

## **Staffordshire and Stoke-on-Trent Joint Archives Committee**

Thursday 11 November 2021

**10:30**

Oak Room, County Buildings, Stafford

**Armistice Day** – A two minute's silence will be observed at 11.00 am to remember all those who lost their lives during war.

John Tradewell  
Director of Corporate Services  
3 November 2021

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### **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 24 June 2021** (Pages 1 - 4)
4. **Predicted Outturn 2021/22** (Pages 5 - 10)

Joint report of the Director of Corporate Services (Staffordshire County Council) and the Director of Strategy and Resources (Stoke-on-Trent City Council)

5. **Review of Fees and Charges** (Pages 11 - 18)

Joint report of Deputy Chief Executive and Director for Families and Communities (Staffordshire County Council) and Director of Strategy and Resources (Stoke-on-Trent City Council)

6. **Staffordshire History Centre Project - Update** (Pages 19 - 40)

Joint report of Deputy Chief Executive and Director for Families and Communities (Staffordshire County Council) and Director of Strategy and Resources (Stoke-on-Trent City Council)

7. **Pandemic War Diary Project** (Pages 41 - 44)

Joint report of Deputy Chief Executive and Director for Families and Communities (Staffordshire County Council) and Director of Strategy and Resources (Stoke-on-Trent City Council)

**8. Wellcome Trust Asylums Project (Pages 45 - 48)**

Joint report of Deputy Chief Executive and Director for Families and Communities (Staffordshire County Council) and Director of Strategy and Resources (Stoke-on-Trent City Council)

**9. Date of next meeting - Thursday 24 February 2022 at 10.30 am, venue to be confirmed**

**10. Exclusion of the public**

The Chairman to move:-

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

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**PART TWO**

(All reports in this section are on pink paper)

**11. Relocation of Stoke-on-Trent City Archives - Update**

(exemption paragraphs 2 and 4)

Exempt Joint oral report of Deputy Chief Executive and Director of Families and Communities (Staffordshire County Council) and Director of Strategy and Resources (Stoke-on-Trent City Council)

<b>Membership</b>	
Mark Sutton Lorraine Beardmore	Victoria Wilson

**Note for Members of the Press and Public**

**Filming of Meetings**

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

**Recording by Press and Public**

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





**Minutes of the Staffordshire and Stoke-on-Trent Joint Archives Committee  
meeting held on 24 June 2021**

Present: Mike Davies (Invitee/Observer), Lorraine Beardmore and Victoria Wilson

Apologies for absence: Mark Sutton

**PART ONE**

**1. Declarations of Interest in accordance with Standing Order 16**

There were no Declarations of Interest made.

**2. Appointment of Chairman and Vice-Chairman**

**RESOLVED** – (a) That Mrs. V. Wilson be appointed Chairman for the ensuing year until the next Annual Meeting in June 2022.

(b) That Mrs. L. Beardmore be appointed Vice-Chairman for the ensuing year until the next Annual Meeting in 2022.

**3. Minutes of meeting held on 25 February 2021**

**RESOLVED** – That the minutes of the meeting held on 25 February 2021 be confirmed and signed by the Chairman.

**4. Joint Archive Service - 2020/21 Final Outturn and Predicted Outturn 2021/22**

The Committee considered a joint report of the Director of Corporate Services (Staffordshire County Council) and Director of Strategy and Resources (Stoke-on-Trent City Council) (schedule 1 to the signed minutes) setting out:- (i) the final net revenue outturn for the Joint Archive Service for 2020/21 and; (ii) the predicted outturn for 2021/22

Members noted that the final net revenue outturn was £742,959 compared to an approved budget of £613,830 which gave an overspend of £129,129. The variance had occurred owing to overspend on:- (i) core services (£52,000) arising from a delay in achieving planned savings pending the re-organisation of the Archives and Heritage Service) and; (ii) sites and public services (£77,000) also arising from a delay in achieving planned savings. However, these were partially offset by an underspend of £63,000 in Stoke-on-Trent Sites and Services budget owing to savings against vacant posts and a reduction on costs associated with the change in service delivery arising from the Covid-19 pandemic.

Members noted that the above-mentioned overspend had been met by the County Council and had not impacted on service provision.

They also noted that the balance in the General Reserve was £365,000 and the balance in the Archive Acquisition Reserve was £58,000. In addition, a specific reserve of £10,000 was held from the Art Fund grant towards the Minton Collection.

With regard to 2021/22, the net spend to date was £121,000 ie 16% of the current Revenue Budget (£763,000). The latest year end position was for an overspend of £7,000. However, in the event that this overspend materialised, it would be met from a County Council central budget rather than the Archives Services General Reserve.

The balance in the General Reserve at 2021/22 year end was predicated to be £189,000.

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

## **5. Staffordshire and Stoke on Trent Archive Service and Staffordshire Archives and Heritage Service: Annual Report**

The Committee considered a joint report of the Deputy Chief Executive and Director of Families and Communities (Staffordshire County Council) and Director of Strategy and Resources (Stoke-on-Trent City Council) (schedule 2 to the signed minutes) giving details of the Staffordshire and Stoke-on-Trent Archives Service: Annual Report 2020/21 which had been produced in accordance with the Joint Agreement between the two Authorities.

The Annual report provided an account and review of the work and performance of the Staffordshire and Stoke-on-Trent Archive Service for the financial year 1 April 2020 to 31 March 2021.

This was the third year of the new three-year planning cycle. Notable achievements towards meeting the strategic objectives in the current Forward Plan 2019-2022 included:- (i) completion of the Asylum and Bawdy Courts Projects; (ii) recovery of services during the Covid-19 pandemic and further development of digital engagement/services; (iii) initiation of the Lockdown Memories Project and; (iv) further development of the Staffordshire History Centre project.

With regard to the Risk Register, this had been reviewed following a recommendation by the County Council's Internal Audit Team in May 2018. The highest risk was identified as Home Working of Staff owing to a lack of equipment, impact on work/life balance and isolation. However appropriate mitigations had been identified. Members noted that of the 16 entries in the Register seven had been 'RAG' rated green (low) and eight amber (medium).

In the discussion which ensued Members then paid tribute to the work of all staff in the Archive and Heritage Service who had made a valuable contribution towards achieving the various objectives set out in the Forward Plan particularly during the difficulties caused by the Covid-19 pandemic. In response to a question from a Member the Deputy Chief Executive and Director explained that whilst social distancing regulations were in force, physical engagement with service users was limited. However, whilst demand from the academic community was encouraging, it was expected that in-person work with events and volunteers would not return to normal for at least another twelve months.

Another Member commented to the learning experience gained by the service during lockdown arising from the significant increase in on-line public engagement. In reply, the Deputy Chief Executive and Director referred to efforts currently being made to harness the work of volunteers through on-line initiatives.

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

(ii) That Staffordshire and Stoke-on-Trent Archives Service: Annual Report 2020/21 be approved for publication.

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

## **6. Staffordshire History Centre Project - Update**

The Committee considered a report by the Deputy Chief Executive and Director of Families and Communities (Staffordshire County Council) and Director of Strategy and Resources (Stoke-on-Trent City Council) (schedule 3 to the signed minutes) updating them on progress with regard to the Staffordshire History Centre (SHC) Project.

Members learned that a Round Two application for £3.9m grant aid was submitted to the National Lottery Heritage Fund (NHLF) on 1 March 2021. This was towards total project costs of £7,148,600.

Members learned that additional information and clarifications regarding specific details of the project were provided to the NHLF Grants Officer during May 2021. In addition, representatives of the NHLF completed a virtual site visit on 28 May at which the Cabinet Member for Communities and Culture, Deputy Chief Executive and Director of Families and Communities, members of the project board and team, and Chair of the William Salt Library Trust were present.

Whilst a final decision on the application was expected to be received during June 2021, they noted that recent feedback from the NHLF had been positive.

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

That the Joint Committee be informed of the outcome of the Archive and Heritage Service's Round 2 application to National Heritage Lottery Fund for grant aid towards the development of a Staffordshire History Centre as soon as possible.

## **7. Date of next meeting - Thursday 11 November 2021 at 10.30 am, Venue to be Confirmed**

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

**Chairman**



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

**11 November 2021**

**JOINT ARCHIVE SERVICE – PREDICTED OUTTURN 2021/22**

**Recommendation(s)**

1. That the report updates the Joint Committee on the current 2021/22 net revenue outturn budget position.

**Joint report of the Director of Corporate Services (Staffordshire) and the Director of Strategy and Resources (Stoke on Trent).**

**Reasons for Recommendations**

2. The Joint Archive Service net revenue outturn is currently estimated to breakeven in the 2021/22 financial year.
3. The partnership continues to hold significant reserves totalling £0.434m. This includes:
  - The General Reserve holds a balance of £0.366m
  - The Archive Acquisition Reserve holds a balance of £0.058m.
  - A specific reserve of £0.010m from the Art Fund grant for the Minton collection

**Predicted Net Revenue Outturn 2021/22**

4. The detail of the 2021/22 net revenue outturn for the Joint Archive Committee can be found as *Appendix 1* to this report.
5. To date, the Joint Archives net spend is currently £0.351m, 46% of the current net revenue budget of £0.763m. Latest forecast is for an overall breakeven position for this year as follows:
  - Core services; £0.002m underspend, of which £0.003m is as of savings against employee budgets against Staffordshire County Council which is partially offset by £0.001m overspend against Stoke-on-Trent employee costs. It is assumed that the £0.003m underspend for Staffordshire County Council will be transferred to reserves at year end to provide, overall, for a breakeven budget.

- Staffordshire County Council sites and public services; is forecast to breakeven.
- Stoke-on-Trent sites and public services; a small underspend of £0.009m is currently anticipated and is assumed that this will cover the £0.001m the forecast overspend against Core Services increased employee costs and the remaining £0.008m will be transferred to reserves at year end to provide, overall, for a breakeven budget.

## **Reserves**

6. The Joint Archive Service currently holds as three reserves totalling £0.434m and set out in *Appendix 2*. This is made up of:
  - The General Reserve currently has a balance of £0.366m.
  - 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 £0.058m; and
  - The Art Fund Grant (Minton) of £0.010m
7. It is currently forecast that the remaining reserves at the end of 2021/22 available for use will be c £0.193m, around £0.241m less than the current balance. This assumes in 2021/22:
  - Transfer from Staffordshire County Council general reserve funding for Lockdown Memories Project £0.001m, previously transferred into the reserve during 2020/21 to protect the funding.
  - Transfer to Staffordshire County Council general reserve underspend; £0.003m.
  - Transfer from Staffordshire County Council general reserve £0.251m as match funding for the History Centre Project which was approved on 14 July 2021.
  - Transfer into reserve of the Stoke-on-Trent general reserve underspend; £0.008m.

### **Equalities implications:**

No significant implications.

### **Legal implications:**

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:**

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**List of Background Papers**

Joint and Other Archive Services 21/22 Budget File.  
Joint Archives Reserves File.



## Joint Archives Reserves

	Staffordshire County Council £	Stoke on Trent City Council £	Total £
<b>General Reserve</b>			
Balance brought forward 1 April 2021	270,013	96,295	366,308
2021/2022 Transactions			
Air Conditioning - approved in 2019/2020 (On hold)			0
<b>Subtotal (balance as at 31 March 2022)</b>	<b>270,013</b>	<b>96,295</b>	<b>366,308</b>
<b>Future Transactions</b>			
Lockdown Memories Project	-1,125		-1,125
Staffordshire History Centre - match funding	-251,000		-251,000
Forecast underspend in 2021/2022 - Sites & Public Services	2,889	8,400	11,289
<b>Balance Available (as at 31 March 2022)</b>	<b>20,777</b>	<b>104,695</b>	<b>125,472</b>
<b>Acquisition Reserve</b>			
Balance brought forward 1 April 2021	57,542	0	57,542
2021/2022 Transactions			
			0
<b>Subtotal (balance as at 31 March 2021)</b>	<b>57,542</b>	<b>0</b>	<b>57,542</b>
<b>Future Transactions</b>			
			0
<b>Balance Available (as at 31 March 2022)</b>	<b>57,542</b>	<b>0</b>	<b>57,542</b>
<b>Art Fund Grant - Minton</b>			
Balance brought forward 1 April 2021	0	10,301	10,301
2021/2022 Transactions			
Art Fund Grant - Minton Archive			0
<b>Subtotal (balance as at 31 March 2021)</b>	<b>0</b>	<b>10,301</b>	<b>10,301</b>
<b>Future Transactions</b>			
<b>Balance Available (as at 31 March 2022)</b>	<b>0</b>	<b>10,301</b>	<b>10,301</b>
<b>Grand Total</b>			
<b>Balance at 31 March 2021</b>	<b>327,555</b>	<b>106,596</b>	<b>434,151</b>
<b>Forecast Balance at 31 March 2022</b>	<b>78,319</b>	<b>114,996</b>	<b>193,315</b>



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

## **Staffordshire and Stoke on Trent Joint Archive Committee 11 November 2021**

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### **Review of Fees and Charges**

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

1. That the fees and charges proposed in Appendix two of this report be approved for introduction by the Joint Archive Service and Heritage Service from 1 April 2022.

#### **Report of Deputy Chief Executive and Director for Families and Communities (Staffordshire County Council) and Director of Strategy and Resources (Stoke on Trent City Council)**

#### **Reasons for Recommendations**

2. The Archive Service fees and charges have been reviewed on an annual basis since 1997 in accordance with the terms of the Joint Archives Agreement between Staffordshire County Council and Stoke on Trent City Council. This has enabled the Service to adapt its offer according to demand and the cost of provision. The proposed fees and charges are recommended for approval as they represent a fair and reasonable increase.

#### **Background**

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

4. During 2021/22 the Joint Archives Committee reviewed the charges for the supply of copies and fees for talks and visits and reproduction of items from collections. This year, it is proposed to leave these charges unchanged and to review the research service fee which is also the basis for other charges for staff time to deliver a service. The research fee was last reviewed in November 2019.

5. The changes proposed in this report continue to aim for a simplified structure of charges. It is proposed to increase the research fee from £32.00 to £36.00 per hour. This fee was compared with four neighbouring county archive services which ranged from £28 - £56 per hour. The proposed increase is therefore a mid-range fee.

6. The research fee is the basis for the following fees which have been increased:

- Quick research
- Hospital record search
- Staff facilitation
- Photography service

7. It is recommended that the charges for talks and visits, reproduction fees and group visits remain at the 2020/21 level as demand has dropped considerably during the COVID-19 pandemic. Of the talks provided one was delivered online whilst offers have been delivered in person having been deferred until the groups met in person.

8. Income for the service is forecast to meet income targets as remote copying, photography and research services, despite the lockdowns have all been well used. Income targets were also readjusted for the County Service following the implementation of the new staffing model. Onsite copying income is still reduced because of reduced capacity in searchrooms.

Appendix 1

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

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

**Resource and Value for money implications:** Overall the Joint Archive Service has income targets of £23,150 which breaks down to £2,500 for the City service and £20,650 for the County service.

**Risk implications:** At this point in the year income is forecast to meet the targets.

**Climate Change implications:** No significant implications.

**Health Impact Assessment screening:** No significant implications.

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Location: Staffordshire Record Office, Eastgate Street, Stafford ST16 2LZ

### **List of Background Papers**

Joint Archives Budget Monitoring reports

**STAFFORDSHIRE AND STOKE- ON- TRENT ARCHIVE SERVICE AND HERITAGE SERVICE****REVIEW OF FEES AND CHARGES, 2022/2023**

The current fees and charges and proposed changes are set out below. The proposed new charges would apply from 1 April 2022.

FEE/CHARGE	CURRENT	PROPOSED		COMMENTS
<b>RESEARCH FEES</b>				
<p><b>1. Research Fee</b>            Scope: looking for information in the sources (archival, printed or published online) available to the Staffordshire and Stoke on Trent Archive Service. Providing information on our holdings from indexes or catalogues is not chargeable            Basis: Research orders will be charged in half hour blocks, with a minimum of half an hour and a maximum of four hours.</p> <p>People with disabilities which prevent them from accessing the sources in the reading rooms of the Joint Archive Service will be charged at two-thirds of the standard rate.</p> <p><b>1.1 Quick Research Fee</b>            Scope: looking for a single entry, article or item of information in a source on the basis of information provided by the enquirer which should lead directly to the entry or item desired and the provision of a single photocopy or transcription if found. This fee applies for the transcription of documents identified in the Staffordshire Name index. If a copy is requested and the source cannot be photocopied or transcribed within 15 minutes, the request will attract either the Staff Facilitation Fee or the Staff Photography Fee, not the QRF.            Basis: One quarter of the Research Fee            People with disabilities which prevent them from accessing the sources in the reading rooms of the Joint Archive Service will be charged at two-thirds of</p>	<p>£32 (£26.67 +£5.33 VAT) per hour to include the cost of up to 4 copies and UK/EU postage            Minimum charge £16.00 (£13.34 + £2.66 VAT) to include the cost of 2 copies and UK postage</p> <p>21.50 (£17.92 +£3.58) per hour to include the cost of up to 4 copies and UK postage for people with disabilities.</p> <p>£8 (£6.67 + £1.33 VAT)            First class postage charged additionally.            £5 for people with disabilities</p>	<p>EU orders  <b>£36</b>  <b>(£28.80</b>  <b>+£7.20</b>  <b>VAT)</b>  <b>£18 (</b>  <b>£14.40 +</b>  <b>£3.60</b>  <b>VAT)</b></p> <p><b>£24 (</b>  <b>£19.20 +</b>  <b>£4.80</b>  <b>VAT)</b></p> <p><b>£9 (£7.20</b>  <b>+ £1.80</b>  <b>VAT)</b></p> <p><b>£6 for</b>  <b>people</b>  <b>with</b>  <b>disabilities</b></p>	<p>Non-EU orders:  <b>£36</b>  <b>(£28.80</b>  <b>+£7.20</b>  <b>VAT)</b>  <b>£18 (</b>  <b>£14.40</b>  <b>+ £3.60</b>  <b>VAT)</b></p> <p><b>£24 (</b>  <b>£19.20</b>  <b>+ £4.80</b>  <b>VAT)</b></p> <p><b>£9</b>  <b>(£7.20</b>  <b>+ £1.80</b>  <b>VAT)</b></p>	<p>It is proposed to increase this fee which was last changed in April 2020.</p> <p>It is proposed to increase this fee which was last changed in April 2020.</p>

FEE/CHARGE	CURRENT	PROPOSED		COMMENTS
<p>the standard rate.</p> <p><b>1.2 Hospital records search fee</b></p> <p>This fee is based on the standard photography charge and quick search fee using indexes to locate entries in hospital records. Digital images of the records are included in the fee.</p>	<p>£40 (33.33 +£6.67)</p>	<p>EU orders</p> <p>£45 ( £36.00 £9.00 VAT)</p>	<p>Non-EU orders:</p> <p>£45 ( £36.00 £9.00 VAT)</p>	<p>It is proposed to increase this fee which was last changed in April 2020.</p>
<p><b>2. Staff Facilitation Fee</b></p> <p>Scope: Staff time used to make a customer request for service possible, including but not restricted to</p> <ul style="list-style-type: none"> <li>• supervising documents outside the research room during professional photography, transporting documents to an external office for microfilming, conservation or other purpose</li> <li>• certifying the content of archives held within the service for use in religious legal or other proceedings</li> <li>• preparing or conserving documents in order that a customer order can be carried out</li> <li>• transcribing or translating documents in private hands</li> </ul> <p>Basis: The fee will always be equal to the Research Fee.</p>	<p>£32 (£26.67 +£5.33 VAT)</p> <p>Minimum charge £16.00 (£13.34 + £2.66 VAT)</p>	<p>£36 (£28.80 +£7.20 VAT)</p> <p>Minimum charge £18 ( £14.40 + £3.60 VAT)</p>		<p>It is proposed to increase this fee which was last changed in April 2020.</p>
<b>COPYING CHARGES</b>				
<p><b>3. Photocopies and microform printouts identified and ordered in reading rooms</b></p>	<p>£1.50 (£1.24+0.26p VAT)</p>	<p>EU orders</p>	<p>Non-EU orders:</p>	<p>No change proposed.</p>

FEE/CHARGE	CURRENT	PROPOSED		COMMENTS
<b>4. Photocopies and microform printouts ordered remotely</b>	EU orders: £5.00 (£4.17 +83p VAT)  Successive copies on same order 1.50 (£1.24+0.26p VAT)	EU orders:	Non-EU orders:	No change proposed.
<b>5. Computer print outs on site</b>	20p (Staffordshire) 10p (Stoke)	No change		This charge is held in line with Library Service fees in the County and the City and will vary in line with any changes made by the respective Library Services.
<b>6. In-house Photography Charges</b>  Page 15	£32 per hour fee for photography including prints (£26.67 +£5.33 VAT)  Minimum charge £16.00 (£13.34 + £2.66 VAT)  The Staff Facilitation Fee may apply if conservation or preparation work is required in advance of the photographer carrying out the work.	£36 (£28.80 +£7.20 VAT) Minimum charge £18 (£14.40 + £3.60 VAT)	£36 (£28.80 +£7.20 VAT) Minimum charge £18 (£14.40 + £3.60 VAT)	The provision of the images to the customer by digital download, by DVD or by print-out on ordinary photocopier paper, in person or by post will be free. Photographic prints will not be provided by the Archive Service. It is proposed increase this fee which was last changed in April 2020.
<b>7. Permit Fees for Use of Digital Camera</b>	£8 daily fee £50-00 annual fee			This fee has been held having been increased in April 2019.

FEE/CHARGE	CURRENT	PROPOSED	COMMENTS
<p><b>8. Publication fees for the reproduction of documents in: exhibitions, hard copy or online publications or media broadcasting.</b></p>	<p>Sliding scale of charges according to the nature of the publication, print run or broadcast</p> <p>Community /academic journal publication/ website/ exhibition/ DVD: £15 for first item, plus £5 for each additional item</p> <p>Commercial publication: hard copy/exhibition/ website: £50 for first item, plus £30 for each additional item E-book rights will attract an additional £50 per order</p> <p>TV broadcast and onsite filming and world wide web publication: £250 for world-wide rights for first item; £100 for each additional item.</p> <p>Filming on site only £200 per half day.</p>	<p>No change</p> <p>No change</p> <p>No change</p>	<p>The structure of these charges aim to support the local and academic research community and to ensure that commercial providers bear costs proportionate both to the time involved in preparing rights agreements for them and to the larger audiences they aim to reach. They were reviewed in 2020/21 and have been held this year</p>

FEE/CHARGE	CURRENT	PROPOSED	COMMENTS
<b>OUTREACH SERVICES</b>			
<p><b>9. Talks to external organisations and groups</b></p> <p><b>Group visits to Staffordshire Record Office and Stoke on Trent City Archives</b></p>	<p>Talks offsite £50-00 County/City £60-00 out of county</p> <p>Visits to Staffordshire Record Office or Stoke-on-Trent City Archives</p> <p>£50</p> <p>Visits which include a tour of the strongrooms and/or conservation will attract the Staff Facilitation Fee in addition. Visits on Saturday will attract the Staff Facilitation Fee</p>	<p>No change</p> <p>No change</p>	<p>Fees may be waived for groups for older people or people with disabilities at the discretion of the Service.</p> <p>These fees were reviewed in 2020/21 and no change is proposed.</p>
<p><b>10. Use of meeting room (LARC) at Staffordshire Record Office per four hour session.</b></p>	<p>£20 SCC meetings, adult education, local history and other societies, non-profit making local organisations or individuals</p> <p>£58 commercial companies</p>	<p>No change</p>	



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

## **Staffordshire and Stoke on Trent Joint Archive Committee 11 November 2021**

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### **Staffordshire History Centre Project timeline and key decisions**

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

1. That the committee notes the timeline for Staffordshire History Centre project and approves the following key decisions:

- a) The temporary closure of Staffordshire Record Office from March 2022 for approximately 18 months due to construction work to create the Staffordshire History Centre.
- b) Delegate agreement for the actual closure date to the Cabinet Member for Communities.
- c) Use of the new Staffordshire History Centre branding is adopted by the Joint Archive Service and Heritage Service.

#### **Report of Deputy Chief Executive and Director for Families and Communities (Staffordshire County Council) and Director of Strategy and Resources (Stoke on Trent City Council)**

#### **Reasons for Recommendations**

2. On the 16 June 2021 the National Lottery Heritage Fund: England, Midlands and East committee awarded a grant for £3.9m towards the Staffordshire History Centre project. The award was announced on 2 July and the paperwork for permission to start has now been submitted to the Heritage Fund.

#### **Governance**

3. The application for the project included a detailed programme for the delivery phase and governance structure for the management of the project. The Joint Archives Committee will play an important role in approval of key decisions for the project to progress and ensure delivery is within the terms of the Joint Agreement between the two local authorities.

4. There are four workstreams:

- Operational change and business plan
- Activity and Interpretation Plans
- Fundraising
- New building

These workstreams are led by the Head of Archives and Heritage and management team, Strategic Property Project Manager with the chair and vice chair of the William Salt Library Trust. The workstreams feed into the Operational and New Build Boards for operational decisions to be approved.

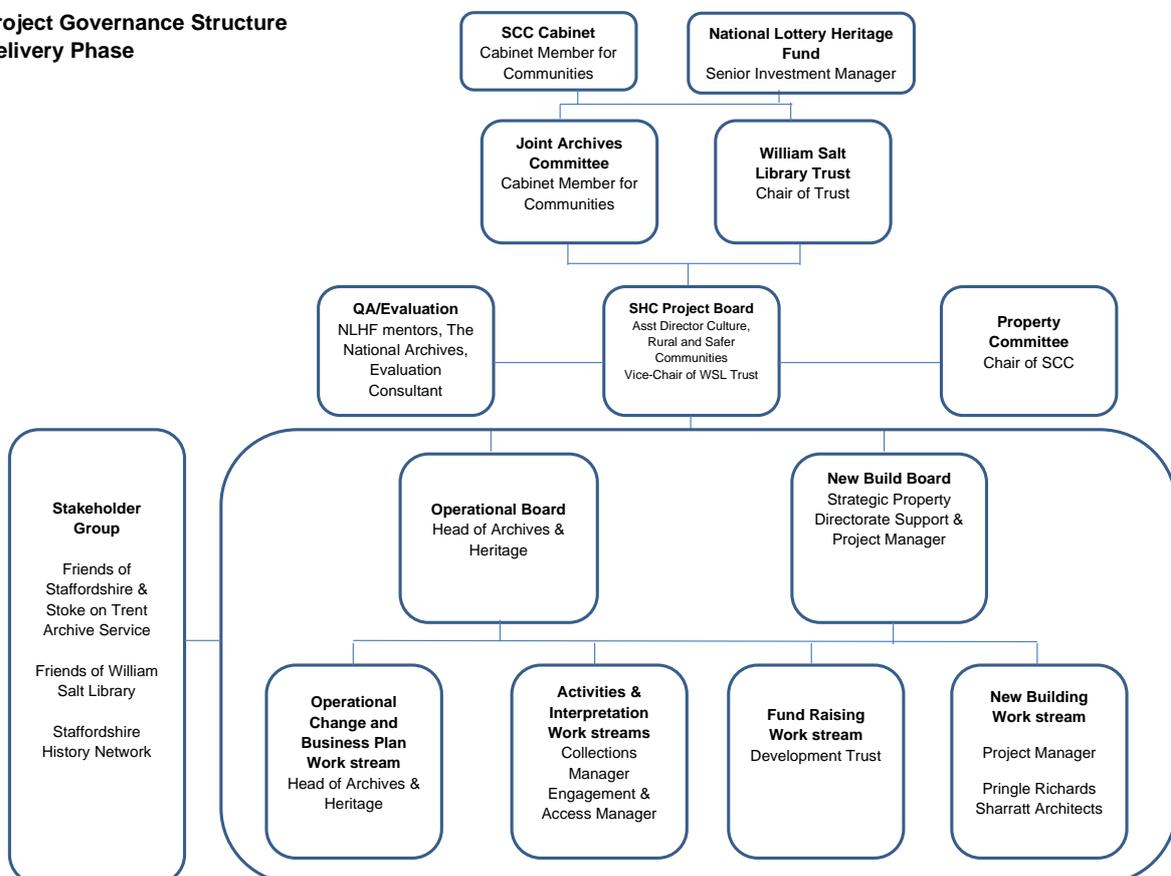
5. Progress reports from the workstreams will be presented to the Staffordshire History Centre Project Board which will make decisions on the delivery of the project and escalate as appropriate to the Joint Archives Committee and William Salt Library Trust. In addition, members of the Project Board will meet quarterly with Heritage Fund mentors to ensure that the project is delivered within the approved purposes and terms and conditions of the grant. Staffordshire County Council's Property Committee will take decisions on changes to those parts of the site which are owned by the County Council.

6. The Joint Archives Committee and William Salt Library Trust will take key decisions upon changes to service delivery or scope of the project which affects the constitutions of the two bodies. The Committee will also approve any variation on the funding contributed from the Joint Archive Reserve. Regular progress reports will be received by Committee and the Trust.

7. Key funding decisions will sit with Staffordshire County Council's Cabinet and the National Lottery Heritage fund as the main project funders. Major changes in programme or funding gaps will be escalated for approval at this level.

The governance structure is shown below:

**Project Governance Structure  
Delivery Phase**



## **Timeline of key decisions**

8. A summary of the programme and key decisions is shown at appendix two to this report. These decisions will be taken by the Joint Archives Committee, William Salt Library Trust, Staffordshire County Council's Property Committee, Staffordshire County Council's Cabinet and the National Lottery Heritage Fund. The decisions cover:

- Service operation
- Legal agreements
- Marketing and promotion
- Finance
- Policies and plans
- Evaluation

9. Some decisions will be taken by more than one body within the governance structure for the project. An annual review of funding changes has been added in June to coincide with the annual report for the Joint Archives Committee and closure of accounts for both local authorities. Urgent decisions will be taken between committee meetings in consultation with the Chair and Vice Chair of the Joint Archives Committee and reported at the next meeting. This is in line with the terms of the Joint Agreement. An annual review of the Joint Agreement has been included in February to take account of changes to service delivery and as recommended by the legal teams for both authorities.

## **Temporary closure of Staffordshire Record Office**

10. Staffordshire Record Office will have to temporarily close its onsite public service to enable preparatory surveys to take place prior to the construction programme. It is planned to close the Record Office in March 2022. The final date of closure is dependent on the date permission to start is granted. The indicative date will be advertised on the service website, communicated through the service newsletter, social media, and through key stakeholders such as Friends groups. It is proposed that the final date will be agreed in consultation with the Cabinet Member of Communities and made public as soon as possible.

11. The staff team and volunteers will relocate to a temporary base during the construction period. Access to the collections at Staffordshire Record Office will be limited during the construction period. In addition to the online service a remote service will be provided including copying/digital images from collections, answering enquiries about the collection and a limited research service.

12. The volunteer programme will continue at the temporary base focused on delivering key priorities from the project Activity Plan. Remote volunteering will also continue. The hours provided by volunteers count as matched funding towards the project totalling 4,803 days over the four-year project with a value of £721,050.

## **Staffordshire History Centre branding**

13. During the first development phase from 2016-2017 a new brand for the Staffordshire History Centre was developed. The branding was developed to reflect the three collections coming together in the History Centre including the Joint Archives, County Museum, and William Salt Library. The branding is shown at appendix 3.

14. The three colours chosen for the capital S reflect the branding of the partners: red for the Joint Archive Service, yellow for the County Museum, and green for the William Salt Library. The branding will be adopted for the History Centre and it could also be adopted across the Joint Archives and Heritage Service to refresh the identity for the service as a whole. The current archive service logo dates back to the establishment of the Joint Archive Service in 1997. The wording under the S logo could be changed to reflect each partner, for example Stoke on Trent City Archives.

15. As appropriate the logos of the key funders for the service would be included: Staffordshire County Council, Stoke on Trent City Council, William Salt Library Trust and the National Lottery Heritage Fund. It is a requirement of the Heritage Fund that their logo is used for the History Centre project to reflect their investment.

16. The Staffordshire History Centre branding would also be used with the new 'We Are Staffordshire' branding to promote the county as a visitor destination. This has been identified as an opportunity in the Marketing Strategy for the History Centre project. The Service newsletter and social media will be refreshed to reflect the new brand in January 2022. The branding will also be used to re-design the service website.

### **Next steps**

17. Subject to approval of the recommendations the next steps include:

- Communication and advertising the intention to close Staffordshire Record Office
- Adopting the Staffordshire History Centre brand to promote the project and service from January 2022.
- Refreshing the timeline of key decisions as the project progresses.

### **Appendix 1**

#### **Equalities implications:**

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

#### **Legal implications:**

The key decisions are identified in line with the governance and legal agreements in place between the project partners.

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

The delivery of the Staffordshire History Centre will enable the Archive and Heritage Service and William Salt Library Trust to achieve a sustainable model for future delivery.

### **Risk implications:**

A risk register has been completed for the Staffordshire History Centre project and at present there are no red risks identified. Of the amber risks the key ones relate to programme delays in construction, cost changes, disruption to public services, changes in key staff, and damage to collections. All the risks have mitigations in place and an identified risk owner.

### **Climate Change implications:**

The project balances online access and physical access to services and collections to offer options for remote use and not necessarily travel to multiple locations. Any new buildings will be compliant with modern standards for energy efficiency and minimise impacts on climate change. Opportunities to attract additional funding to increase energy efficiency will be pursued. The project includes elements to improve the outcomes for wildlife and the environment.

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

The project will offer opportunities for volunteers and add value to the service with support and training programmes delivered by 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
Staffordshire History Centre project programme	
Staffordshire History Centre branding	
Project execution plan	

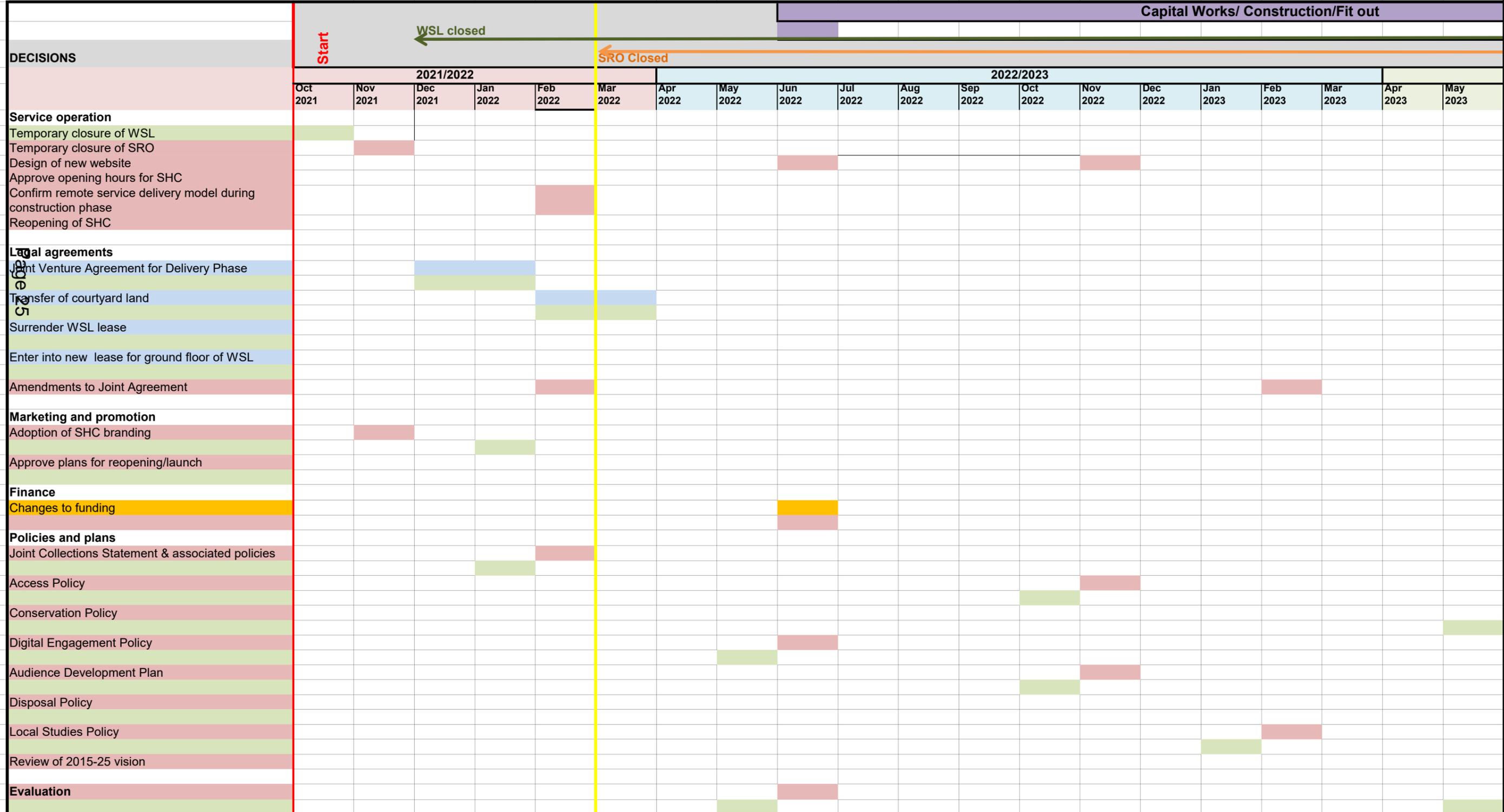


**Staffordshire History Centre Project**

**Key Decisions**  
Updated: V1. 15.10.2021



- SCC Property Committee
- Joint Archive Service Committee
- William Salt Library Trust
- SCC Cabinet
- National Lottery Heritage Fund



Start

WSL closed

SRO Closed







5653

Marone band as 3559 with 2007 Ribbon border  
printed in chocolate. Tinted in Harrisons XX Pink.  
But gold edge, traced handle & footline.  
Thick & fine line at top of band.  
Line at bottom.

5000 Turquoise  
4754 Light green  
7188 green



Spray for  
centre of  
saucer &  
inside cup.



Spray for  
centre of plate  
9 B 3



**DRAFT**

5654

Scale border printed in Leasons Grass Green.  
Panelled, with sprays printed in chocolate, tinted in

XX Pink, No 8 Mauve, Chinese Celest Blue  
Soft Yellow 5498 Orange, 7188 green &  
Turquoise.



Lig gold tracing round panel,  
edge, traced & footline. Line  
outside cup. Thick & fine line  
below band.

5655

Rococo Border printed in Leason's glass  
Green. Sprays printed in chocolate, tinted in XX Pink.

spray for inside cup

spray for

Celest Blue (Chinese)



Staffordshire  
History Centre

Logo  
guidelines  
Issue no.1  
2018



STAFFORDSHIRE  
&  
STOKES-ON-TRENT  
• Archive Service •



THE WILLIAM SALT LIBRARY

19 Eastgate Street  
Stafford ST16 2LZ  
Telephone: 01785 278372  
Fax: 01785 278414  
e-mail: [william.salt.library@staffordshire.gov.uk](mailto:william.salt.library@staffordshire.gov.uk)



STAFFORDSHIRE  
Page 30  
MUSEUM SERVICE



Logo Mark



Logo Type

# Staffordshire History Centre

## 1. Introducing our Master Logo

In creating the Staffordshire History Centre three separate services have been brought together in one new redeveloped site. Our new Identity reflects each of the services and acknowledges the influence of the County Council. The Master Logo has two elements; the Logo Mark and the Logo Type. In most situations they should be used together. However, the Logo Mark may also be used as an illustrative device in isolation.

## 2. Logo Mark

Logo Mark



Single colour



Single colour reversed out

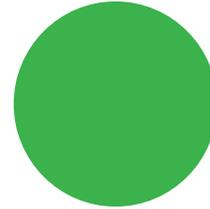


Grey scale

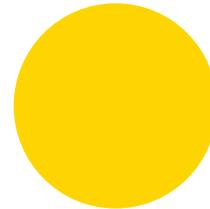
The Logo Mark is based on the concept of three services joining together to create a new and exciting visitor facility in Stafford. The Archive, Museum and Library functions are represented by different curved shapes that together form a capital S - the new symbol for the Staffordshire History Centre.



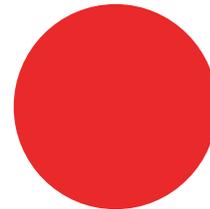
# Staffordshire History Centre



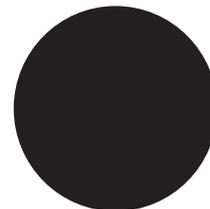
PMS 7738cp  
C74·M0·Y98·K2  
R72·G162·B63  
RAL6018



PMS 116cp  
C0·M14·Y100·K0  
R255·G205·B0  
RAL1023



PMS 1795cp  
C0·M96·Y93·K2  
R210·G38·B48  
RAL3028



PMS Process Black cp  
C0·M0·Y0·K100  
R44·G42·B41  
RAL9017

## 3. Master Logo Colours

Our Logo Mark uses three colours. The Logo Type appears in Black in most applications. The various breakdowns of the colours are shown here. It is very important that these colour references are adhered to. Only in this way will there be complete consistency of the logo reproduction over the various media we expect to be utilising.

Full colour identity



**Staffordshire**  
History Centre

## 4. Master Logo variations

Page 33



Reversed single colour identity



Single colour identity



Grey scale identity

There are a number of different artworks of the Master Logo. These artworks have been conceived with the largest range of applications and reproduction specifications in mind, including print and online/ screen based media. It is crucial that the integrity and legibility of the master lock-up is not compromised. With this in mind we have created a reversed out version (white). This version should be used where full colour is available but where the background is busy or very dark - such as when the logo is placed over photography.



**Staffordshire**  
History Centre

Reversed single colour identity

## 5. Master Logo clear area

Clear space is the minimum 'breathing room' maintained around the Master Logo. This space should be kept clear of graphics, imagery, text and other logos. Clear space is important to maintain the authority of the identity and ensure legibility.



## 6. Master Logo useage – what to avoid



Make sure that our Master Logo is clearly recognisable in what ever application you are using it in. Consider the context or background you are applying the logo to and choose the most appropriate artwork version to ensure the best legibility. Where ever possible the full colour Master Logo should be used, however we recognise that production process will not always allow this.

## 7. Typography

**AVERTA STD**

**BOLD**

**Averta std Bold**

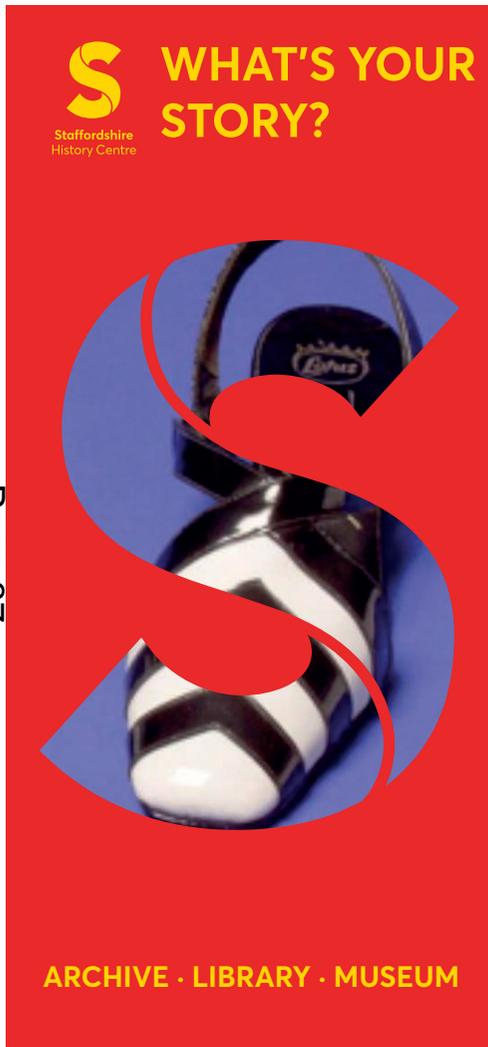
Page 36

AVERTA STD

REGULAR

Averta std Regular

Our primary typeface is Averta Std. The typography on the Master Logo is set in Averta Std Bold and Averta Std Regular. This text will never need to be changed but it is likely that promotional communications will require additional type setting.



## 8.1 Example Master Logo applications

Sample leaflets showing  
Master Logo positioning  
and a front page die-cut.

Here are some examples to demonstrate how the new Staffordshire History Center Master Logo can be applied across a range of different applications. These examples are for your inspiration and are not considered to be definitive. As long as the simple guidance provided here is acknowledged, the application of the logo will be consistent, legible, professional, fun and inspiring.

# 8.1 Example Master Logo applications



Manifestations of the  
Master Logo at the  
Eastgate Street archway



Powder coated steel signage



Laser etched logo

## 8.2 Example Master Logo applications

Page 39



Sample polo shirt  
identity applications

# 9. Contact

TBC

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

## **Staffordshire and Stoke on Trent Joint Archive Committee 11 November 2021**

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### **Staffordshire and Stoke on Trent Archive Service: Pandemic ‘War Diary’**

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

1. That the committee notes the update on the Pandemic ‘War Diary’ project.

#### **Report of Deputy Chief Executive and Director for Families and Communities (Staffordshire County Council) and Director of Strategy and Resources (Stoke on Trent City Council)**

#### **Reasons for Recommendations**

##### **Summary**

2. Work on developing Pandemic ‘War Diary’ is in progress, with a Project Assistant post to be advertised in December 2021.
3. Funded by Staffordshire County Council, the project builds on the Archives and Heritage Service’s ‘Lockdown Memories’ project to record Staffordshire’s response to the COVID-19 pandemic.

##### **Background**

4. The Pandemic ‘War Diary’ project has 3 aims:
  - to capture the official record of Staffordshire County Council’s response to the COVID-19 pandemic which will be transferred to the Archive and Heritage Service as a resource for future research;
  - to undertake an oral history project to capture the experience of SCC members and officers during the pandemic;
  - to produce a publicly accessible book/brochure to share the story of how SCC managed the response and create a legacy.
5. The Archive and Heritage team will work with the Corporate Services directorate to identify and select records for archival preservation in either digital format or hard copy. This will include the Corporate Operations team (who provide business support, information governance and the civil contingencies unit), Communications team, Health, Safety and Wellbeing, Member and Democratic Services. These teams are likely to have created the minutes, corporate updates and policies recording key decisions taken to respond to the pandemic.

6. We will complete an oral history project engaging our workforce and members to record their experience of the Pandemic. A Project Assistant will be appointed to record the interviews, collect testimonies and necessary permissions. These will be added to our existing oral history and archive collections.

7. A freelance historian will be commissioned to work alongside the oral history Project Assistant to research and write the book.

8. Through the 'Lockdown Memories' project we are identifying items which could be donated to the archive and heritage service and we will appeal to the community for people to take part in the oral history project. To date we have received over 140 responses across the county. Also as part of 'Lockdown Memories', some respondents have taken part in workshops delivered by an artist and the Staffordshire poet laureate. 'Lockdown Memories' has also delivered three schools' workshops (Westlands, Cooper Perry and Perton).

9. These items and those from the corporate record will form the basis for an exhibition in March 2024. It is deliberately later in date to enable some distance from the pandemic and avoid COVID fatigue which could occur as communities want to move on and recover.

10. The job description and person specification for the Pandemic War Diary Project Assistant post has been completed and is currently being evaluated so that a grade can be assigned to the role. The post will be advertised in December once this process is complete.

## **Appendix 1**

### **Equalities implications:**

None applicable.

### **Legal implications:**

None applicable.

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

Funded by Staffordshire County Council

### **Risk implications:**

There is a risk of a lack of candidates for the Project Assistant post. As well as WM Jobs, advertisements will be shared through sector jobs desks, e-lists and newsletters. There is a small risk that there will be limited numbers of SCC staff and members willing to take part. However, we have already assembled an initial list of interviewees through preparations for the Pandemic War Diary Project and through the 'Lockdown Memories'.

### **Climate Change implications:**

None applicable

**Health Impact Assessment screening:**

None applicable

**Report author:**

Authors' Names: **Chris Copp, Collections Officer**

Telephone No: (01785) 895181

Room No: Staffordshire Record Office

**List of Background Papers**

Papers	Contact/Directorate/ext number
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Pandemic War diary briefing notes	
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Lockdown Memories project files and research	
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<b>Members Interest</b>
N/A

## **Staffordshire and Stoke on Trent Joint Archive Committee 11 November 2021**

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### **Staffordshire and Stoke on Trent Archive Service: Wellcome Trust Asylums project**

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

1. That the committee notes the update on the Wellcome Trust funded 'A Case for the Ordinary' Asylums project.

#### **Report of Deputy Chief Executive and Director for Families and Communities (Staffordshire County Council) and Director of Strategy and Resources (Stoke on Trent City Council)**

#### **Reasons for Recommendations**

##### **Summary**

2. The 'A Case for the Ordinary' is an externally funded project which will be complete by 30 November 2021. The funders are the Wellcome Trust, a major medical research charity who are extending their reach beyond clinical medical research to embrace health and wellbeing.

3. Funded by a £196,469 grant from the Wellcome Trust's Research Resources Fund, the project began in January 2019 and the end date was extended by Wellcome to 30 Nov 2021 due to the impact of COVID-19. Wellcome also awarded a 3-month COVID-19 supplement to extend staff contracts.

4. The project staff completed at the end of April and the exhibition work will be completed this month.

5. The final report to Wellcome will be submitted in early December 2021 and the exhibition launch will be at Museum of Cannock Chase in January 2022.

##### **Background**

5. This project grew out of an aim to improve access to the Staffordshire Asylums collections. Working with Keele and Birmingham Universities we devised a project and identified a funding stream, Wellcome's 'Research Resources Grant', which supported heritage organisations to create resources to aid academic research into the history of health.

6. The project aimed to:

- Create a dataset of historic patient information for academic research about Staffordshire's Asylum patients using our Asylums collections;

- To engage with the public, including volunteers, about the history of mental health in the County through a blog and exhibition;
- To build upon our academic partnerships and engage with academic researchers;
- To secure match funding for the Staffordshire History Centre Project.

7. The project staff (Jan 2019-Apr 2021) extracted data from Staffordshire's asylum patient records, exceeding the project target of 38,000 records, and created a dataset containing: 7869 patients for Stafford Asylum, 1818-191; 17,906 patients for Burntwood Asylum, 1864-1948; 14,296 patients for Cheddleton Asylum, 1899-1948.

8. An online name index for pre-1920 open records (c25,000 names) has been prepared and will go online later this year. The redacted dataset (up to 1948) has been trialled by academics and will be advertised alongside the exhibition launch

9. The Staffordshire Asylums blog engaged with the public on the history of mental health throughout the project and will continue to be active until the end of 2022. Since April 2020 the blog site has had 11,831 visitors and 15,845 page views.

10. A 'pop-up' exhibition was launched in September to promote the project. It has visited Burntwood Library and Stafford library so far.

11. The large touring exhibition will open at Museum of Cannock Chase in January 2022. It will then visit the Brampton Museum in Newcastle-under-Lyme. Two further venues are to be confirmed.

12. In addition to the core tasks the project has:

- Built upon our partnership with Keele University through a successful application for a collaborative doctoral award student, enabling us to extend the scope and length of the project (to end 2022), including a continuation of the blog and a new volunteer project;
- Engaged with volunteers, onsite and remotely, to research the project blog, and enabled community engagement through the blog;
- Contributed to the salaries of 2 staff members seconded to the project from within the Archive Service for 28 months.

## **Appendix 1**

### **Equalities implications:**

The project promotes a greater understanding of attitudes to mental health and well-being through an understanding of the historical context.

### **Legal implications:**

An agreement is in place between the University of Keele and Staffordshire County Council for the delivery of the collaborative doctoral award student placement.

**Resource and Value for money implications:**

External funding was received from the Wellcome Trust.

**Risk implications:**

None applicable

**Climate Change implications:**

None applicable

**Health Impact Assessment screening:**

None applicable

**Report author:**

Authors' Names: **Chris Copp, Collections Officer**

Telephone No: (01785) 278370

Room No: Staffordshire Record Office

**List of Background Papers**

Papers	Contact/Directorate/ext number
--------	--------------------------------

Asylum Project progress updates and files	
Project blog statistics	
Staffordshire County Council and University of Keele Studentship Agreement	

