

Staffordshire and Stoke-on-Trent Joint Archives Committee

Thursday, 7 February 2019

10.30 am

City Central Library, Hanley

John Tradewell
Director of Corporate Services
30 January 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 3 December 2018** (Pages 1 - 4)
4. **Predicted Outturn 2018/19 and 2019/20 Revenue Budget** (Pages 5 - 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. **Predicted Performance Outturn 2018/19** (Pages 15 - 28)

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. **Review of Joint Agreement** (Pages 29 - 66)

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. **Review of Digital Preservation Policy** (Pages 67 - 84)

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)

8. **Date of next meeting - Thursday 13 June 2019 at 2.30 pm, St Mary's Centre, Lichfield**

9. 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)

10. Exempt minutes of the meeting held on 3 December 2018 (Pages 85 - 88)

(exemption paragraph 3)

11. Staffordshire History Centre Project

(exemption paragraph 3)

Exempt joint oral 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)

Membership	
Gill Heath	Gill Burnett
Anthony Munday	

Note for Members of the Press and Public

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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 3 December 2018

Present: Gill Burnett, Mike Davies (Invitee/Observer), Gill Heath and Anthony Munday

PART ONE

57. Declarations of Interest in accordance with Standing Order 16

There were no declarations of interest made at the meeting,

58. Minutes of the meeting held on 28 June 2018

RESOLVED – That the minutes of the meeting held on 28 June 2018 be confirmed and signed by the Chairman.

59. Predicted Outturn 2018/19

The Committee considered a 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) giving details of the predicted outturn for the Joint Archives Service for 2018/19 (Schedule 1 to the signed minutes).

Members noted that a spend of £847,029 was predicted against an approved budget of £864,070 resulting in an underspend of £17,041 which will be transferred to the General Reserve at the year end. Members noted that the service's current net spend was £462,336 or 53.5% of the total net budget.

During his presentation the Finance Officer highlighted an error in the report in respect of Appendix 3 which stated that the General Reserve balance as at 31 March 2019 was predicated to be £311,988. However, this figure did not include the net -£22,969 contribution made to the Staffordshire History Centre Project Heritage Lottery Fund (HLF) bid. Therefore, subject to the predicated underspend as set above, the balance in the General Reserve as at 31 March 2019 would be £289,019, which included the return of previously approved Heritage Lottery Fund Stage 2 Bid funding, following the Services' recent unsuccessful HLF Grant application.

Following clarification on the General Reserve balance it was proposed that £5,000 from the Reserve be earmarked to fund the purchase of shelving and furniture for the new Lichfield History Centre Access Point based at the soon to be opened Library at the former St Mary's Church site, Lichfield.

With regard to the Archive Acquisition Reserve which was held to enable the purchase of local collections, the predicated balance as at 31 March 2018 was unchanged at £57,542.

Members also noted that recommendations arising from a review into the Joint Archive Service's budget setting methodology had been included on the Agenda for their consideration.

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

(b) That £5,000 from the General Reserve be earmarked for the purchase of shelving and furniture for the Lichfield history Centre Access Point.

(c) That the recommendations made following a review of the Joint Archives Service's future budget setting methodology be considered as set out below.

60. Review of Fees and Charges

The Committee considered a joint report of the Deputy Chief Executive and Director of Families and Communities (Staffordshire Council Council) and the Director of Housing and Community Services (Stoke-on-Trent City Council) regarding a review of the Joint Archive Services' fees and charges for 2019.

Members noted that the Archive Services' fee and charges had been reviewed on an annual basis to ensure that they reflected changes in demand and costs of providing the various services available in terms of staff time, equipment and travelling. In addition, account was taken of the prevailing economic climate and the availability of the on-line service offer.

For 2018/19 it was proposed that the charge for research and associated work be left unchanged. However, the rates charged for copying documents were to be revised together with those for talks, visits and permissions to publish. These changes aimed to simplify the charging structure and reflect technological advances which meant that different prices for eg microfilm copies, photocopies and digital scans could no longer be justified. However, it was proposed to maintain a price differential between copies ordered in Reading Rooms and those ordered by post owing to the respective staff time involved.

Photographic permits were well used by customers and represented a saving on the price of purchasing multiple copies of documents. Therefore, it was proposed that the cost of permits be increased in proportion to the cost of supplying hard copies in order to help maintain an income stream for the service whilst ensuring customer choice.

The revised charges proposed for publication aimed to support local and academic research whilst ensuring commercial providers met the cost of the time involved in clearing copy rights on their behalf. In addition, it was proposed to abolish the differential item charge for e-book rights and to replace it with a flat rate encompassing all items to be used in a particular publication.

However, it was proposed that the baseline charge for talks and visits be held to maintain affordability with potential users of the service.

During the discussion which ensued Members expressed their support for the proposed changes as set out in Appendix two to the report. The Member representative of the County Council added that the increased charges were modest and application of the new schedule would ensure greater fairness for service users.

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

(b) That the various revised fees and charges set out in Appendix 2 to the report be approved for implementation by the Staffordshire and Stoke-on-Trent Joint Archive Service with effect from 1 April 2019.

61. Review of Joint Agreement

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) regarding the outcome of a review of the Joint Agreement for Archive Services which had been undertaken.

The County and City Councils established the Joint Committee under an existing Agreement approved in 2011 in order to discharge their functions with regard to archive services. The Agreement operated under a nine-year rolling term with automatic extensions made every three years for a further three-year term (subject to neither party wishing to terminate)

Provisions for the management of the Joint Archive Committee Budget were set out in paragraph 8 of the above-mentioned Agreement. Agreed revenue expenditure was apportioned annually between both authorities according to the Registrar General's most recently published population estimates for the area.

The Joint Committee's Revenue Budget comprised two elements ie (i) the Core Budget which included the costs of professional management of the Archive service, the conservation of collections and service-wide programmes eg the online catalogue and (ii) the Public Sites and Services Budget which included the costs of public service delivery of the County Record Office, City Archives Department and the services out-store located in Stafford.

Since the Joint Agreement was last reviewed in 2015, both the County and City Councils have had to reduce their budgets in order to deliver significant savings. However, the reduction in both the Core Services and Public Sites Budgets meant that maintenance of the split calculation based on population estimates was becoming increasingly difficult to achieve. Therefore, it was proposed to remove this provision from the Agreement and introduce a new funding arrangement based on each Authority's budgetary requirements for the operation of their respective part of the service.

In addition, other minor amendments were proposed to the Agreement as set out in Appendix two to the report including the deletion of reference to the Lichfield Record Office (which was due to close during December 2018), and replacement with the St Mary's Centre' Lichfield (due to open during the same month).

During the discussion which ensued, Members noted that the proposed changes to the funding arrangements would not lead to cross subsidisation of the service between Partner Authorities. The Deputy Chief Executive and Director of Families and Communities emphasised that although the existing Agreement terms had served the

Partnership well, financial constraints and increased population statistics meant that the proposed changes were vital to ensure the long sustainability of the joint service.

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

(b) That the proposed changes to the Joint Agreement between Staffordshire County Council and Stoke-on-Trent City Council as set out in Appendix two to the report be approved.

(c) That the final revised version of the Joint Agreement be submitted to the Committee for approval at their meeting on 7 February 2019.

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

63. 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.

PART TWO

64. Staffordshire History Centre Project

The Committee received an exempt joint report of the Deputy Chief Executive and Director of Families and Communities (Staffordshire County Council) and Director of Housing and Customer Services (Staffordshire County Council) updating them on progress with regard to the Staffordshire History Centre Project and took decisions thereon.

Chairman

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

7th February 2019

**JOINT ARCHIVE SERVICE – PREDICTED OUTTURN 2018/19 & 2019/20
NET REVENUE BUDGET**

Recommendation(s)

1. That this report informing the Joint Committee on the predicted outturn for the Joint Archive Service for 2018/19 is received and noted.
2. That the Joint Committee approves the investment of £30,000 for the installation of appropriate environmental controls in the newly allocated storage area in the basement of the City Central Library Hanley which is to be funded from the Joint Archives General Reserve.
3. That the 2019/20 net revenue budget be approved by the Joint Archive Committee.

Joint report of the Director of Finance & Resources and the City Director of Resources - Assistant Chief Executive

Reasons for Recommendations

4. The Joint Archive Service budget for 2018/19 is predicted to be underspent by £16,653. The General Reserve currently holds a balance of £289,018 and the Archive Acquisition Reserve currently holds a balance of £57,542.
5. The 2018/19 Joint Archive net revenue budget is approved.

Background

Predicted Net Revenue Outturn 2018/19

6. The predicted outturn for the Joint Archives Service is set out in *Appendix 2*. It is expected that the service will spend £847,417 compared to its current approved budget of £864,070 to give an overall estimated underspend of £16,653 which will be transferred from the General Reserve at the end of the financial year.
7. A further assessment of the net spend forecast indicates that at the year end, managed vacancy savings on staff and training totalling £30,815 are currently offsetting small overspends arising on both transport and

supplies & services totalling £8,057, plus an anticipated under-recovery of income (predominantly from sales and miscellaneous income) of £6,105 to produce an anticipated outturn underspend position of £16,653 in 2018/19.

Reserves

8. There are currently two Reserves which are held by the Joint Archive Service, these being the General Reserve and the Archive Acquisition Reserve. The balances on these two Reserves are set out in *Appendix 3*. The General Reserve currently has a healthy balance of £259,018 (including the £153,079 New Burdens Grant Funding for investment in new archive storage capacity) and 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
9. The City of Stoke on Trent Libraries and Archives are seeking authorisation to release a further sum 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 following recent investment in suitable shelving and minor capital works in the Solon Room.

Net Revenue Budget 2019/20

10. The detail of the 2019/20 net revenue budget for the Joint Archive Committee can be found as *Appendix 4* to this report.
11. Under the current terms of the Joint Archives Agreement (JAA), the total cost of the service is currently apportioned between the two respective local authorities based on the latest available population levels across the County. This budgetary apportionment method has resulted in a percentage share to the City Council of 22.67% and for the County Council's percentage share to be set at 77.23%. However, as both local authorities have reduced spending in previous years and continue to do so in future years it has now become impossible to achieve the exact budgetary split year on year.
12. A separate paper on today's agenda will update the Joint Committee on the current JAA review and the annual budget setting methodology with the recommendation that this percentage apportionment method is to be removed from the new agreement.
13. From 2019/20 onwards, Staffordshire Archive Service must now deliver £410,140 in savings across both the Joint Agreement and Non-Agreement elements of its budget as it begins to implement its 'one site' service restructure. The impact of these predicated savings is that Staffordshire's Joint Agreement budget has now been reduced to £438,660 (or 69.34% of the total JAC budget) whilst the Stoke on Trent City Council's budget has been set at £194,000 (or 30.66%).

Appendix 1

Equalities implications:

No significant implications.

Legal implications:

For 2018/19, the Joint Archive Agreement budget will be subject to an annual Audit and return.

A review of the current Joint Agreement.

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:

Author's Name: John Broad,
Senior Finance Business Partner (Decision Making)
Telephone No: (01785) 854861
Room Number: Finance Unit, Staffordshire Place 2

List of Background Papers

Joint and Other Archive Services 2018/19 & 2019/20 budget file.

**Joint Archives Service
Predicted Outturn Position 2018-2019**

Appendix 2

	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 @ Dec-2018	Predicted Outturn	Current Budget	Actual Expenditure @ Dec-2018	Predicted Outturn	Current Budget	Actual Expenditure @ Dec-2018	Predicted Outturn	Current Budget	Actual Expenditure @ Dec-2018	Predicted Outturn
	£	£	£	£	£	£	£	£	£	£	£	£
Expenditure												
Employees	376,060	281,283	377,733	351,710	244,340	327,516	126,500	89,019	119,200	854,270	614,641	824,449
Training	240	105	105	0	0	0	900	41	41	1,140	146	146
Transport	800	1,510	2,231	180	3,307	4,943	300	0	0	1,280	4,817	7,174
Supplies & Services	3,620	1,112	4,333	18,590	9,076	18,840	19,200	** 37,143	20,400	41,410	47,331	43,573
Total Expenditure	380,720	284,010	384,402	370,480	256,723	351,299	146,900	126,203	139,641	898,100	666,936	875,342
Income												
Grants & Reimbursements	0	0	0	0	0	0	200	82	200	200	82	200
Sales	0	0	0	10,140	4,657	6,566	400	160	400	10,540	4,817	6,966
Fees & Charges	0	0	0	14,350	642	14,624	1,900	1,684	1,900	16,250	2,326	16,524
Miscellaneous	3,160	0	2,100	3,880	1,424	2,135	0	-11	0	7,040	1,413	4,235
Total Income	3,160	0	2,100	28,370	6,724	23,325	2,500	1,915	2,500	34,030	8,639	27,925
Net Expenditure	377,560	284,010	382,302	342,110	249,999	327,974	144,400	124,288	137,141	864,070	658,297	847,417

Predicted Underspend -16,653

** Includes £23,792 to be funded from Reserve at year-end

Joint Archives Reserves

	Staffordshire County Council £	Stoke on Trent City Council £
<u>General Reserve</u>		
Balance brought forward 1 April 2018	125,567	63,342
2018/2019 Transactions		
The National Archive - New Burdens Funding	153,079	
Contribution to SHC Project - HLF Bid	-22,969	
Future Commitments		
Contribution to Solon Rooms Minor Capital Works		-25,000 (1)
Lichfield History Access Point (Shelving & Furniture)	-5,000	
Balance Available (as at 31 March 2019)	250,676	38,342

Notes:

(1) Original estimate of £30k has now been revised to £25k

Acquisition Reserve

Balance brought forward 1 April 2018	57,542	0
2018/2019 Transactions		
	0	0
Balance Available (as at 31 March 2019)	57,542	0

Appendix 3

Total

£

188,909

153,079

-22,969

-25,000

-5,000

289,018

57,542

0

57,542

**Joint Archives Service
Budget 2019-2020**

Appendix 4

	Core Services	Staffordshire County Council Sites and Public Services	Stoke-on-Trent City Council Sites and Public Services	Total for Service
	£	£	£	£
Expenditure				
Employees	280,980	211,580	123,700	616,260
Training	240	0	900	1,140
Transport	820	100	300	1,220
Supplies & Services	4,520	17,890	19,200	41,610
Total Expenditure	286,560	229,570	144,100	660,230
Income				
Grants & Reimbursements	0	0	200	200
Sales	0	9,150	400	9,550
Fees & Charges	0	9,160	1,900	11,060
Miscellaneous	3,220	3,540	0	6,760
Total Income	3,220	21,850	2,500	27,570
Net Expenditure	283,340	207,720	141,600	632,660

Funded by:

Staffordshire **438,660**

Stoke-on-Trent **194,000**

Members Interest
N/A

**Staffordshire and Stoke on Trent Joint Archive Committee
7 February 2019**

Predicted Performance Outturn 2018-2019

Recommendation(s)

1. That the Committee note the predicted performance outturn for the service.

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

Background

2. The Joint Archive Service has worked to a three year planning cycle since its inception in 1997. The scope of the seventh plan was extended to ten years as it will transform the service and will take more than three years to deliver some of these changes. The ten-year Plan was reviewed and updated in 2018 and approved by the Joint Archive Committee on 3 April 2018.

3. The Forward Plan and Annual Service Delivery Plan covers the Joint Archive Service and the Museum Service for the County Council. Together the services are known as 'Archives and Heritage'.

4. A summary of progress for 2018-2019 is given below with a fuller report on each element of the plan at Appendix 2. Progress since September 2018 has been affected by the unsuccessful outcome of the Heritage Lottery Fund Round 2 bid for £3.9m funding for the Staffordshire History Centre project. The Project Board and staff Project Team have been reviewing plans to identify alternative methods of delivery for some parts of the project.

Developing an Active Partnership approach

5. The partnership between the Archives and Heritage Service and William Salt Library Trust is continuing as it assesses alternative proposals for the Staffordshire History Centre project (SHC). Stakeholder meetings have paused pending a decision on an appropriate way forward for the project.

6. Preparatory work was completed to establish a Development Trust to continue fundraising for the SHC after the HLF funding had ceased. This was approved in principle by both the Joint Archive Committee and William Salt Library Trust. Implementation of the new trust has been deferred since the outcome of the Round Two bid.

7. Work to develop new partnerships and specialist interest groups has continued very successfully. Three university partner projects have been delivered (or are ongoing) and an oral history project was completed in Stoke with a heritage society.

8. Volunteers have continued to be recruited to support the delivery of two externally funded projects and the new Lichfield History Access Point. So far eleven volunteers have been recruited at Lichfield.

9. The service participated in a national survey of visitors to British archive services, but the full results have not been received. The number of volunteer hours is estimated to be around 5,200 for the end of March. This is lower than anticipated due to the Staffordshire History Centre project not progressing.

Resilience and sustainability

10. The service successfully raised £832,000 of matched and partnership funding for the SHC project. This was the full amount required for the delivery of the project. The Project Board and staff Project Team are considering alternative proposals to ensure this funding is not lost. The matched funding included two projects funded by Wellcome Trust and Archives Revealed and these projects are now being implemented. The Friends of Staffordshire and Stoke on Trent Archive Service also successfully raised £18,000 to digitise Staffordshire Tithe maps and this project is also being taken forward.

11. The Service opened up access to the Lichfield Collections through Staffordshire Record Office in May 2018. This resulted in an increase in requests for documents from the Stafford Archive Outstore which have been managed through advance orders. The Museum completed its move from the Shugborough Estate in December 2018.

12. On top of work for the development phase of the SHC project the service also continued its annual work programme focussed on collections. This includes the conservation programme, cataloguing new collections and improving descriptions of existing collections. The Doulton Described project to catalogue more records from the Minton Archive continued supported by funding from a National Archives Cataloguing Grant.

13. In January a new model for exhibitions at Staffordshire Record Office was trialled with Museum objects on display in the Reading Room. In March this will be extended to provide a bigger area and include archives.

Reaching and engaging new audiences

14. The majority of work in this area was focussed on completing the extensive Activity Plan for the SHC project. Projects within this plan are now being identified as smaller funding bid proposals. Branding for the SHC was developed and this will be used by the Service to support new events and offers that deliver the vision for the project.

15. Following a successful piloting in 2017 the service continued to attend community events, fetes and history fairs. Approximately 700 people visited the service stalls at 14 events. Forty-four talks have been delivered by the service so far.

16. Learning activities have been provided through the Staffordshire History Day and two partnership study days. The service has continued supporting school, university and college placements.

17. Delivery of a more formal learning programme is entirely dependent on external funding to establish it.

Sharing knowledge across the sector

18. The Archive and Heritage Service contributes to the wider sector working with a number of different organisations. It is an active member of Archives West Midlands with two county council staff as trustees including Chair of AWM. This year the work has focused on a regional Digital Preservation project. The head of service represented the network at a digital learning set during the year. A case study is due to be published on The National Archives website.

19. Work was completed to scope implementation of a Staffordshire History Centre Network. A total of 51 groups and organisations agreed to support the project in some way. This is being reconsidered as a separate funding bid.

20. Partners, users and volunteers continue to contribute to project blogs such as one developed for the Pauper Vouchers project.

21. The service continues to work closely with local history groups and museums to share knowledge and support work in local communities.

Online presence and remote access

22. Work was complete to develop a Digital Plan has been focussed on digitisation priorities and development of a website to make access easier for users. This work is being reviewed to identify projects suitable for alternative funding bids.

23. Online content has increased with the addition of three new name indexes to the Staffordshire Name Indexes site and addition of 2,787 images to Staffordshire Past Track website. The final phase of peculiar wills and marriage bonds have been published by Find My Past. Visits to online content remain high at 1,241,003 to date.

24. Work on digital preservation has progressed significantly due to participation in the Archives West Midlands regional project. This has been funded by The National Archives Sustainability Fund. The service has reviewed its Digital Preservation Policy and is investigating joining a consortium to procure a system at lower cost.

25. Digital access to Lichfield collections has been provided by the successful launch of the History Access Point in December 2018.

Conclusion and the year ahead

26. It has been a difficult year for the service with focus on the SHC project resulting in an unsuccessful outcome in September 2018. However the service was extremely successful in raising all of the required matched funding. It also completed all of the required plans and hosted a successful site visit for HLF.

27. Whilst the SHC bid might not have been successful the work produced in the development phase is being reviewed and alternative proposals are being developed. The service has been able to take two externally funded projects forward and with the help of its Friends organisation is able to digitise an important collection of maps.

28. A big achievement for the service was completing its collection moves, making them available again and launching the new History Access Point in Lichfield Library. This is a new model of delivery for the service which will be volunteered delivered.

29. The year ahead will focus on agreeing a way forward for the SHC project and delivering parts of it in a different way. The service will also move forward on remodelling its structure as part of its vision and to deliver MTFS savings.

Appendix 1

Equalities implications:

The service plan includes initiatives to widen access to a wider range of users.

Legal implications:

The work of the Archive Service is governed by the Joint Agreement and other legislation to enable both authorities to meet their legal obligations.

Resource and Value for money implications:

The Archive Service has delivered its work within existing resources and utilised grant funding to help improve access to collections.

Risk implications:

The failure of the SHC round 2 bid has highlighted risks around future storage and sustainability of the service. This being addressed by looking at alternative proposals.

Climate Change implications:

The work of the service balances online access and physical access to services and collections to offer options for remote use and not necessarily travel to multiple locations.

Health Impact Assessment screening:

The service offers 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
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Appendix 2: Summary of Predicted Performance Outturn 2019

Service Demand 1: The Archives and Heritage Service is developed by an Active Partnership between Councils, users, depositors, partners, volunteers in all areas of the service including: funding, management and delivery.

By 2025:

- Staffordshire and Stoke on Trent Councils will see the service as having the lead role to play in the county and city, caring for their historically-valuable collections, and enabling their enjoyment and use by residents and visitors alike, supporting health and wellbeing outcomes.
- The work of the service will be viewed as relevant to a wide range of organisations and individuals through joint delivery and commissioning of projects.
- Fundraising by stakeholders has increased significantly.

Service Delivery Activities	Key Milestones
1.1 Valuing and respecting the involvement of our partners in our service and actively crediting their participation and identity	Project Board meetings for the SHC project have continued in partnership with the William Salt Library Trust to assess alternative options. Project Team meetings with Friends and stakeholders have paused pending preferred option being approved.
1.2 Developing and strengthening existing partnerships	SHC development phase completed work to establish partner fundraising trust – deferred implementation after Round 2 bid rejected. Tamworth Volume of Victoria County History is due to be completed in March. This is delivered in partnership with Keele University Partnership projects with Michelin and Queen’s Royal Lancers continued to enable data to be created to promote the collections online.
1.3 Developing new partnerships with enthusiast and specialist interest groups	Staffordshire Pauper Vouchers Project continued to be delivered with Keele University with receipt of AHRC funding. Staffordshire has supported Cumbria and East Sussex Archives to establish their volunteer programmes within the project. Staffordshire Place Name project volunteer group continues delivered with Nottingham University also supported by AHRC funding. Two volunteer groups are established Staffordshire Record Office and Lichfield History Access Point. Flood and Drought project with two Liverpool University PhD students completed and survey of volunteers experience delivered at conclusion of the project. New model developed and implemented for the VCH using volunteers to support research in light of funding reduction. Revealing Voices Project completed with the Pottery Heritage Society. Local radio and oral history files to be available at Stoke on Trent City Archives with audio clip on Staffordshire Past Track website.

1.4 Empowering users and stakeholders to contribute regularly to the development of policies and plans	SHC development phase worked established the principle and support for a Staffordshire History Network involving local societies, friends groups, volunteers and users. Funding not secured at Round 2 so reconsidering as a separate bid.
1.5 Creating a range of regular consultation activities such as teachers or user panels. Users feel they are involved in developing the service	SHC development phase completed consultation with users, volunteers, friends and teachers. Service participated in national survey of users of archives services in October – November 2018. Results not available yet.
1.6 Developing a training and support programme for stakeholder fundraisers	SHC development phase developed a training programme for staff and volunteers. Staff training to be delivered in house over a phased period. Volunteers are being trained to deliver access to the Lichfield History Access Point.
1.7 Developing volunteering and apprenticeship programmes in partnership with other providers	SHC development phase developed projects for delivery with volunteers and other groups. Wellcome Trust Asylum Records Project and Archives Revealed Lichfield Consistory Court projects will both recruit volunteers to support delivery.
1.8 Expanding the volunteer programme in terms of numbers and roles undertaken, to add value to the service alongside the professional staff team	Volunteer roles have been developed for the Lichfield History Access Point. New volunteers continue to be recruited to the service.
Performance Measures	Number of volunteer hours given to the Service: 5,200 Customer satisfaction rating: Not available yet estimated 98%

Service Demand 2: Archives and Heritage Service has been re-shaped and redesigned to encourage resilience, new ways of working and refocusing its delivery to the needs of users.

By 2025

By 2025:

- The service is housed in buildings which are accessible, welcoming and comfortable. The customer experience is warm, welcoming and inspiring. Users are easily able to use and engage with collections and share their knowledge.
- The service cares for and develops collections which reflect present and past life in Staffordshire and Stoke and are appraised to ensure they meet our collection policies.
- All collections are stored in compliance with sector standards.

Service Delivery Activities	Key Milestones
2.1 Ensuring that the service is financially solvent and stable, and/by increasing its mix of external funding	Stage 2 HLF bid £3.9m for Staffordshire History Centre submitted but was unsuccessful in September. All matched funding and partnership funding of £832,000 was secured and is being considered for use in alternative proposals. Bid to Wellcome Trust for £167,519 for the Asylum Records Project was successful and started in January 2019. Bid to Archives Revealed for £34,327 for Lichfield Consistory Court Project was successful and is due to start in March 2019. Work continued remodelling the Staffordshire Archive and Heritage Service to be implemented 2019/20.

<p>2.2 Examining and developing new areas of income generation to support the service, together with stakeholders</p>	<p>Friends of Staffordshire and Stoke on Trent Archive Service achieved the funding goal of £18,000 to digitise Staffordshire Tithe Maps. This is being implemented. Strategic support for Sandwell Archives and Conservation support for Walsall Archives continued generating £11,000 of income for the service.</p>
<p>2.3 Ensuring the long-term security of collections by housing archive collections in EN16893 compliant storage, housing museum collections in the best possible conditions, and having space to continue to collect for the next 20 years</p>	<p>Access to Lichfield collection at Stafford established in May 2018. Museum collection was relocated successfully in December 2018. Surveys of library local studies collections completed at Newcastle and Lichfield Libraries with selection for transfer to William Salt Library. Annual Conservation programme delivered. Planning permission achieved for SHC project including new extension for archive collections. HLF funding outcome means alternative proposals are being considered.</p>
<p>2.4 Regularly reviewing our collections development policies and taking a more strategic active approach to collections development, including deaccessioning and disposal</p>	<p>Two delegated decisions to deaccession specific archive and museum collections that do not meet current collection policies were implemented. This has created valuable space for new collections.</p>
<p>2.5 Reviewing and improving our collections information to be more efficient and user-focused with an improved collections interface which allows people to contribute information. Volunteers playing an integral role, working with staff, to develop collections information. Online resources have strong indexes and catalogues to maximize access.</p>	<p>Douton Described project funded by National Archives Cataloguing Grant and Art Fund continues to be delivered. Catalogue has been soft-launched. Work has continued to focus on Lichfield collections for back cataloguing and improving catalogue descriptions. Current cataloguing and creation of Collection Level Descriptions for larger accessions has continued. Volunteer research to add photographs to Staffordshire Past Track from the Stoke on Trent City Archives and Museum collections has continued.</p>
<p>2.6 Being more active in attracting new users and providing them with different opportunities to engage with collections</p>	<p>Following a successful pilot in 2017 the service attended 14 community events attracting 716 visitors to the service stands. Family History Advice sessions offered at Stafford and Lichfield History Access Point. Newly catalogued collections promoted on social media included Asylum Records, Burton Hospital, Lichfield Conduit Lands Trust, and Baswich Home Guard.</p>
<p>2.7 Redesigning/developing buildings to allow us to provide the types of services required in a more cost-effective, sustainable way</p>	<p>SHC development phase completed design for the History Centre to RIBA stage 3 and received planning permission in June 2018. Failure of the Round 2 bid in September 2018 means those plans are being reconsidered for alternative proposals. Lichfield History Access Point was launched very successfully with the new library on 17 December 2018.</p>
<p>2.8 Providing a new means of engagement for users through a new exhibition space. Some exhibitions are co-created by users and stakeholder groups building on the existing work developed by the Museum Service.</p>	<p>Displays of archive material at Staffordshire Record Office reading room continued throughout the year including: Lichfield collections, St George's Hospital, Christmas album in December and Criminal Quilts. In January a new model was trialled with Museum Objects focused on the 1920s. This will be extended from March 2019 to offer a larger exhibition space.</p>
<p>2.9 Delivering an outreach programme to take collections and resources out to communities beyond its main buildings.</p>	<p>SHC development phase completed work for planned community events, following on from the successful pilots in 2017. Museum Service completed delivery of the Arts Council Resilience Funded project which included two touring exhibitions.</p>

2.10 Strengthening our presence around the county by working with Active Partners, such as libraries and heritage groups, to deliver access points in existing community spaces, reaching more people	The Lichfield History Access Point has recruited 11 new volunteers in partnership with the Library Service. Stoke on Trent City Archives continues to deliver family history advice sessions in Community Libraries.
2.11 There is a new focus on providing online resources and a rejuvenated online presence to reach more people, balanced with a programme to engage more people with the original documents	SHC development phase completed work for a new website and front end to the online catalogue, Gateway to the Past. Plans are being reviewed in light of the failure of the Round Two HLF bid.
2.12 We acknowledge that these new ways of working will need staff resources and training and will build on the expertise we have developed in our existing programmes to deliver a more joined-up, cross-disciplinary service.	In house training on Staffordshire and Lichfield collections has been delivered to staff to improve quality of advice provide to users. Training on new collections through 2018 due to be delivered.
Performance Measures	Percentage of collections housed in appropriate storage: 100% Percentage of collections with collection-level description online: figure calculated at year end Number of documents issued: 12,300 estimated year end Number of objects loaned: 531 up to November 2018. Delivery of MTFs savings: £94,000 out of £157,000 delivered – delays implementing new staffing model

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Service Demand 3: Archives and Heritage Service has diversified its users, stakeholders and collections. This has resulted in increased visibility and understanding of the service by the public and increased levels of new users. People are proud of the Staffordshire History Centre

By 2025:

- The service is THE focus for the history and collections of Staffordshire.
- Collections have diversified.
- The Service has at least retained its current numbers of researchers in the searchroom and promoted the use of original documents, while increasing the number of users attending activities, browsing facilities and using the service online.
- The service has built on its support amongst local communities and increased the membership of Friends organisations and their active involvement with the Service.
- Public awareness of the diverse themes and treasures within the collection has grown, including that of the William Salt Library

Service Delivery Activities	Key Milestones
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3.1 Testing, developing and embedding new ways of engaging with people and new ways for them to engage with the collections across a range of subjects and disciplines	Supported Nottingham University to establish remote data inputting for the Staffordshire Place Name volunteer project. Two touring exhibitions delivered by the Museum Service funded by Arts Council.
3.2 Increasing levels of work with community groups and non-traditional users of the service	Attended two community history fairs and Codsall and Sandon. Worked with Wolgarston High School (Penkridge) to support their Community Day. Worked with local history groups to add the Jake Whitehouse photograph collection to Staffordshire Past Track (funded by HLF). 44 talks delivered to local history and community groups to date.
3.3 Investing in marketing, promotion and use of social media to reach new users	SHC development phase developed a marketing plan for the service and the project. Being reassessed to see what can be delivered within resources. New branding for the SHC was developed as part of the development phase and this will be used in 2019. Digital newsletter continues to promote the work of the Service.
3.4 Providing ways to browse the collections online and onsite through permanent and temporary exhibitions	SHC development phase developed an Activity Plan including delivery of several onsite and touring exhibitions. The Interpretation Plan developed designs for an exhibition space. These are being revisited to see what can be delivered through smaller bids to Arts Council England.
3.5 Allowing the browsing of book collections wherever possible	SHC development phase developed a space for browsing William Salt Library book collections. This is being reviewed in light of the failure of the HLF round 2 bid.
3.6 Developing a strong learning programme to build an active relationship, working closely with teachers, tutors and initial teacher training courses to raise awareness of how archives and heritage can deliver the national curriculum	SHC development phase developed a Learning Plan as part of the Activity Plan but it is dependent on external funding for delivery. Work has continued to explore development of a new replacement for 'Certificate in Local History' with Keele University. School and university placements continue to be offered to students as well as support for distance learning students. Support Dundee University students Two partnership study days were delivered. Maintain out of school study sessions for local schools at SRO
3.7 Developing a set of resources to interpret its collections based on the interests and motivations of a wider audience and using these to engage with new users	SHC development phase developed an Activity Plan including delivery of exhibitions, events and community delivered exhibitions. These are being reviewed in light of the Round 2 HLF bid outcome.
3.8 By integrating collections across the Archives and Heritage Service, increasing new audiences' access to and engagement with cross-disciplinary exhibitions	As above this work is being reviewed following the unsuccessful HLF Round Two bid. The review of the Loans Policy was completed and the service continues to loan items from Museum and Archive collections to support exhibitions.
Performance Measures	Number of talks and events delivered by Service: 44 to date Number of attendees at all events and talks delivered by Service: 1,454 to date Number of exhibition appearances: Estimated 8

Service Demand 4: The Archives and Heritage Service shares knowledge on new ways of working with other services

By 2025:

- The service acts as a national focus for sector knowledge in active partnerships, including volunteering. This has involved partnerships with the National Archives, Arts Council England and the Archives and Records Association.
- The service supports other museums and organisations which hold objects and archives in their collections to ensure they are secure, accessible and sustainable.

Service Delivery Activities	Key Milestones
4.1 Exploring new ways of working and sharing this knowledge with the wider archive and museum sector, gaining further insight in response	Service is actively involved with Archives West Midlands and has participated in a Digital Preservation project and represented the network in a Digital Learning Set. A case study will be provided for the sector. The Museum Service provided a case study for the Rural Museum Network on its relocation project.
4.2 Developing a close relationship with voluntary sector organisations, providing the archive and museum sector with support in developing volunteering programmes	SHC development phased gained support of 51 organisations and individuals for a Staffordshire History Network. Implementation is being reviewed in light of the round 2 bid outcome. Work was also completed to establish a fundraising trust and implementation has been deferred since September.
4.3 Reviewing and developing its income generation programme.	Fees and charges were reviewed for the year.
4.4 Supporting and advising heritage groups across the county on their development	Museum Development Officer engagement programme continues to be delivered
4.5 Providing opportunities for its users to share their knowledge and experience with each other, and providing experts to share their knowledge with users both on-site and online	Community History Officer role to support the Staffordshire History Network was dependent on Round 2 HLF funding. SHC development phase activity plan developed to include plans for users to share knowledge through project blog, social media and digital skills training. This is being reviewed. Participants in the Pauper Vouchers Project continue to share discoveries on the project blog and social media.
Performance Measures	Number of organisations actively engaged with in an advisory capacity: 103 to date

Service Demand 5: Archives and Heritage Service has increased its activity online and is delivering more services online.

By 2025:

- The service has a presence on key sites beyond its own website, delivering regular content to users on the sites they use frequently
- More services are delivered online and more collections are available online
- Born digital archives are properly managed and accessible

Service Delivery Activities	Key Milestones
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5.1 Developing user participation as a key aim of the service's online offer	SHC development phase included a Digital Plan for delivery of a new website and front end for the online catalogue, Gateway to the Past. This is being reviewed.
5.2 Digital content is seen as a 'way in' for new, non-traditional users.	Three new indexes are due to be added to the Staffordshire Names Indexes website. 2,787 images have been added to the Staffordshire Past Track website.
5.3 Providing online resources, with a rejuvenated online presence to reach more people on platforms that maximise access.	Lichfield Diocesan peculiar wills and marriage bonds were added to Find My Past. The promotional programme of Find My Past continued through social media.
5.4 Balancing online access with a recognition that access to original documents is still important to many users and that online access is not for everyone	Consultation on new opening hours at Staffordshire Record Office will take place in March.
5.5 Developing a plan to manage and provide access to born digital archives.	Digital Preservation Policy has been reviewed following work by the Archives West Midlands project to produce policies and guidelines. The service is investigating joining a consortium led by Dorset Archives to procure a digital preservation system at lower cost.
5.6 Developing a Digital Plan that provides access to as many user services as possible, is sustainable, and links virtual visits to physical visits.	See above under 5.1.
5.7 Implementing a digitisation programme with priority given to items that cannot be physically accessible on demand	Due to a successful fundraising campaign by Friends of Staffordshire and Stoke on Trent Archive Service Staffordshire Tithe Maps are due to be digitised. Guild of St Mary's Lichfield will be digitising their photograph collection to add to Staffordshire Past Track.
5.8 Providing access to as many user services as possible through a new web service	See under 5.1 Lichfield Diocesan peculiar wills and marriage bonds were added to Find My Past.
5.9 Developing active partnerships for key digital heritage access points	Lichfield History Access Point was launched with digital access to collections available.
5.10 Engaging with existing and new users and raising awareness of the relevance of archives through a strong use of social media	Promotion of the service and its projects continued through social media with most targets exceeded.
Performance Measures	Visits to Service websites (all online offers): 1,241,003 to date

Members Interest
N/A

Staffordshire and Stoke on Trent Joint Archive Committee 7 February 2019

Staffordshire and Stoke on Trent Archive Service: Review of Joint Agreement for Archive Services

Recommendation(s)

1. That the final changes to the Joint Agreement for Archive Services at Appendix Two be approved.

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

Background

2. The Joint Agreement for Archive Services enables Staffordshire County Council and Stoke-on-Trent City Council to discharge their functions with regard to archives through the Staffordshire and Stoke-on-Trent Archive Service. The Joint Archives Committee exercises delegated powers in respect of archive functions in the County and the City within an annual budget approved annually by both authorities. The Agreement prescribes those functions and lays down the standing orders and financial procedures to which the Joint Committee is subject.

3. The current Joint Agreement was re-drafted in 2010 and operates under a nine year rolling term, maintained every three years by an automatic extension for a further three years, unless either authority has served notice to terminate the agreement. There is provision for termination by either authority at three years' notice or by mutual agreement at any time.

Amendments to Joint Agreement

4. At the last meeting of the Joint Archives Committee members agreed to remove the apportionment of revenue expenditure based on the Registrar General's most recently published population estimates. The Committee agreed to introduce a new funding arrangement based on each Authority's budgetary requirements for the operation of their part of the service. This will enable both authorities to meet their commitments as budgets reduce.

5. The Joint Agreement has also been updated to replace Lichfield Record Office with Lichfield History Access Point which opened on 17 December 2018.

6. Other amendments to the Joint Agreement have been made to reflect changes in job titles, staffing, services and items included within the budget as approved at the last Joint Committee.

Next steps

7. Subject to final approval of the Joint Archive Committee the agreement should be passed to the legal services of both authorities for execution.

Appendix 1

Equalities implications:

No significant implications.

Legal implications:

The County Council and City Council legal representatives have both checked the amendments to the Joint Agreement.

Resource and Value for money implications:

The proposed changes have been done in consultation with the financial officers and will enable appropriate budgets to be set for the two authorities.

Risk implications:

No significant implications.

Climate Change implications:

No significant implications.

Health Impact Assessment screening:

No significant implications.

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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Appendix Two: Final Joint Agreement on Archive Services 2019	
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AN AGREEMENT made [] 2019 BETWEEN STAFFORDSHIRE COUNTY COUNCIL (“The County Council”) and STOKE-ON-TRENT CITY COUNCIL (“the City Council”) together known as the “Parties”

1. **INTERPRETATION**

1.1 Expressions in the left hand column of the interpretation table below shall be construed in accordance with the right hand column.

Interpretation Table	
Parties	Staffordshire County Council and Stoke-on-Trent City Council
Joint Committee	The Staffordshire and Stoke-on-Trent Joint Archives Committee
Joint Service	Staffordshire and Stoke-on-Trent Archive Service (for the administering areas of Staffordshire and Stoke-on-Trent)
Initial Agreement	the agreement made between the Parties and dated 28 March 1997 for the provision of the joint archive service during the period 1 April 1997 to 31 March 2000
Archive Service	the provision of archive services for the purposes of the Functions pursuant to this Agreement
Commencement Date	[1 April] 2019
Functions	the functions of the Joint Committee as set out in paragraph 3.2
Role	the role of the Joint Service as set out in Appendix 1 to this Agreement
Standing Orders	the standing orders of the Joint Committee set out in Appendix 2 to this Agreement
Collecting Policy	the policy determined from time to time for acquisitions to the archive collections of the Joint Service
Revenue Budget	the revenue budget of the Joint Committee for the Archive Service in any year comprising the aggregate of the Core Budget and Public Service Points Budget
Capital Budgets	the capital budgets of the County Council and of the City Council for the Archive Service in any year
Budgets	the Revenue Budget and the Capital Budgets in any year
Core Budget	that part of the Revenue Budget (including Overheads) relating to expenditure on Core Services
Core Services	the professional management of the Archive Service and the preservation and conservation of the archive collections of the Joint Service

Overheads	the employee costs (including on costs) of the posts primarily engaged from time to time in providing the Core Services and the costs of training, supplies, microfilming, document repair, publications, acquisitions
Public Service Points Budget	that part of the Revenue Budget in any year relating to expenditure on Public Services
Non-Agreement Items	archive services or other items relating to archive services provided or undertaken by either Party on which the expenditure incurred shall not be included in the Budgets
Non-Agreement Expenditure	expenditure incurred by either Party on the provision of Non-agreement Items
Public Service Points	the public service points specified in paragraph 4.3 for which the Joint Committee are responsible
Public Services	the delivery by the Joint Committee of archive services direct to the public at the Public Service Points and by the promotion of the Archive Service through Outreach Activities
Sites	the property (excluding the William Salt Library, Stafford) from time to time held for the purposes of the Archive Service
Outreach Activities	as defined from time to time by the Joint Committee in the Joint Service Access, Audience Development and Learning Policy
William Salt Library	the William Salt Library, Stafford administered by the County Council for the provision of services including archives by agreement with the trustees of the William Salt Library Trust.

- 1.2 Except where the contrary intention appears, references in this Agreement to the singular shall include the plural and vice versa.
- 1.3 References to sections are to the sections 1 – 15 of this Agreement and references to paragraphs are to paragraphs within those sections.
- 1.4 References to “year” and “years” are to the financial year or years of the Parties commencing on 1 April in any year and finishing on 31 March in the following year. The last year shall end on the date upon which this Agreement terminates.
- 1.5 This Agreement shall have effect from the Commencement Date and shall continue in force in accordance with the provisions of section 9.

2. **THE JOINT COMMITTEE**

2.1 The Parties, in exercise of their powers under Section 101 and 102 of the Local Government Act 1972, Section 13 (5A) of the Local Government and Housing Act 1989 and Sections 16 and 20 of the Local Government Act 2000 and all other powers enabling them in that behalf, hereby establish and participate in a Joint Committee to discharge their Functions with regard to Archive Services to be known as the Staffordshire and Stoke-on-Trent Joint Archives Committee.

2.2 The Joint Committee shall be constituted and conduct its business in accordance with the Standing Orders.

2.3 The Joint Committee shall comprise the following membership:

- (a) The County Council will appoint two members being County Councillors, who are members of the County Council's Executive as voting members of the Joint Committee.
- (b) The City Council will appoint one member being a City Councillor who is, (from the date on which the City council began to operate executive arrangements under the Local Government Act 2000) a member of the City Council's Executive as a voting member of the Joint Committee.
- (c) The County Council may appoint two substitutes and the City Council may appoint one substitute respectively for the voting members or member appointed under paragraph (a) or paragraph (b) one (or both in respect of the County Council) may attend as a voting member when (as the case may be) one or both of the voting members appointed under paragraph (a) or (b) is unable to attend. Each such substitute must be a County or City Councillor (as the case may be) who is himself or herself eligible to be a voting member of the Joint Committee. Such substitute(s), when not acting as substitutes, may also attend meetings of the Joint Committee in an observer capacity and may speak but not vote on any item of business.

- (d) The County Council and the City Council may appoint an elective member not being part of its executive to attend meetings of the Joint Committee in an observer capacity who may speak but not vote on any item of business.

3. **FUNCTIONS OF THE JOINT COMMITTEE**

3.1 The Parties empower the Joint Committee, subject to the Budgets approved in accordance with Section 8, to exercise the Role and discharge the Functions, on their behalf, for the geographical County area of Staffordshire in accordance with the provisions of the Local Government Acts 1972 and 1992, the Local Government (Records) Act 1962, the Public Records Acts 1958 and 1967, the Manorial Document Rules 1959, the Tithe Rules 1960, the Parochial Registers and Records Measures 1978 as amended by the Church of England (Miscellaneous Provisions) Measure 1992 and the provisions of the Standard For Record Repositories 2004.

3.2 The Functions of the Joint Committee shall be as follows:

- (a) to administer the Staffordshire Record Office, the Lichfield History Access Point, Burton-upon-Trent Family and Local History Centre) and the Stoke-on-Trent City Archives.
- (b) to make recommendations to the Parties on revenue and capital estimates for the Joint Committee;
- (c) to determine policies for and the standards of the Joint Service in accordance with the appropriate national and international standards for archives and any revision thereof;
- (d) to monitor the performance of the Joint Service by means of an annual report to the Parties and by any other reports as may be required or requested by the respective scrutiny processes of either the County Council or the City Council;
- (e) to determine the Collecting Policy and to receive reports about collecting;
- (f) to acquire other documents by loan, gift or purchase within the Collecting Policy;

- (g) to promote use of primary source material and to facilitate joint development and make the best use of resources through co-ordinated activity;
- (h) to promote and develop such specialised technical and professional services as may be necessary in the cost effective provision of the Archive Service (including, without limitation, conservation, micro-filming, information technology and publications);
- (i) to promote the Archive Service through the Public Services;
- (j) subject to paragraph 5.1, to employ in the Joint Service such staff on such service conditions as the Joint Committee may determine as will facilitate the most efficient and effective delivery of the Archive Service;
- (k) to undertake any related activities which the Joint Committee deem to be of benefit to archives in the administrative areas of Staffordshire and Stoke-on-Trent.

3.3 The Parties empower the Joint Committee to arrange the discharge of the Functions or any of them by any Ad Hoc Sub-Committee or officer of the Parties and Subsection 2 of Section 101 of the Local Government Act 1972 shall apply in relation to the Functions as it applies in relation to the functions of the Parties.

4. **OPERATION OF THE ARCHIVE SERVICE**

4.1 All archive services and items relating to the provision of archive services detailed in Appendix 3, which were in the past provided or undertaken by either Party outside the scope of the Initial Agreement, shall form an integral part of the Archive Service either in relation to the Core Services or the Public Services as the case may be.

4.2 Unless at any time during this Agreement the Parties agree otherwise, the William Salt Library shall not form part of the Archive Service. Public access to the archive collections of the William Salt Library shall be through the readers' ticket system of the Joint Service.

4.3 The Public Service Points comprise:-

- a) the Staffordshire County Record Office;
- b) the Lichfield History Access Point;
- c) the Stoke-on-Trent City Archive Service;
- d) Burton on Trent Family and Local History Centre;

5. **STAFFING**

5.1 Without prejudice to paragraph 3.2(j), the functions of the Joint Committee shall be carried out by such staff as are employed by each of the Parties on service conditions to be determined by the relevant employing Party and in accordance with the following provisions:

- a) any new Head of Archive Services will be appointed by the Joint Committee on behalf of the County Council.
- b) the Head of Archive Services and the City Council's Strategic Manager – Museums, Archives and Culture (or equivalent) will be automatically invited to participate in the interview process for the posts of the City Archivist employed by the City Council
- c) the Strategic Manager – Museums, Archives and Culture (or equivalent) will be the line manager for the City Archivist. The City Archivist will also have a professional accountability to the Head of Archive Services for the performance and operation of the professional aspects of the Joint Service in the City of Stoke-on-Trent.

5.2 In the event of this Agreement being terminated under section 9, then upon such termination the employment of any staff then employed by the Joint Committee under paragraph 3.2(j) shall transfer under TUPE (if applicable) or, if TUPE does not apply, shall transfer on the same service conditions (with any necessary changes) to whichever Party the Parties may agree.

5.3 Support service for the Joint Committee shall include the provision of financial, legal, and administrative services and such support services to the Joint Committee shall be provided by the County Council during the period of this Agreement. Support services for the Archive Service, including the provision of financial and legal services, shall be provided by the Parties. Property services will be provided by the County Council and the City Council depending on where each Site is located. Support service costs and property services costs shall be funded by the respective parties but shall be Non-Agreement Expenditure.

5.4 Specific delegated powers for officers are set out in Appendix 4.

6. **SITES**

6.1 Subject to paragraph 6.2, the Sites held by each of the Parties in accordance with the details in Appendix 5 shall continue to be held by that Party but shall be made available and maintained for the use of the Joint Committee during this Agreement. Any related contractual obligations shall be discharged by the Joint Committee and any related revenue costs shared between the Parties in accordance with section 8.

6.2 The Parties may agree to increase or reduce the number of Sites or to increase or reduce the area or capacity of any of the Sites in accordance with the provisions of this Agreement.

7. **CONTRACTS**

7.1 Every contract for the execution of work or the supply of goods or services to the Archive Service and procedures relating thereto shall comply in all respects with the financial regulations and contract standing orders of whichever Party enters into the contract.

7.2 Any conditions or liabilities under any external funding contract made prior to the Commencement Date or subsequently made during the term of this Agreement between an external funding provider (1) the Staffordshire and Stoke-on-Trent Joint Archives Committee (2) the County Council (3) and the City Council (4) relating to projects in respect of the Archive Service shall be discharged by the Joint Committee in accordance with this Agreement and, if arising after the termination of this Agreement, shall be apportioned and discharged by the County Council and the City Council in the proportions applicable to each of the Parties under paragraph 8.1 in the year of termination.

8. FINANCIAL

8.1 The Core Budget shall not be adjusted (either increased or decreased) by either Party in any year without the approval of the Joint Committee. The financial consequences of any adjustment of the Core Budget which is approved by the Joint Committee under this paragraph 8.1 shall be consolidated into the Revenue Budget in the year in which the adjustment takes effect and the cost or saving. (as the case may be).

8.2 In any year either Party may undertake unilaterally, without the agreement of the other Party, development of the archive services provided at any Public Service Point which is located at a Site held or to be held by that Party in the year in question provided that the cost of the proposed development is met fully by that Party in that year and that the development will not result in any ongoing revenue cost implications in any subsequent year during this Agreement.

8.3 In any year either Party may propose to make an adjustment to the funding of the Archive Services provided at any Public Service Point which is located at a Site held or to be held by that Party in the year in question.

8.4 Subject to paragraph 8.5, any proposed adjustment under paragraph 8.3 (whether involving an increase or a reduction in expenditure in the year in question), which would have ongoing revenue cost implications in any subsequent year, shall not be implemented without having been approved individually by both Parties before being considered by the Joint Committee. The financial consequences of any adjustment which is approved by both Parties and by the Joint Committee:-

(a) shall be borne solely by the Party making the adjustment in the year in which the adjustment is made and shall be consolidated into the Revenue Budget in subsequent years and the cost or saving. (as the case may be)

8.5 If in any year an adjustment proposed by either Party under paragraph 8.3 is not approved individually by both Parties and by the Joint Committee, the Party proposing to make the adjustment may proceed to make the adjustment in the year in question provided that, if it does make the adjustment, the financial consequences shall be borne solely by that Party and shall not be consolidated into the Revenue Budget in any subsequent year during this Agreement.

8.6 Subject to the preceding paragraphs of this Section 8, the proposed Budgets for each year of this Agreement shall be prepared by the County's Deputy Director of Finance and Resources in conjunction with the City Council's Director of Central Services. The Revenue Budget shall identify separately the Core Budget and Public Service Points Budget.

8.7 The proposed Budgets shall be considered by the Joint Committee at the earliest practicable date in the year preceding the year to which the Budgets relate.

8.8 Either before or after the Budgets have been approved by the Joint Committee, the Budgets will be presented to both the County Council and the City Council, which will both confirm, through a joint report of the County's Deputy Director of Finance and Resources and of the City Council's Director of Central Services to the Joint Committee before 31 March in any year, what level of funding will be available to the Joint Committee in the following year having regard to the proper application of the provisions of this Agreement. The Joint Committee will approve the Budgets accordingly.

8.9 The revenue costs of archive services and items relating to the provision of archive services under paragraph 4.1 shall be included in the Revenue Budget from the Commencement Date. A list of such Archive Services is provided at Appendix 3, the revenue costs relating shall change year on year.

- 8.10 The posts listed in Appendix 6 are the posts primarily engaged at the Commencement Date in providing the Core Services, the cost of which shall change each year.
- 8.11 Subject to the provisions of paragraph 4.2, all expenditure incurred by the County Council in administering, servicing and maintaining the William Salt Library and its archive collections and in the delivery of archive services to the public at the William Salt Library shall be Non-Agreement Expenditure.
- 8.12 The term ‘revenue costs’ shall mean the net revenue expenditure on the Joint Service in any year after deduction of fees and charges and other income, but excluding property services costs and support services costs (as referred to in paragraph 5.3) which are not controlled by the Joint Committee. Fees and charges shall be made in accordance with scales to be set by the Joint Committee for each year.
- 8.13 Any capital financing costs arising from capital developments or improvements to any Site undertaken from the Commencement Date shall be borne by the Party owning the Site in question. Unless otherwise agreed by the Parties, any purchase of archive collection material will be financed by the Archive Acquisition Reserve referred to in paragraph 8.16 below to the extent that the cost of purchase is not met from external funding sources. Similarly, any capital receipts will accrue to the Party owning the asset to which the capital receipt relates.
- 8.14 During this Agreement the Joint Service will operate under the respective financial regulations and rules of whichever of the Parties incurs any expenditure. The Budgets in each year will represent a cash limit for the Joint Service.
- 8.15 A scheme of management for the establishment of an Appropriation Reserve is set out at Appendix 7. The scheme provides a facility to carry forward into the next year any underspend of the Revenue Budget but requires firstly that the funding of any overspend of the Revenue Budget is met in any year by transfer from the appropriation reserve. If the Appropriation Reserve is insufficient to meet the overspend in any year, then the Joint Committee will consider any necessary adjustment in the Revenue Budget for the following year.

- 8.16 A scheme of management for an Archive Acquisition Reserve is set out in Appendix 8. This reserve may be increased by donations, or by transfer of funds from the Appropriation Reserve.
- 8.17 Any payment due either from the City Council to the County Council or from the County Council to the City Council in any year shall be made on 1 May and 1 November in two equal instalments based upon the approved Budgets. The invoice will be in official form and will meet Customs and Excise VAT requirements. Payment will be due within 28 days of receipt of the invoice. All sums payable by either Party to the other pursuant to this Agreement are exclusive of VAT. Each Party shall pay any VAT properly chargeable on any supply made under this Agreement.
- 8.18 The County's Deputy Director of Finance and Resources will be responsible for keeping records of income and expenditure relating to the Joint Service and will produce twice yearly monitoring reports to the Joint Committee. The City Council's Director of Central Services will provide any necessary financial information for this purpose.
- 8.19 The accounts of the Joint Committee will be included in the accounts of the Parties for audit purposes.

9. DURATION AND TERMINATION

- 9.1 This Agreement shall commence on the Commencement Date and shall continue in force for an initial period of three years thereby expiring on 31 March 2022 unless and until determined by notice under paragraph 9.3 or by mutual consent under paragraph 9.4.
- 9.2 Notwithstanding paragraph 9.1, this Agreement shall extend automatically as from 1 April 2022 for a further period of three years and thereafter shall extend automatically every three years on each third 1 April unless, prior to the expiration of each successive period of three years, either Party has served notice to terminate the Agreement under paragraph 9.3 or both Parties have agreed to its being terminated by mutual consent under paragraph 9.4.

9.3 Prior to 31 March 2022 or, as the case may be, prior to the expiration of each subsequent period of three years from that date, either Party may serve on the other Party not less than three years notice in writing to terminate the Agreement with effect from 31 March in the relevant year specified in the notice. Any notice served by either Party under this paragraph 9.3 may be withdrawn at any time prior to the expiration of the notice with the consent in writing of the other Party.

9.4 The Parties may agree in writing at any time during the currency of this Agreement to terminate the Agreement by mutual consent with effect on such date as they shall specify. The Parties may agree to terminate the Agreement by mutual consent under this paragraph 9.4 whether or not notice to terminate the Agreement has been served previously by either Party under paragraph 9.3

9.5 Following service of any notice under paragraph 9.3, or as part of any termination by mutual consent under paragraph 9.4, the Parties shall determine terms for the termination of this Agreement and more particularly in relation to the following:

- a) in accordance with paragraph 8.13 of this Agreement, the division of any capital receipts;
- b) on the basis that properties will be retained by the Party in whose geographic area they are situated, as to how any balances held will be divided;
- c) how obligations and liabilities of the Joint Committee ascertainable prior to the termination or subsequently arising shall be met by the Parties.

9.6 In the event of the Parties not having determined the terms for the termination of this Agreement three months before the termination is to take effect pursuant to this section 9 then the arbitration provisions of section 14 shall be invoked.

10. MISCELLANEOUS

Insurance

- 10.1 Any necessary compensation or other essential financial payment or legal obligation to the payment or fulfilment of which either of the Parties or any third party may become entitled as a result of or in connection with the discharge of any of the Functions shall as between the Joint Committee and the Councils be paid or fulfilled wholly by the Joint Committee and the Joint Committee shall accordingly ensure that adequate insurance cover is effected and maintained in respect of any such liability.

Civil Litigation

- 10.2 The institution and defence of necessary civil litigation by the Joint Committee arising from the exercise of the Functions shall be undertaken in a representative capacity by the County Council.

Criminal Proceedings

- 10.3 The conduct of any criminal proceedings in the Magistrates Court or the Crown Court brought by or against the Joint Committee arising out of the discharge of the Functions shall be undertaken in a representative capacity by the Party in whose area the circumstances giving rise to the proceedings occur.

11. VARIATION OF AGREEMENT

- 11.1 This Agreement may be varied at any time upon such terms as the Parties may agree.

12. NOTICES

- 12.1 Any notice to be served under this Agreement upon the County Council will be served at Staffordshire Legal Services, No. 2 Staffordshire Place, Tipping Street, Stafford ST16 2DH for the attention of the Director of Corporate Services and Solicitor to the Council. Any notice to be served under this Agreement upon the City Council will be served at the Civic Offices, Glebe Street, Hanley, Stoke-on-Trent for the attention of the Head of Legal Services.

13. INTERESTS OF MEMBERS IN CONTRACTS AND OTHER MATTERS

- 13.1 a) Every member and substitute member of the Joint Committee shall at all times comply with the principles specified in the law including those specified by the Secretary of State under Section 49 of the Local Government Act 2000 which are to govern their conduct.
- (b) Any member and substitute member of the Joint Committee who has an interest defined in the Members' Code of Conduct or his or her Council shall comply with the requirements of that Code as regards the disclosure of that interest and as regards withdrawing from participation in consequence of that interest.
- 13.2 The Secretary of the Joint Committee shall keep a record of particulars of any disclosures by members which shall be open during normal office hours for public inspection.

14. **ARBITRATION**

- 14.1 If at any time any dispute or difference shall arise between the Parties in respect of any matters arising out of this Agreement or the meaning or effect of this Agreement or anything herein contained or the rights or liabilities of any of the Parties, the same shall be referred to and settled by a single arbitrator to be appointed by the Parties but, if they cannot agree the appointment, to be nominated by The President of the Law Society for the time being.

15. **FORCE MAJEURE**

- 15.1 The Parties to this Agreement shall be released from their respective obligation under the Agreement if national emergency war prohibitive government regulations or any other cause (except strike action) beyond the control of the Parties or either or them renders the performance of this Agreement impossible.

THE ROLE OF THE JOINT SERVICE

The Role of the Joint Service is:

- a) to enable the County Council and the City Council to meet their obligations and discharge their Functions with regard to the Archive Service in accordance with the provisions of the Local Government Acts 1972 and 1992, the Local Government (Records) Act 1962, the Public Records Acts 1958 and 1967, the Manorial Documents Rules 1959, the Tithe Rules 1960 and the Parochial Registers and Records Measure 1978, as amended by the Church of England (Miscellaneous Provisions) Measure 1992;
- b) to locate, collect, preserve archive collections relating to the administrative areas of the County of Staffordshire and the City of Stoke-on-Trent.
- c) to make such collections available for consultation and research by local authorities, public and private bodies and members of the public.
- d) to promote and encourage the use of such collections by the public through a range of Outreach Activities

The Joint Service provided will be:-

- a) Public Services including (without limitation) the provision of public reading rooms/study areas to facilitate public consultation of original, microform and digitised documents, electronic access to the public to archive sources, reprographics and research services;

- b) the implementation of the Collecting Policy by acquiring archive collections by deposit, indefinite loan, gift or purchase;
- c) access to archives by the provision of cataloguing, indexing and archive information networks;
- d) specialist advice on archives to owners of documents including (without limitation) the County Council and the City Council, the Diocese of Lichfield, other local authorities in the County, private and public bodies/institutions and organisations, education establishments and members of the public;
- e) specialist storage facilities for archive collections or archival documents;
- f) specialist conservation/preservation services for archive collections;
- g) the management of, and storage and retrieval services for, the title deeds and related documents of the County Council;
- h) promotion of the Archive Service by Outreach Activities throughout the administrative areas of Staffordshire and Stoke-on-Trent and elsewhere;
- i) monitoring of the whereabouts of archives relating to the County of Staffordshire and the City of Stoke-on-Trent, which are held by third parties.

**STANDING ORDERS FOR THE
STAFFORDSHIRE AND STOKE-ON-TRENT JOINT ARCHIVES COMMITTEE**

1. Interpretation

- 1.1 The decision of the Chairman of the meeting as to the interpretation of any standing order or on any question of procedure and provided for by these standing orders shall be final. No debate may ensue thereon.

2. Meetings

- 2.1 The annual meeting of the Joint Committee in each year shall be held as soon as practicable after the annual meetings of the two Councils and not later than 30 June.
- 2.2 The Joint Committee shall between each annual meeting hold at least one ordinary meeting on such day and at such time and place as they determine provided that a meeting shall be held as soon as practicable after November of each year for the purpose of considering the Joint Committee's budget for the following year.
- 2.3 With the exception of the annual meeting and the budget meeting, the Clerk with the agreement of the Chairman and Vice Chairman may cancel any meeting of the Joint Committee if in his or her opinion insufficient business has arisen for consideration.
- 2.4 A special meeting of the Joint Committee shall be convened at any time by the Clerk upon the instructions of the Chairman and Vice Chairman.

3. Notice of Meetings

- 3.1 At least five clear days before a meeting of the Joint Committee:

- a) notice of the time and place of the intended meeting shall be published at the offices of both Councils;
- b) a summons to attend the meeting specifying business proposed to be transacted shall be sent by post to the last address given for that purpose by each member of the Joint Committee and to the Chief Executive of each Council.

3.2 Lack of service on a member of the Joint Committee of the summons referred to in section 3.1(b) above shall not affect the validity of a meeting of the Joint Committee.

3.3 Except in the case of business required by this standing order to be transacted at a meeting of the Joint Committee and other business to be brought before the meeting as a matter of urgency, of which the Chairman, Vice Chairman and the Clerk shall have prior notice and which the Chairman and Vice Chairman consider should be discussed at the meeting, no business shall be transacted at a meeting of the Joint Committee other than that specified in the summons relating thereto.

4. **Election of Chairman and Vice Chairman**

4.1 At its annual meeting the Joint Committee shall elect until the date fixed for the next following annual meeting a Chairman and Vice Chairman from amongst its voting members (on a rotating basis alternately between the two Councils) but so that the Chairman and Vice Chairman shall not be representatives of the same Council.

4.2 Each person proposed for any office shall be duly nominated and seconded by members attending the meeting before his or her name is submitted to the vote of the meeting. When there are more than two persons nominated for any appointment and of the votes given there is not an overall

majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote shall be taken and so on until a majority of votes is given in favour of one person.

4.3 On a vacancy arising in the office of the Chairman or Vice Chairman for whatever reason the Joint Committee shall as soon as possible elect another member to hold such office until the next following annual meeting but so that the Chairman and Vice Chairman shall not be representatives of the same Council.

5. **Membership of the Joint Committee**

5.1 Each voting elected member of the Joint Committee shall be a representative of the Council by whom he or she shall have been appointed and shall hold office until the next annual meeting of the Joint Committee following his or her appointment unless he or she ceases to be a representative of the Council appointing him or her or resigns his or her membership of the Joint Committee or his or her appointment is revoked by the Council appointing him or her.

5.2 Each Council may fill any casual vacancy during any year and shall advise the Clerk of the Joint Committee within 7 days of such appointment.

5.3 The Joint Committee may at any time appoint a representative of the Diocese of Lichfield and up to a maximum of three persons representative of users of the Archive Service, depositors and of any body based within the administrative areas of Staffordshire and Stoke-on-Trent with an educational interest in the Archive Service, none of whom shall be an elected member or employee of either Council, to attend meetings of the Joint Committee in an advisory capacity during the consideration of items on Part 1 of the agenda. Each such appointment shall be for such period not exceeding three years as the Joint Committee may determine and may be renewed

at the discretion of the Joint Committee. Any such appointed adviser shall be entitled to speak but not to vote.

6. Chairman of Meeting

6.1 At each meeting of the Joint Committee the Chairman, if present, shall preside.

6.2 If the Chairman is absent from a meeting of the Joint Committee the Vice Chairman if present, shall preside.

6.3 If both the Chairman and the Vice Chairman are absent from a meeting of the Joint Committee such member of the Joint Committee shall be selected by the members present and shall preside accordingly.

7. Quorum

7.1 No business shall be transacted at any meeting of the Joint Committee unless two voting members are present including one from each Council.

7.2 If during any meeting of the Joint Committee the Chairman, after counting the number of members present, declares that there is not a quorum for the meeting then the meeting shall stand adjourned to a date and time fixed by the Chairman or, in the absence of a date and time being fixed, to the next ordinary meeting of the Joint Committee to which the consideration of any business not transacted shall be referred.

8. **Order of Business**

8.1 At every meeting of the Joint Committee the order of business shall be to select a person to preside if the Chairman or Vice Chairman are absent and thereafter shall be in accordance with the order specified in the notice of the meeting except that such order may be varied either by the Chairman at his or her discretion or on a request agreed to by the Joint Committee.

9. **Minutes**

9.1 Minutes of the proceedings of a meeting of the Joint Committee shall be drawn up and entered into a book kept for the purpose and shall be signed at the next meeting of the Joint Committee by the person presiding thereat and any minute purporting to be so signed shall be received in evidence without further proof.

9.2 Notwithstanding anything in any enactment or rule of law to the contrary, the minutes of the proceedings of meetings of the Joint Committee may be recorded on loose leaves consecutively numbered, the minutes of any meeting being signed and each leaf comprising those minutes being initialled at the same or next following meeting of the Joint Committee by the person presiding thereat and any minute purporting to be so signed shall be received in evidence without further proof.

9.3 Until the contrary is proved a meeting of the Joint Committee, a minute of whose proceedings has been made and signed in accordance with this paragraph shall be deemed to have been duly convened and held and all members present at the meeting shall be deemed to have been duly qualified.

9.4 The Chairman shall move "That the minutes of the meeting of the Joint Committee held on ... be signed as a correct record". If the accuracy is not questioned the Chairman shall sign the minutes.

10. **Discussion Affecting Persons Serving or Under the Control of the Joint Committee**

10.1 If any question arises at a meeting of the Joint Committee as to the appointment, promotion, dismissal, salary, superannuation or conditions of service or as to the conduct of any officer serving or under the control of the Joint Committee, such question shall not be the subject of discussion until the Joint Committee has decided whether or not the power of exclusion of the public under Sections 100A to 100K of the Local Government Act 1971 shall be exercised.

11. **Voting**

11.1 The mode of voting at meetings of the Joint Committee shall be a show of hands.

12. **Interests of Members in Contracts and Other Matters**

12.1 (a) Every Member and substitute Member of the Joint Committee shall at all times comply with the principles specified in law, including those specified by the Secretary of State under Section 49 of the Local Government Act 2000, which are to govern their conduct.

(b) Any Member and substitute Member of the Joint Committee who has an interest defined in the Members' Code of Conduct or his or her Council shall comply with the requirements of that Code as regards the disclosure of that interest and as regards withdrawing from participation in consequence of that interest.

12.2 The Clerk of the Joint Committee shall keep a record of particulars of any disclosures by members which shall be open during normal office hours for public inspection.

13. Interests of Officers in Contracts

13.1 The Clerk shall keep a record of particulars of any notice given by an officer of the Joint Committee under Section 117 of the Local Government Act 1972 of a pecuniary interest in a contract which records shall be open during normal office hours for public inspection.

14. Expression of Dissent

14.1 No expression of dissent shall be entered in the minutes of the Joint Committee. Any one member may demand that named vote be taken.

15. Canvassing of and Recommendations by Members

15.1 Canvassing of members of the Joint Committee directly or indirectly for any appointment under the control of the Joint Committee shall disqualify the candidate concerned for the appointment. The effect of this order should appear in every advertisement inviting applications for appointment.

15.2 A member of the Joint Committee shall not solicit for any person any appointment under the control of the Joint Committee but this shall not preclude a member from giving a written testimonial of a candidate's ability, experience or character for submission to the Joint Committee with an application for appointment.

16. Relatives of Members or Officers

16.1 A candidate for any appointment under the control of the Joint Committee who knows that he/she is related to any member or officer of the Joint Committee shall when making application disclose that relationship to the officer to whom the application for appointment is required to be

submitted. A candidate who fails to disclose such relationship will be disqualified from the appointment and if appointed shall be liable to dismissal without notice. Every member or officer of the Joint Committee shall disclose to the Clerk any relationship known to exist between that officer and any person whom he/she knows is a candidate for a post under the control of the Joint Committee. The Clerk shall report to the Committee any such disclosures.

16.2 For the purposes of this standing order relative means husband or wife, parent or child, grandparent or grandchild, brother or sister, uncle or aunt, nephew or niece or if any of these relationships to the married partner of the candidate.

17. **Disturbances at Meetings**

17.1 If a member of the public interrupts the proceedings of any meeting the Chairman shall warn that person. If the interruption continues the Chairman shall order the person's removal from the meeting room.

17.2 In the case of general disturbance in any part of that meeting room open to the public the Chairman shall order that part to be cleared.

17.3 If a member of the Joint Committee in the opinion of the Chairman behaves improperly or offensively or deliberately obstructs business the Chairman shall warn that person. If the member continues to behave improperly the Chairman or any member may move that either the member leave the meeting or that the meeting is adjourned for a specified period.

18. **Variation and Revocation of Standing Orders**

18.1 Any addition, variation or revocation of these standing orders shall when proposed and seconded stand adjourned without discussion to the next ordinary meeting of the Joint Committee, provided

that this standing order shall not apply to any review of standing orders at the annual meeting of the Joint Committee. Any addition, variation or revocation shall be referred to each of the two Councils for their approval.

19. Suspension of Standing Orders

19.1 Any standing order may be suspended for all or part of the business of a meeting of the Joint Committee at which suspension is moved. Such a motion cannot be removed unless three members are present including one from each Council nor can such a motion be moved if the effect of suspending standing orders would be in conflict with the terms of any agreement entered into by the Councils.

20. Rescission of Previous Resolutions

20.1 No motion to rescind any resolution passed within the preceding six months nor any motion to the same effect as any motion negative within the preceding six months shall be in order unless the notice of such motion shall have been given and specified in the summons and the notice shall bear, in addition to the name of the member who proposed the motion, the name of three members. When any such motion has been disposed of by the Joint Committee it shall not be open to any member to propose a similar motion within a further period of six months.

**ARCHIVE SERVICES AND ITEMS TO BE INCLUDED IN THE
JOINT ARCHIVE COMMITTEE'S REVENUE BUDGET**

Archive Services and Items

Staffordshire County Council

Office Costs
Staffing and Training Costs
Annual Burton Office Staff Cost Reimbursement
Fees & Charges Income
General Sales Income
Miscellaneous Income (i.e. Donations)

Stoke-on-Trent City Council

Computer and office costs
Archive staffing costs
Training

DELEGATION OF POWERS TO OFFICERS

1. Subject to compliance with the Standing Orders and to any regulations and resolutions of or applicable to the Joint Committee, officers are hereby authorised to act on behalf of the Joint Committee as regards any of the Functions. The officers who are from time to time the holders of the posts specified below are authorised to act on behalf of the Joint Committee as regards the matters hereby delegated to them.
2. In the Functions a reference to any Act of Parliament shall be deemed to include a reference to any subsequent Act or Acts which may amend or replace the same and to any statutory regulations order or directions made thereafter.
3. The exercise of any delegated authority shall be in general accordance with established Joint Committee policy and approved Budgets.

ARCHIVIST TO THE JOINT COMMITTEE

4. The Head of Archive Service is authorised:-
 - (a) to represent the Joint Committee at relevant Committees, conferences and meetings of national, regional and local bodies in accordance with the interests of the Joint Committee.
 - (b) to act in consultation with the Chairman and Vice Chairman on behalf of the Joint Committee in cases of urgency, such action to be reported to the first appropriate meeting of the Joint Committee.

CLERK TO THE JOINT COMMITTEE

5. The Clerk to the Joint Committee is authorised:-
 - (a) to sign on behalf of the Joint Committee any document necessary to give effect to any resolution of the Joint Committee.
 - (b) to sign any document which is a necessary step in any legal procedure or proceedings.

TREASURER TO THE JOINT COMMITTEE

6. The Treasurer to the Joint Committee is authorised to produce the Budgets estimates and the accounts of the Joint Committee.

PROPERTY SERVICES OFFICERS TO THE JOINT COMMITTEE

7. The Property Services Officers to the Joint Committee are authorised to produce reports about the maintenance and repair requirements for the Sites.

SITES

County Council Held Sites

The Staffordshire County Record Office

Lichfield History Access Point

The Burton-upon-Trent Family and Local History Centre

Beaconside Out-Storage Premises

City Council Held Sites

City Central Library Archive Services

CORE BUDGET

Employees (incl. NI & Super)

Staffordshire County Council

Head of Archives Service

Archivist – Collections Management

Senior Archivist Collections Development

Senior Conservator

Conservator

Stoke City Council

City Archivist

Employee Costs

Training

Supplies and Services

Document repair

Publications

APPROPRIATION RESERVE MANAGEMENT SCHEME**1. Purpose of Reserve**

1.1 The purpose of the appropriation reserve is to hold accumulated surpluses of the Joint Committee which can be made available, subject to the approval of the Joint Committee to:-

- (a) Meet any deficits arising on the Revenue Budget
- (b) Set aside sums for future capital investment purposes
- (c) Finance any other specified use approved by the Joint Committee.

2. Operation of the Reserve

2.1 The appropriation reserve shall be under the control of the Joint Committee. The Joint Committee may give approval to the use of the reserve for the purposes of the Functions.

3. Investment of Reserve Balance

3.1 The Treasurer to the Joint Committee is authorised to invest balances from time to time either internally or externally in an approved investment as appropriate.

4. Contribution to the Reserve

- 4.1 Where the Archive Service underspends the Revenue Budget in any year the balance may be transferred to the Appropriation Reserve.

5. Payments to be met from the Reserve

- 5.1 No direct payments are to be made from the Archive Appropriations Reserve.

6. Management of the Scheme

- 6.1 The Treasurer to the Joint Committee is authorised to make the accounting entries necessary to achieve the purposes of the Archive Acquisitions Reserve in accordance with proper accounting practices.

7. Amendment to the Scheme

- 7.1 The Joint Committee may request the Parties to amend the scheme at any time. Any such amendment would have to be approved by both Parties.

ARCHIVE ACQUISITION RESERVE MANAGEMENT SCHEME

1. Purpose of Reserve

- 1.1 The purpose of the Archive Acquisitions Reserve is to provide a source of funds available to finance archive acquisitions.

2. Operation of the Reserve

- 2.1 The Archive Acquisitions Reserve shall be under the control of the Joint Committee. The Joint Committee may give approval to finance an acquisition from the reserve provided the proposed expenditure relates to the procurement of archive material. Approval to any proposal will allow the approved amount to be transferred from the reserve to the appropriate heading in the Revenue Budget.

3. Investment of Reserve Balance

- 3.1 The Treasurer to the Joint Committee is authorised to invest balances from time to time either internally or externally in an approved investment as appropriate.

4. Contributions to the Reserve

- 4.1 Contributions may be made to the Archive Acquisitions Reserve from time to time from the Revenue Budget subject to specific approval from the Joint Committee and subject to compliance with legislation.

4.2 Donations from other bodies/persons may be placed in the Archive Acquisitions Reserve upon the understanding that they are to be used for the purchase of archive material at some future date. The Joint Committee shall approve the treatment of all such donations.

5. Payments to be met from the Reserve

5.1 No direct payments are to be made from the Archive Acquisitions Reserve.

6. Management of the Scheme

6.1 The Treasurer to the Joint Committee is authorised to make the accounting entries necessary to achieve the purposes of the Archive Acquisitions Reserve in accordance with proper accounting practices.

7. Amendment to the Scheme

7.1 The Joint Committee may request the Parties to amend the scheme at any time. Any such amendment would have to be approved by both Parties.

IN WITNESS of which the Parties have caused their respective Corporate and
Common Seals to be affixed to this Agreement as a Deed the day and year first before
written:-

THE CORPORATE SEAL of the
COUNCIL OF THE CITY OF STOKE-ON-TRENT
was hereunto affixed in the presence of:-

Authorised Signatory

Authorised Signatory

THE COMMON SEAL of the
STAFFORDSHIRE COUNTY COUNCIL
was hereunto affixed in the presence of:-

Authorised Signatory

Authorised Signatory

Members Interest
N/A

Staffordshire and Stoke on Trent Joint Archive Committee 7 February 2019

Staffordshire and Stoke on Trent Archive Service: Volunteers

Recommendation(s)

- 1a) That the Joint Archive Committee approves the revision to the Digital Preservation Policy.
- b) The Joint Committee approves development of a business case to identify corporate funding to procure a digital preservation system.
- c) The Joint Committee supports the Archive Service joining the Dorset led local authority digital preservation consortium.

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

Background

2. Staffordshire and Stoke on Trent Archive Service (SSoTAS) developed its first Digital Preservation Policy in 2007. The Archive Service is committed to preserving digital archives as part of its role as a Place of Deposit and an accredited Archive Service. To maintain its Archive Service Accreditation, the service must demonstrate its ability to preserve digital records.

3. The last review of the policy was on 2013 in preparation for Archive Service Accreditation assessment. The report from the assessment noted:
Born- digital holdings are very small; they are held on a separate server. Good relations exist with Council officers and with the records management and information governance teams, but the transfer of born-digital content from councils to archives remains under-developed.

This policy review sets new aims to address this feedback and ensure digital preservation work develops within the service.

Regional digital preservation work

4. In June 2016 a new regional archive network, Archives West Midlands (AWM), was launched as a charitable organisation. Staffordshire and Stoke on Trent Archive Service is one of sixteen members which includes other local authority archives in the region, three universities, a cathedral and a charitable archive. The Commissioner for Culture, Communities and Rural chairs the board of trustees and the Head of Archives and Heritage is also a trustee.

5. AWM has delivered two regional projects to support its members to develop digital preservation in their own service and develop a mutually supportive network. AWM received £1,710 of funding from The National Archives in 2016/2017 to establish the level of digital preservation readiness amongst its members. This confirmed the need for:

- Practical training, templates for policies, and guidance.
- Investment to increase capacity.
- Testing digital preservation systems and investing in a platform to provide secure public access to digital records.

6. As a result of a second application for funding AWM received over £7,000 from The National Archives which it match-funded from its own budget. This project started in 2018 and seconded two archivists from Birmingham and Worcestershire Archive Service to develop policy templates and guidance on accessioning digital archives. One of the templates was for a digital preservation policy and this has been adopted in the 2019 review of the Archive Service policy (see Appendix 2).

7. The 2018 review of the Archive Service Accreditation standard includes more stretching requirements around preservation of digital archives. There is a requirement for services to self-assess against the National Stewardship Digital Alliance (NDSA) levels of digital preservation¹. AWM has pledged to support its members to achieve level one of this standard.

Staffordshire and Stoke on Trent Archive Service Policy and work to date

8. Self-assessment of SSoTAS against the NDSA levels has been completed using a traffic light system in each section with cells colour coded:

- Red = Fail
- Amber = Incomplete
- Green = Pass

The full table is shown at Appendix 3.

9. SSoTAS is not compliant with level one of the NDSA Levels of Digital Preservation. Out of nine elements the service is fully compliant with four, partially compliant with three and not compliant with one. Key actions have been identified to enable the service to achieve level one:

- An immediate full audit of all media and digital holdings across the whole service would enable full compliance with storage and geographic location.
- The Service can address some issues in partial and non-compliances through the review of its terms of deposit and staff training in use of tools to generate checksums. This would enable the collection of fixity information.
- The opportunity to influence the creation of digital files is more difficult. This depends on the service becoming more proactive in taking digital archives especially from its parent authorities. The service is currently looking at taking SCC minutes in digital format which will be an opportunity to demonstrate the service is ready and able to cope with digital archives.

¹ National Digital Stewardship Alliance Levels of Digital Preservation <http://www.digitalpreservation.gov:8081/ndsactivities/levels.html>

- The service made good progress from 2008-2011 but this has stalled with role changes within the service. This needs to be addressed or there is a risk that the service will be unable to take significant deposits of digital archives (including both councils) and it will not comply with Archive Service Accreditation.
- The Service has struggled to maintain access to its secure server space as each time an upgrade takes place across the network staff access has to be re-established. Similarly public access is lost each time changes are made to the public computer network. A separate digital preservation system would enable the service to maintain access to digital collections.

10. SoSSAS revised Digital Preservation Policy adopts the principles and statements of the Archive West Midlands Policy. It includes commitments to:

- Develop an action plan for the Service to meet level one of the National Digital Stewardship Alliance Levels of Digital Preservation.
- Continue the region-wide investigation of both proprietary and open-source digital preservation systems. This will allow an assessment to establish which system suits the needs of the service in practical terms and is financially viable for the long-term

11. The revised Policy identifies roles and responsibilities across the service to take work forward. It cross-references other relevant policies within the Service. The Policy also commits to proactively collecting digital archives from major depositors. Priority will be given to the two parent authorities and establishing key digital records for transfer such as council minutes.

Digital Preservation Systems

12. The regional AWM work has tested open source and commercial digital preservation systems (Archivematica and Preservica). Both provide the ability to process and store digital archives securely. They also enable the automation of some processes. To date SSoTAS has managed records manually and repeated work to restore access to its digital storage. This is unsustainable as staffing resources reduce and it risks loss of access to digital archives.

13. Consultation with Staffordshire ICT has helped to establish a preference for a commercial out of the box solution (Preservica) rather than open source. This is because ICT staffing resource is not available to customise a solution.

14. An opportunity has arisen to join a local authority consortium to acquire Preservica. The consortium is led by Dorset Archives and includes Dorset, West Sussex & Wiltshire & Swindon. Three more services, Kent, Berkshire and Oxfordshire are due to join from April. The costs of the system of £4,769 per annum including 1TB of storage. As more members join the consortium the price reduces. SSoTAS would need to indicate its ability to join in February 2019. The cost could be shared between both authorities.

15. As part of an options appraisal for the Staffordshire History Centre and assessment of archive storage has been carried out across the service. This has also looked at the opportunities around digital storage and proactive collection of digital archives. A comparison of physical and digital storage for the Joint Archives Committee Minutes is given below.

Collection	Storage	Cost
JAC physical minutes 1997-2014	0.003m ³	£2.24 p/a cost including retrieval
JAC digital minutes 1999-2014	39.1MB=0.0000391TB	39.1MB cost £0.18 (based on Preservica)

These figures have been checked by Staffordshire ICT and finance.

Conclusion

16. It is recommended that the revised Digital Preservation Policy is approved by the Joint Archives committee. The Service should also develop an action plan to ensure it can meet the NDSA levels of digital preservation. This will assist the Service when it is reviewed under Archive Service Accreditation.

17. It is recommended a business case is developed in both authorities to seek corporate funding to enable the procurement of a digital preservation solution. This will enable the service to automate processes for accessioning digital archives and provide secure storage as well as public access.

18. Roles and responsibilities identified in the policy should be supported with internal and external training opportunities. The Service should continue to work with Archives West Midlands to harness the benefits of regional collaboration.

Appendix 1

Equalities implications:

Not applicable.

Legal implications:

Digital records need to be securely stored and preserved to ensure they remain authentic and trustworthy and provide evidence of decision making.

Resource and Value for money implications:

To progress digital preservation work there is a requirement for additional resources. There is also an opportunity to provide value for money around storage by proactively collecting digital archives.

Risk implications:

There is a risk of loss of digital archives as current storage does not provide reliable access. There are also risks that that the Archive Service is not able to meet Archive Service Accreditation when it is next reviewed and unable to fulfil its core function to both authorities.

Climate Change implications:

Not applicable.

Health Impact Assessment screening:

Not applicable.

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

Appendix 2: Digital Preservation Policy 2019

Appendix 3: Staffordshire and Stoke on Trent Archive Service NDSA Levels

**STAFFORDSHIRE
ARCHIVES & HERITAGE**

DIGITAL PRESERVATION POLICY

February 2019

1. INTRODUCTION

1.1 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 County Museum is an Accredited Museum funded by Staffordshire County Council and works in partnership with museums across the region to provide museum development support. The William Salt Library is a charitable library managed by the Archive Service on behalf of the Trustees.

1.2 The service operates two record offices, the William Salt Library, and three collection outstores. A significant proportion of the County Museum's collection is on long term loan and display at Shugborough Estate. The Archive Service provides services for Staffordshire County Council and Stoke on Trent City Council in relation to its legal documents and archives.

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

1.4 Staffordshire Archives and Heritage is a subscribed member of Archives West Midlands (AWM). AWM is a strategic partnership of and for archive services in the West Midlands region, which seeks to maximise the benefits of working together and to realise funding opportunities.

1.5 AWM is committed to seeking ways to develop a regional solution for digital preservation. It recognises that by working together its member services are in a stronger position to make progress. By seeking funding opportunities and pooling existing knowledge and resources, Archives West Midlands seeks to take significant steps towards helping to secure the digital heritage of the West Midlands. By working collaboratively as a region,

1.6 AWM aims to:

- Share knowledge and skills amongst services for the benefit of all members.
- Deliver greater efficiencies and savings by working together so member services can continue to meet their objectives, even with reduced resources.
- Maximise the expertise of staff in the region to ensure services get the best return on investment.
- Save time and resources by sharing information and creating joint standards, guidelines and templates to use internally and to disseminate to depositors.
- Work together to increase chances of attracting external funding and sponsorship.

As part of its commitment to advancing digital preservation activities in the West Midlands, AWM successfully obtained funding from The National Archives' Sustainability Fund to enable the preparation of this Digital Preservation Policy. The funding received also enabled the preparation of an Archives West Midlands' report on Accessioning Born-digital material.

As a member of Archives West Midlands, Staffordshire Archives and Heritage (SAH) has adopted this jointly prepared policy.

2. PRINCIPLE STATEMENT

- 2.1 We 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.
- 2.2 Our commitment to secure our documentary heritage remains the same regardless of the format in which records are received. The purpose of this policy is to state and communicate the principles that guide SAH's activities to preserve digital information resources.
- 2.3 Procedures and guidance will be developed in the future to address specific aspects around the implementation of this policy.
- 2.4 Digital materials pose extra challenges to repositories in terms of maintaining long-term access. Unlike paper-based records, digital material has only a short timeframe in which action can be taken to secure its accessibility. The volume, complexity and importance of data that is being produced digitally is growing on a huge scale and it is therefore imperative to act now to establish procedures for effectively dealing with digital material.
- 2.5 Although digital technology provides considerable opportunity for rapid and efficient access to information, there is a very real threat that digital materials are created in such a way that even short-term viability cannot be assured, therefore there is much less prospect of access by future generations. Threats of technological obsolescence and rapid physical deterioration of digital material means that there is a need for a very different approach to be taken in its management – one which is proactive, planned and reviewed at regular intervals.
- 2.6 There are a number of pressing reasons for action to be taken:
 - Digital material will quickly become inaccessible. Loss of data will need to be justified to depositors and to other stakeholders with an interest in or need for access to the material.

- SAH has statutory obligations to provide access to Public Records. These obligations will remain the same regardless of the format Public Records are received in.
- If access to digital surrogates cannot be maintained beyond the short-term then it may be difficult to justify the initial, often substantial, investment in creating digital resources.
- Retrospective preservation of digital material can be prohibitively costly or, in a worst case scenario, impossible due to media deterioration. It is widely acknowledged that the most cost-effective means of ensuring continued access is to consider preservation implications as early as possible, preferably at the creation stage.
- Digital material has value. This may be in terms of the value of reproducing the material, or in terms of the value of its content for informational, democratic, identification, well-being and evidential purposes, especially where legal and regulatory compliance is implied.

3. SCOPE OF POLICY

3.1 This policy applies to all digital collection material *held for the purpose of long term preservation* by SAH. It also applies to any preservation metadata and persistent identifiers associated with such digital collections.

The information resources in digital form covered by this policy can be categorised as follows:

- Born digital resources, which have been created and managed electronically
- Made digital resources, which were originally created in non-digital form and have subsequently been converted to digital form for business, preservation or access purposes

3.2 To ensure that records are submitted in a suitable condition for acceptance into the archive, the following principles apply to the digital resources that will be collected and preserved under the terms of this policy:

- Appraisal and selection procedures for digital material must comply with SAH Collections Development Policy and Strategy.
- Digital material must be presented in file formats that are accepted and can be appropriately managed by the service. Preferred formats as advised by Staffordshire ICT include: Microsoft office, TIFF for image files, and PDF/A. Our approach is to update a list of acceptable formats for long term preservation of digital archives
- Material offered in non-preferred formats will be assessed on a case-by-case basis by archive staff and advice will be given where any deposits cannot be accepted.
- Minimum levels of descriptive and technical metadata must be supplied at the point of deposit as detailed in our digital records deposit form to ensure the efficient and appropriate long-term preservation of the material

4. POTENTIAL SOURCES OF DIGITAL ARCHIVES

4.1 The main potential source of digital material is that of the two parent authorities: Staffordshire County Council and Stoke on Trent City Council. Staffordshire County Council already has done some work to introduce an electronic document and records management system (EDRMS) lead by the Information Governance section. The EDRMS has been rolled out to a number of services and is a standard corporate system. The Archive Service will continue to maintain links with Information Governance to ensure that digital records held in this system are reviewed and appraised for permanent retention in the same way that it does with paper records.

4.2 The County Council routinely publishes information on its website (Staffordshire Web), Intranet and Extranet. The Archive Service participated in a Web Archiving Pilot in 2012. This enabled the Service to work with the National Archives to assess preservation techniques. It also revealed that the cost of continuing web archiving for Staffordshire would be prohibitive. Our preferred approach for web archives is to nominate sites for preservation by the British Library and continue to monitor the Internet Archive and National Archives UK Web Archive to ensure the local authority sites are captured.

4.3 Other sources of digital archives include deposits from external organisations such as:

- other local authorities
- the Diocese
- the Coroner
- Magistrate Courts
- Parish Councils
- Schools
- Businesses
- Local organisations and individuals.

These organisations will be creating documents in many different formats and different versions of proprietary software. The Archive Service will discuss the position regarding digital archives with the major depositors.

5. PRESERVATION OBJECTIVES

SAH is committed to preserving the archival version: the fullest, highest-quality available version of a digital resource, whenever possible; and the descriptive, structural, and administrative metadata associated with it. To enable the service to achieve this objective, SAH:

- Will seek to preserve the original bytestream of digital objects
- Will actively monitor collections for corruption and unauthorised changes

- Will continue to investigate and test the suitability of both open source and widely implemented proprietary software with excellent export formats, in order to procure the digital preservation system best suited to the service.
- Will continue to document, monitor and refresh its technical processes over time
- Will create and manage its digital collections in accordance with standards which are commonly adopted within the heritage sector and digital preservation community
- May undertake preservation activities, such as migration from one file format to another file format, to ensure that digital collections are accessible in current computing environments
- Will ensure that any preservation activities performed on digital collections are tested, evidenced-based, and recorded
- Will ensure that staff are provided with appropriate training around digital preservation activities to ensure they can fulfil the requirements of their job roles
- Will conduct regular risk assessments, auditing and feedback gathering to ensure any processes and systems adopted continue to be the most appropriate for the service
- Will seek to ensure management of its digital collections adheres to the same legislation that applies to all collections under its care, including:
 - Freedom of Information Act
 - Data Protection Act
 - Copyright Act.
- Will seek sufficient resources and support to ensure that its digital preservation activities are viable and sustainable for the long-term.

6. CONTEXT

This policy is designed to be read and to operate in conjunction with the following existing policies and documentation

- Collections Development Policy (Archives)
- Collections Development Policy (Museum)
- Collections Information Policy
- Terms of Deposit
- Preservation and Conservation Strategy
- Emergency Plan

7. ROLES AND RESPONSIBILITIES

7.1 Responsibility for the preservation of digital material lies primarily SAH staff, who develop and manage the collections, have responsibility for service policies

and are the primary point of contact for the creators and users of digital materials.

7.2 The implementation of this digital preservation policy will require working across teams within Staffordshire County Council (SCC) and Stoke on Trent City Council (SoTCC) and, on occasion, external partners. The following can therefore be considered stakeholders in this policy:

- SCC and SoTCC as record creators and all other contributing depositors, some of whom have statutory obligations. Record creators will be responsible for ensuring that digital resources are created and managed in accordance with this and other associated policies.
- The records creators and Collections Management and Development teams who are responsible for the creation and management of metadata associated with digital records.
- The Collections Management and Development teams who ensure that archival material is preserved and made available.
- The Archive and Heritage Management Team who must demonstrate that the organisation is fit for purpose in every respect, including the managing and preserving of its digital collections, archival or otherwise.
- SCC and SoTCC who require authentic and accurate information to be preserved and made available for open and democratic decision-making.
- Record users, who rely on correct and authentic information being kept and made available, and whose needs help determine what is important for preservation.
- Staff in associated departments within SCC and SoTCC with whom the service must collaborate to ensure the efficient implementation of this policy, including IT departments, Information Governance Unit, Records Management teams
- The National Archives who regulate our statutory duties under the Public Records Act.
- Other potential users.

7.3 Implementation of the policy:

- The Head of Archives and Heritage is responsible for the implementation and communication of this digital preservation policy, and for updating the strategy for implementation as required.
- The Archives Collections Management and Development team is responsible for overseeing the day-to-day implementation of this digital preservation policy.

8. IMPLEMENTATION AND STRATEGY

8.1 SAH may implement different preservation strategies over time, and for

different types of digital resource. These strategies will be selected according to the requirements of particular resources, current best practice, and an assessment of the resources required for implementation.

8.2 In order to make progress to achieve the minimum required NDSA Level One standard, SAH will continue to work with Archives West Midlands to investigate a regional approach to digital preservation activities. The next steps in implementing this policy are:

- To perform an audit of all collections, which will identify all digital material currently held by the service.
- To maintain the current Digital Archive Repository and update to ensure it records all digital content held by the service. The repository sits on the main County Council network and is regularly backed up with backup copies being rotated to ensure offsite storage. Information about file formats and software used, along with where and how data is stored, will help the service to assess risk. Assessing risk can help to highlight any specific threats to the continuity of digital resources.
- Develop an action plan for the Service to meet level one of the National Digital Stewardship Alliance Levels of Digital Preservation. This is a requirement for the Archives Accreditation Standard. An initial assessment has been completed for SAH at Appendix A.
- To continue the region-wide investigation of both proprietary and open-source digital preservation systems. This will allow an assessment to establish which system suits the needs of the service in practical terms and is financially viable for the long-term
- To adopt a continuous process of risk assessment with regards to our digital collections, to ensure SAH is offering a proactive approach towards securing our digital heritage.
- To consult with major depositors of archives to establish what digital records they may have (or are creating) that should be permanently preserved.

9. MAKING DIGITAL ARCHIVES ACCESSIBLE

9.1 Access to digital archives should be controlled to ensure the integrity of the original digital record. It is essential that levels of access are set up to ensure the security of the material. This will work as follows:

- Access to the Digital Archive Repository will be restricted to named staff within SAH with permissions to add material but not to remove.
- Public access will also be set up for use within the reading rooms again by allowing read only access to certain permitted folders where the records are open for consultation.
- Plans will be made for online access when a solution has been procured.

9.2 Accessibility depends on the technical capability of the current systems and this will be closely monitored as software and hardware develops.

10. EMERGENCY RECOVERY

10.1 SAH already maintains an emergency plan for the traditional archival holdings held at its storage locations within the county. This plan includes the requirements for any digital records transferred to the Service.

10.2 Staffordshire ICT already has a backup procedure in place for the Storage Area Network where digital archives are currently held as follows:

- The servers are in a secure building.
- Two backup copies are taken onto Digital Linear Tape.
- One copy is stored onsite in the event of immediate need for recovery following a technical problem.
- A second back up copy is stored off site in a fire safe.

11. REVIEW DATE

This Policy will be reviewed at least every two years, or as required to take account of changing circumstances.

Appendix 3 Staffordshire and Stoke on Trent Archive Service NDSA Levels

PASS		INCOMPLETE		FAIL	
	Level 1 - Protect your data	Level 2 Know your data	Level 3 Monitor your data	Level 4 Repair your data	
Storage and Geographic Location	Two complete copies that are not co-located.	At least three complete copies.	At least one copy in a geographic location with a different disaster threat.	At least three copies in geographic locations with different disaster threats.	
		At least one copy in a different geographic location.			
	For data on heterogenous media (optical discs, hard drives etc.) get the content off the medium and into your storage system.	Document your storage system(s) and storage media and what you need to use them.	Obsolescence monitoring process for your storage system(s) and media.	Have a comprehensive plan in place that will keep files and metadata on currently accessible media or systems.	
File Fixity and Data Integrity	Check the fixity on ingest if it has been provided with the content.	Check fixity on all ingests.	Check fixity of content at fixed intervals.	Check fixity of all content in response to specific events or activities.	
		Use write blockers when working with original media.	Maintain logs of fixity info; supply audit on demand.	Ability to replace/repair corrupted data.	
	Create fixity info if it wasn't provided with the content.	Virus check high risk content.	Ability to detect corrupt data.	Ensure no one person has write access to all copies.	
			Virus check all content.		
Information Security	Identify who has read, write, move and delete authorization to individual files.	Document access restrictions for content.	Maintain logs of who performed what actions on files, including deletions and preservation actions.	Perform audits of logs.	
	Restrict who has those authorisations to individual files.				
Metadata	Inventory of content and its storage location.	Store administrative metadata.	Store standard technical and descriptive metadata.	Store standard preservation metadata.	
	Ensure backup and non co-location of inventory.	Store transformative metadata and log events.			
File Formats	When you can give input into the creation of digital files encourage use of a limited set of known open formats and codes.	Inventory of file formats in use.	Monitor file format obsolescence issues.	Perform format migrations, emulation and similar activities as needed.	

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