case for future storage – Autumn 2019;
- Stage 1 bid decision – September 2019;
- Stage 2 bid development phase – September 2019 to March 2020;
- Stage 2 bid submission;
- Project delivery – June 2020 to 2025;
- Staffordshire History Centre opened by September 2022.

During the discussion which ensued the Committee welcomed the decision by Staffordshire County Council's Cabinet and the continued support received for the project from key stakeholders. They thanked the Deputy Chief Executive for her efforts and expressed their hope that the Phase 1 and 2 bids achieved success in the current NLHF bidding round.

RESOLVED – That the report be received and noted.

7. Date of next meeting - Thursday 14 November 2019 at 10.30 am, City Central Library, Hanley

RESOLVED – That the date, time and venue of the next meeting be noted.

8. Exclusion of the public

RESOLVED – That the public be excluded from the meeting for the following items of business which involve the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A (as amended) of the Local Government Act 1972, indicated below”.

9. Exempt minutes of the meeting held on 7 February 2019

(exemption paragraph 3)

RESOLVED – That the exempt minutes be confirmed by the Committee and signed by the Chairman.

Chairman

Local Member Interest	Nil
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STAFFORDSHIRE AND STOKE ON TRENT JOINT ARCHIVES COMMITTEE

14th November 2019

JOINT ARCHIVE SERVICE – PREDICTED OUTTURN 2019/20

Recommendation(s)

1. That the report updates the Joint Archive Committee on the current 2019/20 net budget position.
2. That the Joint Committee approves the use of £4,000 from the General Reserve as match funding for the Staffordshire History Centre project.
3. That the report notifies the Joint Committee that a sum of £10,300 entered the Stoke General Reserve as a result of unexpended grant from the Futures Fund and that this sum is reserved for expenditure on the Minton Archive subject to Art Fund agreement.

Joint report of the Director of Corporate Services and the Director of Families and Communities Services

Reasons for Recommendations

4. The Joint Archive Service net revenue outturn is currently estimated as a £177,269 overspend in the 2019/20 financial year. This overspend, if realised at financial year end, will be covered by Staffordshire County Council.
5. The General Reserve now holds a significant balance of £294,830. The Archive Acquisition Reserve continues to remain unchanged with a current balance of £57,542.

Net Revenue Outturn 2019-20

6. The 2019/20 Joint Agreement net revenue budget of £633,770. This is a reduction from the 2018/19 budgets (£864,070) following the impact of MTFS savings taken from the 2019/20 base budget for Staffordshire County Council.
7. To date, the Joint Archives net spend is currently £400,313 or 63.2% of the net revenue budget (*as at 17th October 2019*) and is currently anticipated to overspend by £177,269 by the year end. Of this overspend,

a further assessment of net spend indicates that at the year end, overspends on staffing of £179,943, transport of £1,376 and Supplies and Services of £11,466. These overspends are forecasted to be offset by an over recovery of income (predominantly from Grants and Reimbursements for Stoke and Fees and Charges for Staffordshire) of £15,516.

8. The net revenue outturn spend for the Service is set out in Appendix 2. This overspend, if and when realised, will be covered by Staffordshire County Council at the end of the financial year.

Reserves

9. There are currently two Reserves held by the Joint Archive Service, these being the General Reserve and the Archive Acquisition Reserve. The current balances on these two Reserves are set out in *Appendix 3*.
10. The General Reserve currently holds 'a healthy balance' of £294,830 following the recent receipt of £1,364 in New Burdens Funding.
11. The Joint Committee is requested to approve the use of £4,000 from the General Reserve as match funding for the development phase of the Staffordshire History Centre project following the successful round one bid.
12. The Joint Committee is also requested to note that as a consequence of the Doulton Project Archivist leaving her post early, £10,300 of grant from the Art Fund' Futures Fund was unspent and entered the Stoke General Reserve as part of the routine transfer of revenue underspend. As the Futures Fund is dedicated to expenditure on the Minton Archive only it is desirable to earmark this sum within the reserve to preserve this stipulation. An appropriate project and approval by the Art Fund of that project will sought in due course.
13. It is also worth noting that as approved at the 7th February 2019 meeting the City of Stoke on Trent Libraries and Archives use of £30,000 from the General Reserve to install suitable environmental controls in the newly allocated storage area in the basement of the City Central Library to meet Archive Accreditation standards is now expected to be delayed until 2020/21.
14. The Archive Acquisition Reserve, which enables the Joint Archive Service to purchase local collections for the benefit of archives users in both the City and the County, currently holds a balance of £57,542 which has remained unchanged for several years.

Appendix 1

Equalities implications:

No significant implications.

Legal implications:

The Joint Archive Agreement budget is subject to an Internal Audit, on an ad hoc basis, following the cessation of the annual Small Bodies Audit return.

Resource and Value for money implications:

The Joint Agreement budget is monitored regularly throughout the year.

Risk Implications:

No significant implications.

Climate Change Implications:

No significant implications.

Health Impact Assessment screening:

No significant implications.

Report author:

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List of Background Papers

Joint and other Archive Services 2019/20 Budget file.

Joint Archives Reserves.

**Joint Archives Service
Predicted Outturn Position 2019-2020**

	Core Services			Staffordshire County Council Sites and Public Services			Stoke-on-Trent City Council Sites and Public Services			Total for Service		
	Current Budget	Actual Expenditure @ Sep-2019	Predicted Outturn	Current Budget	Actual Expenditure @ Sep-2019	Predicted Outturn	Current Budget	Actual Expenditure @ Sep-2019	Predicted Outturn	Current Budget	Actual Expenditure @ Sep-2019	Predicted Outturn
	£	£	£	£	£	£	£	£	£	£	£	£
Expenditure												
Employees	280,980	181,774	369,093	211,580	151,330	301,210	124,700	62,426	126,900	617,260	395,531	797,203
Training	240	0	240	0	0	0	900	0	900	1,140	0	1,140
Transport	820	689	1,441	100	417	855	300	5	300	1,220	1,112	2,596
Supplies & Services	4,520	660	4,524	18,000	4,324	18,411	19,200	14,717	30,251	41,720	19,701	53,186
Total Expenditure	286,560	183,124	375,297	229,680	156,072	320,476	145,100	77,148	158,351	661,340	416,344	854,125
Income												
Grants & Reimbursements	0	0	350	0	0	0	200	6,163	14,170	200	6,163	14,520
Sales	0	0	0	9,150	3,511	7,797	400	141	410	9,550	3,652	8,207
Fees & Charges	0	0	0	9,160	4,273	13,776	1,900	1,484	2,670	11,060	5,757	16,446
Miscellaneous	3,220	0	2,100	3,540	458	1,813	0	1	1	6,760	459	3,914
Total Income	3,220	0	2,450	21,850	8,242	23,385	2,500	7,789	17,251	27,570	16,031	43,086
Net Expenditure	283,340	183,124	372,847	207,830	147,830	297,091	142,600	69,359	141,100	633,770	400,313	811,039

Predicted Overspend 177,269

Joint Archives Reserves

	Staffordshire County Council £	Stoke on Trent City Council £	Total £
<u>General Reserve</u>			
Balance brought forward 1 April 2019	271,524	36,242	307,766
2019/2020 Transactions			
New Burdens grant funding	1,364		1,364
			0
			0
			0
Future Commitments			
Staffordshire History Centre - match funding	-4,000		-4,000
Art Fund Grant - Minton Archive		-10,300	-10,300
Balance Available (as at 31 March 2020)	268,888	25,942	294,830
<u>Acquisition Reserve</u>			
Balance brought forward 1 April 2019	57,542	0	57,542
2019/2020 Transactions			
			0
			0
			0
			0
Future Commitments			
			0
Balance Available (as at 31 March 2020)	57,542	0	57,542

Members Interest
N/A

**Staffordshire and Stoke on Trent Joint Archive Committee
14 November 2019**

Review of Fees and Charges

Recommendation(s)

1. That the fees and charges proposed in Appendix two to this report be approved for introduction by the Joint Archive Service from April 2020.

2. Report of Deputy Chief Executive and Director for Families and Communities (Staffordshire County Council) and Director of Housing and Community Services (Stoke on Trent City Council)

Reasons for Recommendations

3. The Archive Service fees and charges have been reviewed on an annual basis for several years to enable the Service to adapt its services according to demand and cost of provision. The proposed fees and charges are recommended for approval as they represent a fair and reasonable increase.

Background

4. The Archive Service generates income from the following sources: a range of copying services; the sale of photographic permits; research, transcription and certification services; sales of publications; donations; and fees for talks by and group visits to the Archive Service. In addition, from 2014 the Archive Service has benefitted from income from its partnership with a commercial provider to make key archive collections available online.

5. During 2019/20 Committee reviewed the charges for the supply of copies and the fees associated with talks, visits and permissions to publish. This year, following the pattern established over recent years, it is proposed to leave these charges unchanged and to review the Research fee and the fees which are linked to it.

6. The Archive Service offers a research service to its users. This is taken up by people overseas, people who are unable to visit the search rooms of the service through disability or work or other commitments, or simply people who recognise that the staff of the Service have knowledge and research skills that they themselves lack. The research service is charged for to reflect both the cost to the Service of the staff time, and also the market rate for similar services offered by neighbouring archive services and private researchers.

7. The Staff Facilitation Fee is tied to the Research Fee. Its scope is to cover staff time taken in conservation, supervision, certification and transcription on

behalf of individuals or in preparation for a photographic order or visit to the record office. The fee also creates flexibility for the Archive Service to respond to new or exceptional circumstances and provides a transparent basis for charging, rather than the creation of ad hoc charges.

8. The Photographic Fee is also tied to the Research Fee. The Service offers readers unlimited photography in person in the reading rooms of the service on their own devices for a daily fee of £8.00. The Photographic fee is the charge for the time of our expert photographers working on a customer's behalf.

9. The current Research Service fee of £30, was agreed in April 2018. It is now proposed to raise it to £32. The fee is, in certain cases, levied by the quarter or the half hour therefore it is desirable that it should be reasonably divisible by 4. The average of the fee levied by our neighbouring archive services (Wolverhampton, Warwickshire, Shropshire, Cheshire and Derbyshire) is £32.40, so the proposed revised fee is in line with the sector and customer expectation.

Appendix 1

Equalities implications: In reviewing its fees the Archive Service has continued to maintain its lower research fee for people with disabilities.

Legal implications: The content of this report complies with the joint agreement governing the work of the Joint Archive Service.

Resource and Value for money implications: Overall the Joint Archive Service has income targets of £27,570 which breaks down to £2,500 for the City service and £21,850 for the County service.

Risk implications: At this point in the year income is on target for research and photocopying..

Climate Change implications: No significant implications.

Health Impact Assessment screening: No significant implications.

APPENDIX 2

STAFFORDSHIRE AND STOKE- ON- TRENT ARCHIVE SERVICE

REVIEW OF FEES AND CHARGES, 2019/2020 -attached to report

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Location: City Central Library, Bethesda Street, Hanley, Stoke-on-Trent

List of Background Papers

STAFFORDSHIRE AND STOKE- ON- TRENT ARCHIVE SERVICE**REVIEW OF FEES AND CHARGES, 2019/2020**

The current fees and charges and proposed changes are set out below. The proposed new charges would apply from 1 April 2018.

FEE/CHARGE	CURRENT	PROPOSED	COMMENTS
RESEARCH FEES			
<p>1. Research Fee Scope: looking for information in the sources (archival, printed or published online) available to the Staffordshire and Stoke on Trent Archive Service . Providing information on our holdings from indexes or catalogues is not chargeable Basis: Research orders will be charged in half hour blocks, with a minimum of half an hour and a maximum of four hours.</p> <p>People with disabilities which prevent them from accessing the sources in the reading rooms of the Joint Archive Service will be charged at two-thirds of the standard rate.</p> <p>1.1 Quick Research Fee Scope: looking for a single entry, article or item of information in a source on the basis of information provided by the enquirer which should lead directly to the entry or item desired and the provision of a single photocopy or transcription if found. This fee applies for the transcription of documents identified in the Staffordshire Name index. If a copy is requested and the source cannot be photocopied or transcribed within 15 minutes, the request will attract either the Staff Facilitation Fee or the Staff Photography Fee, not the QRF. Basis: One quarter of the Research Fee People with disabilities which prevent them from accessing the sources in the reading rooms of the Joint Archive Service will be charged at two-thirds of</p>	<p>£30 (£25 + £5 VAT) per hour to include the cost of up to 4 copies and UK/EU postage Minimum charge- £15-00 (£12.50 +£2.50 VAT) to include the cost of 2 copies and UK postage</p> <p>£20 per hour to include the cost of up to 4 copies and UK postage for people with disabilities.</p> <p>£7.50 (£6.25 + £1.25 VAT) First class postage charged additionally. £5 for people with disabilities</p>	<p>EU orders £32 (£26.67 +£5.33 VAT) Minimum charge £16.00 (£13.34 + £2.66 VAT)</p> <p>£21.50 (£17.92 +£3.58)</p> <p>£8 (£6.67 + £1.33 VAT)</p>	<p>Non-EU orders: £32</p> <p>£21.50</p> <p>£8</p> <p>It is proposed to increase this fee from April 2020. It was last increased in April 2018.</p> <p>It is proposed to increase this fee from April 2020. It was last increased in April 2018.</p>

FEE/CHARGE	CURRENT	PROPOSED		COMMENTS
<p>the standard rate.</p> <p>1.2 Hospital records search fee</p> <p>This fee is based on the standard photography charge and quick search fee using indexes to locate entries in hospital records. Digital images of the records are included in the fee.</p>	<p>£37.50 (£31.25 + £6.25 VAT)</p>	<p>£40 (33.33 +£6.67)</p>	<p>£40</p>	<p>It is proposed to increase this fee from April 2020. It was last increased in April 2018.</p>
<p>2. Staff Facilitation Fee</p> <p>Scope: Staff time used to make a customer request for service possible, including but not restricted to</p> <ul style="list-style-type: none"> • supervising documents outside the research room during professional photography, transporting documents to an external office for microfilming, conservation or other purpose • certifying the content of archives held within the service for use in religious legal or other proceedings • preparing or conserving documents in order that a customer order can be carried out • transcribing or translating documents in private hands <p>Basis: The fee will always be equal to the Research Fee.</p>	<p>£30.00 per hour</p>	<p>£32 (£26.67 +£5.33 VAT) Minimum charge £16.00 (£13.34 + £2.66 VAT)</p>		<p>As part of fulfilling customer orders or requests, from time to time archive service staff may need to carry out ancillary or additional tasks in order to make the chargeable request possible. Examples would include, conserving or stabilising documents prior to photography, supervising documents in areas outside the search room in order that professional photography may be done, accompanying documents outside the service's premises for third party purposes. The provision of a certified copy of a register entry or an electoral register entry may be requested from the Archive Service for use by the customer in religious or legal proceedings. Staff's professional skills such as palaeography are sometimes requested by customers for single documents in private hands. In all these cases the archive service has routinely made a charge based on the hourly rate for research. This fee provides a defined fee for all work for the public not covered elsewhere in this schedule</p> <p>It is proposed to increase this fee from April 2020 so that it remains in step with the Research Fee.</p>
<p>COPYING CHARGES</p>				

FEE/CHARGE	CURRENT	PROPOSED	COMMENTS
3. Photocopies and microform printouts identified and ordered in reading rooms	75p (62p+13p VAT) per copy A4/A3 (B&W) £1.50 per copy A4/A3 colour (£1.25 + 25p VAT)	No change	This charge has been held having been increased last year.
4. Photocopies and microform printouts ordered remotely Page 21	First copy, incl. UK postage and packing £4-00 (£3.33 + £0.67 VAT) First class postage charged additionally. Successive copies on same order- 1-50 (£1.25 + £0.25 VAT) Non EU postage charged at current rates	EU orders: No change	Non EU orders: Retrieving, identifying and assessing the suitability for copying of items requested remotely add significantly to staff time in fulfilling such orders and the initial charge differential from the standard price is in place to reflect this. The cost of successive copies has been reduced in order to align with the charge made in the reading room. Remote copies are usually supplied electronically This charge has been held having been increased last year.
5. Computer print outs on site	20p (Staffordshire) 10p (Stoke)	No change	This charge is held in line with Library Service fees in the County and the City and will vary in line with any changes made by the respective Library Services.

FEE/CHARGE	CURRENT	PROPOSED		COMMENTS
6. In-house Photography Charges	<p>£30 per hour fee for photography including prints (£25 + £5-00 VAT)</p> <p>The Staff Facilitation Fee may apply if conservation or preparation work is required in advance of the photographer carrying out the work.</p>	EU customers £32 (£26.67 +£5.33 VAT) Minimum charge £16.00 (£13.34 + £2.66 VAT)	Non EU customers £32	<p>The provision of the images to the customer by digital download, by DVD or by print- out on ordinary photocopier paper, in person or by post will be free. Photographic prints will not be provided by the Archive Service</p> <p>It is proposed to increase this fee to maintain parity with the Research Fee</p>
7. Permit Fees for Use of Digital Camera	<p>£8 daily fee £50-00 annual fee</p>			<p>This fee has been held having been increased last year</p>

FEE/CHARGE	CURRENT	PROPOSED	COMMENTS
<p>8. Publication fees for the reproduction of documents in: exhibitions, hard copy or online publications or media broadcasting.</p>	<p>Sliding scale of charges according to the nature of the publication, print run or broadcast</p> <p>Community /academic journal publication/ website/ exhibition/ DVD: £15 for first item, plus £5 for each additional item</p> <p>Commercial publication: hard copy/exhibition/ website: £50 for first item, plus £30 for each additional item E-book rights will attract an additional £50 per order</p> <p>TV broadcast and onsite filming and world wide web publication: £250 for world-wide rights for first item; £100 for each additional item.</p> <p>Filming on site only £200 per half day.</p>	<p>No change</p> <p>No change</p> <p>No change</p>	<p>The structure of these charges aim to support the local and academic research community and to ensure that commercial providers bear costs proportionate both to the time involved in preparing rights agreements for them and to the larger audiences they aim to reach. They were reviewed in 2018 and have been held this year</p>

FEE/CHARGE	CURRENT	PROPOSED	COMMENTS
OUTREACH SERVICES			
<p data-bbox="94 778 134 919">Page 24</p> <p data-bbox="94 204 743 236">9. Talks to external organisations and groups</p> <p data-bbox="138 384 743 448">Group visits to Staffordshire Record Office and Stoke on Trent City Archives</p>	<p data-bbox="822 204 1099 304">Talks offsite £50-00 County/City £60-00 out of county</p> <p data-bbox="822 408 1106 539">Visits to Staffordshire Record Office or Stoke-on-Trent City Archives</p> <p data-bbox="822 579 898 608">££50</p> <p data-bbox="822 647 1106 978">Visits which include a tour of the strongrooms and/or conservation will attract the Staff Facilitation Fee in addition. Visits on Saturday will attract the Staff Facilitation Fee</p>	<p data-bbox="1144 204 1294 233">No change</p> <p data-bbox="1144 475 1294 504">No change</p>	<p data-bbox="1520 204 2177 268">Fees may be waived for retired / disabled groups at the discretion of the Archive Service.</p> <p data-bbox="1520 339 2177 403">These fees were reviewed last year and no change is proposed.</p>
<p data-bbox="94 1018 770 1082">10. Use of meeting room (LARC) at Staffordshire Record Office per four hour session.</p>	<p data-bbox="822 1021 1182 1185">£20 SCC meetings, adult education, local history and other societies, non-profit making local organisations or individuals</p> <p data-bbox="822 1225 1182 1254">£58 commercial companies</p>	<p data-bbox="1144 1021 1361 1050">No change</p>	

Members Interest
N/A

Staffordshire and Stoke on Trent Joint Archive Committee 14 November 2019

Staffordshire and Stoke on Trent Archive Service: Staffordshire History Centre Project Update

Recommendation(s)

1. That the committee notes the update on the Staffordshire History Centre project

Report of Deputy Chief Executive and Director for Families and Communities (Staffordshire County Council) and Director of Housing and Community Services (Stoke on Trent City Council)

Reasons for Recommendations

Summary

2. At the Joint Archive Committee on 13th June the Committee earmarked £4,000 of funding from the General Reserve towards a round 1 application to the National Lottery Heritage Fund for the Staffordshire History Centre.
3. The application was submitted to the National Lottery Heritage Fund on 28th May 2019 seeking a development grant of £36,000 and a delivery grant of £3.9 million. The outcome of the round 1 application was positive with approval for a development phase for the project.

Development phase

4. The project is being delivered in partnership between Staffordshire County Council's Archive and Heritage Service and the William Salt Library Trust. The project vision is:

Placing Heritage at the Heart of the Community: the Staffordshire History Centre.

A Dynamic partnership between Staffordshire Archives and Heritage, William Salt Library Trust and Staffordshire communities to create a centre of excellence to engage the wider community. Unique collections of designated outstanding archives, rare books, and museum objects will be brought together, interpreted and made fully accessible for the first time.

5. The vision focuses the project on strengthening the community engagement delivered through the activity programme rather than on the new building. This fits with the vision for the Archive and Heritage Service, 'Connecting people to the collected stories and heritage of Staffordshire, Stoke on Trent and beyond'. It also ensures the project is aligned to the corporate priorities of Staffordshire County Council and Stoke on Trent City Council promoting growth in volunteering,

engagement with collections and delivering services online. The National Lottery Heritage Fund strategy promotes the importance of community heritage and this is supported by the revised project vision.

6. The National Lottery Heritage Fund have approved a new development phase for the project to deliver the following approved purposes:

- High visibility acknowledgement of the National Lottery Heritage Fund on site, online and in all activities as well as using your project to acknowledge and thank National Lottery Players.
- Take proactive measures to be inclusive, remove barriers to access and reach new and diverse audiences through the delivery of this project.
- Review building design works.
- Host pilot sessions with schools, universities and colleges to test learning material.
- Finalise the lease, land transfer and partnership agreement.
- Increase existing staff hours to enable cataloguing of WSL "orphan collections" and repackage for future removal.

7. The first two purposes are mandatory from the National Lottery Heritage Fund. The remainder were identified as the required work to review and strengthen the project and round 2 application. A start-up meeting has been held between the project team and representatives from the National Lottery Heritage Fund. This meeting covered the approved purposes for the development phase, feedback on the round 1 application, and advice and guidance on the work for the development phase.

8. The project team are completing the permission to start paperwork aiming to begin work at the end of November 2019. During the development phase the project team will test and pilot activities, review and refresh plans from the previous development phase and continue to seek additional matched funding. Most of the work will be completed by the Archive and Heritage team with some support from consultants who will provide advice and be a critical friend. Work to catalogue and repackage the William Salt Library collections in preparation for removal will be completed. This essential work will be funded by increasing hours of existing staff.

Project costs

9. A minimum of 10% matched funding is required for grants of this size. Note figures have been rounded as required by NHLF for the stage 1 application. Costs for the development phase are shown below:

Development Phase Costs

Contracted / Consultants	£14,000
Staff costs	£18,000
Other costs	£3,000
Legal	£4,000
Contingency	£1,000
Total Development Phase Costs	£40,000
Grant request	£36,000
JAC General reserve	£4,000

10. The delivery phase costs are based on the previous round 2 application which was rejected in September 2018. This includes a sum of £251,000 to be earmarked from the Joint Committee general reserve. The costs have been updated in line with inflation as shown below:

Delivery Phase Costs

Capital Works Extension	£1,184,404
Capital Works Link	£2,591,579
Capital Works WSL	£548,018
Capital- Interpretation	£193,441
Revenue- Activity Costs	£717,846
TOTAL	£5,235,288

Funding secured from previous bid

Archive Service reserve	£251,000
Hildegard Simon Trust	£100,000
William Salt Library Trust cash and land in-kind	£58,000
Wellcome Trust	£31,340
Friends and depositors fundraising	£28,537
Diocese	£5,000
SCC capital funding	£861,411
TOTAL	£1,335,288

Grant request**£3,900,000****Shortfall/funding to find****£0**

11. The Project Team will continue to identify external funding streams appropriate for the SHC. Other funding bids will be submitted to either match the History Centre project or deliver elements separately.

Timescales and next steps

12. Following advice from the National Heritage Lottery Fund the timetable for the development phase has been reviewed and updated. This is to take account of the actual permission to start date, mid-point review, progress reports and grant claims. The key milestones are:

- Permission to start completed – Nov 2020
- Detailed business case for future storage spring 2020
- Development phase Nov 2020 – June/Sept 2020
- Stage 2 submission June/Sept 2020
- Delivery 2020 – 2025.
- Staffordshire History Centre opened by September 2022.

24. The Development Phase will commence once the National Lottery Heritage Fund have granted permission to start. Further updates and progress reports will be brought to the Joint Archives Committee.

Appendix 1

Equalities implications:

The National Archives, stakeholders, partners and staff have been involved in development of the project.

Legal implications:

The consideration of alternative options will be in line with the Joint Agreement and the sector standards for archives and museums.

Resource and Value for money implications:

The delivery of the Staffordshire History Centre will enable the Archive and Heritage Service to achieve a sustainable model for the future and deliver the MTFs saving of £468,000.

Risk implications:

There is a risk that funding will not be secured for any of the options. This will impact upon the accreditation status of the Archive and Heritage Service.

Climate Change implications:

The project balances online access and physical access to services and collections to offer options for remote use and not necessarily travel to multiple locations. Any new buildings will be compliant with modern standards for energy efficiency and minimise impacts on climate change.

Health Impact Assessment screening:

The project will offer opportunities for volunteers to get involved and add value to the service with support and accredited training programmes from staff. Volunteering provides many social benefits for individuals which can impact positively on health.

Report author:

Authors' Names: **Joanna Terry, Head of Archives & Heritage**

Telephone No: (01785) 278370

Room No: Staffordshire Record Office

List of Background Papers

Papers	Contact/Directorate/ext number
Project Executive Summary.	

Members Interest
N/A

**Staffordshire and Stoke on Trent Joint Archive Committee
14 November 2019**

**Repair and Conservation of Pattern Books of the Shelley Pottery
company**

Recommendation(s)

1. That the report is noted for information.
2. That the contribution of the family of Ray Reynolds, The Shelley Group U.K., The National Shelley China Club U.S.A. and the Australasian Shelley Collectors Club Inc. to the repair of the company records is noted with thanks by the committee.

**Report of Deputy Chief Executive and Director for Families and
Communities (Staffordshire County Council) and Director of Housing
and Community Services (Stoke on Trent City Council)**

Background

3. The Minton Archive, comprising the records of Minton and Royal Doulton plc was given by the Art Fund to the City in March 2015. The archive contains the records of Doulton and Minton and over 30 other companies that had been taken over by Doulton or by Allied English Potteries, with which it merged in 1971.
4. Shelley Potteries Ltd., originally Wileman & Co., was one of these companies and surviving in the Doulton archive are 35 pattern books which record the company's production from the early part of the twentieth century through to its takeover by Allied English Potteries in 1966.
5. The company produced a wide variety of ware in both china and earthenware and its products have always been sought after by collectors. The Shelley Group, for British and European collectors, the National Shelley China Club U.S.A. and the Australasian Shelley Collectors Club Inc. are all thriving organisations.
6. The Pattern Books provide essential information for the identification and authentication of the company's production. Since the archive was given to the Stoke-on-Trent City Archives, the Shelley Group have added a study day to their annual conference which is held in Stoke-on-Trent City Archives reading room and at which the pattern books are available for free consultation to members.

7. All the pattern books were to some degree in poor condition, from missing spines and damaged covers, through to complete disintegration of the book structure.

8. In 2018, Ray Reynolds, the last Decorating Manager of the company before its takeover, passed away. His family donated £900 to the Archive Service to enable repair of the three last books, which he had been responsible for keeping up to date.

9 The three collectors organisations in the U.K., America and Australasia collectively agreed to fund the conservation of the remaining 32 books. Individuals who had made a notable contribution to the study and collection of Shelley are appropriately acknowledged in books of particular relevance to their specialism. In total a donation of £10,572 was made.

10 The Archive Service's Senior Conservator made a conservation assessment and drew up a repair specification for all the volumes. The work was carried out by Sycamore Bookbinding of Derby.

11 All 36 volumes have been repaired, conserved and rebound. They will be available for inspection by the committee at the meeting. The books are now a pleasure to look at outside as well as inside and their physical integrity and robustness secured for the foreseeable future.

Appendix 1

Equalities implications:

None

Legal implications:

None

Resource and Value for money implications:

The cost of the work was offset by private donation

Risk implications:

None

Climate Change implications:

No significant implications.

Health Impact Assessment screening:

No significant implications.

Report author:

Author's Name: Chris Latimer, City Archivist
Telephone No: (01782) 238403
Room No: Stoke-on-Trent City Archives

Members Interest
N/A

**Staffordshire and Stoke on Trent Joint Archive Committee
14 November 2019**

Staffordshire and Stoke on Trent Archive Service: Standard text for Archive Service Policies

Recommendation(s)

1. That the committee approves the standard introductory text for all Staffordshire and Stoke on Trent Archive policies.

Report of Deputy Chief Executive and Director for Families and Communities (Staffordshire County Council) and Director of Housing and Community Services (Stoke on Trent City Council)

Reasons for Recommendations

Summary

2. In 2017 Staffordshire and Stoke on Trent Service was awarded accredited status under the Archive Service Accreditation scheme. The feedback was positive and constructive and highlighted improvement and required actions.

3. One of the improvement actions related to a light touch review of Archive Service policies to ensure consistent branding, balance and cross referencing.

Background

4. Staffordshire and Stoke on Trent Archive Service is managed and funded under the terms of a joint agreement between Staffordshire County Council and Stoke on Trent City Council. Within Staffordshire County Council the Archive Service is managed alongside the County Museum Service which is funded by the County Council. The County's Archive Service also manages the William Salt Library on behalf of the William Salt Library Trust. The Trust is an independent charity.

5. The three services are all managed by the Head of Archives and Heritage and operationally this is the most efficient and beneficial arrangement for users, depositors and visitors to the services.

6. All three services work to a shared vision and forward plan. This is underpinned by a comprehensive set of policies. Many of the policies are shared but some are specific to each individual service. The Archive Service and County Museum are both accredited services and are required to submit specific policies to meet the standard.

7. When the Archive Service was assessed under the Archive Service Accreditation scheme several improvement actions and required actions were identified including the following relating to policies:

At the appropriate time, undertake a light-touch overhaul of all policy documentation to ensure consistent branding, balance, and cross referencing.

8. The Conservation Management Plan developed for the Staffordshire History Centre project in 2017 also recommended a review and alignment of key policies across the three services.

9. There are nineteen policies across the three services of which ten are approved by the Joint Archives Committee. The remainder are approved by delegated decision within Staffordshire County Council, senior officer approval and William Salt Library Trust for their specific policies.

10. The Archive and Heritage Management Team have reviewed the introductory text to the Service policies and developed new standard introductory text to insert into all policies. The text clearly explains the composition of the service and states the vision and mission for the Service. The proposed text is set out below:

Staffordshire Archives and Heritage comprises Staffordshire and Stoke on Trent Archive Service, the William Salt Library and the County Museum Service. The Staffordshire and Stoke on Trent Archive Service is an Accredited Archive Service administered and funded by Staffordshire County Council and Stoke on Trent City Council under a joint agreement. The William Salt Library is a charitable library delivered by the Archive Service on behalf of the Trustees. The County Museum is a provisionally Accredited Museum funded by Staffordshire County Council and works in partnership with museums across the County and region to provide museum development support.

The Archive Service manages and delivers services via Staffordshire Record Office, Stoke on Trent City Archives and the William Salt Library. A significant proportion of the County Museum Service's collection is on long term loan and public display at Shugborough Estate. The Archive Service provides services for Staffordshire County Council in relation to its legal documents and archives.

*The vision is:
Connecting people to the collected stories and heritage of Staffordshire, Stoke on Trent and beyond.*

*The mission is:
To connect people to the memories of Staffordshire and Stoke on Trent, by engaging them with the collections we develop and preserve for current and future generations.*

11. It is recommended that the Joint Archives Committee approves the standard introductory text to be inserted at the beginning of all current Archive Service

policies. Policies will continue to be brought for review and approval to this committee when they are due for renewal or prompted by a change in circumstances.

Appendix 1

Equalities implications:

Policies are developed to ensure the service collections are representative of local communities and access is provided to meet diverse groups and specific needs as appropriate.

Legal implications:

Where a policy has legal implications it is referred to the Legal Services within both Staffordshire County Council and Stoke on Trent City Council.

Resource and Value for money implications:

All policies consider resources and value for money as appropriate.

Risk implications:

Aligning policies across the services ensures risks of conflict or duplication are mitigated.

Climate Change implications:

Where appropriate policies consider and mitigate to reduce impact of climate change.

Health Impact Assessment screening:

Most policies have no direct impact on health however access to archive services, volunteering and engagement all contribute towards positive wellbeing.

Report author:

Authors' Names: **Joanna Terry, Head of Archives & Heritage**

Telephone No: (01785) 278370

Room No: Staffordshire Record Office

List of Background Papers

Papers	Contact/Directorate/ext number
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