

Staffordshire and Stoke-on-Trent Joint Archives Committee

Thursday 3 March 2022

10:00

Conference Room, 4th Floor, Civic Centre, Glebe Street, Stoke-on-Trent, ST4 1HH

John Tradewell
Director of Corporate Services
23 February 2022

A G E N D A

1. **Apologies**
2. **Declarations of Interest in accordance with Standing Order 16**
3. **Minutes of meeting held on 11 November 2021** (Pages 1 - 6)
4. **Predicted Outturn 2021/22 and 2022/23 Revenue Budget** (Pages 7 - 16)

Joint report of the Director of Corporate Services (Staffordshire County Council) and Director of Strategy and Resources (Stoke-on-Trent City Council)
5. **Review of Joint Agreement** (Pages 17 - 56)

Joint report of the 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 57 - 70)

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. **Predicted Performance Outturn 2021/2022** (Pages 71 - 82)

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. **Disposals from Staffordshire Archive Collections** (Pages 83 - 92)

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 23 June 2022, Time and 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".

PART TWO

(All reports in this section are on pink paper)

11. **Exempt minutes of meeting held on 11 November 2021** (Pages 93 - 94)

(exemption paragraphs 2 and 3)

12. **Relocation of Stoke-on-Trent City Archives**

(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)

Membership

Mark Sutton
Lorraine Beardmore

Victoria Wilson
Mark Deaville

Notes for Members of the Press and Public

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Minutes of the Staffordshire and Stoke-on-Trent Joint Archives Committee meeting held on 11 November 2021

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

PART ONE

8. Declarations of Interest in accordance with Standing Order 16

There were no Declarations of Interest made.

9. Minutes of the meeting held on 24 June 2021

RESOLVED – That the minutes of the meeting held on 24 June 2021 be confirmed and signed by the Chairman.

10. Predicted Outturn 2021/22

The Committee considered a joint report of the Director of Corporate Services (Staffordshire County Council) and the Director of Strategy and Resources (Stoke-on-Trent City Council) setting out:- (i) the predicted net revenue outturn budget position at 2021/22 year end and; (ii) the anticipated reserves balance at 2021/22 year end (schedule 1 to the signed minutes).

Members noted that the Joint Archive Service was estimated to break even. Core Services had a projected overspend of £1,177 (which included a £2,889 transfer to reserves) whereas Sites and Public Services for both the County and City Councils had underspends of £177 and £1,000 respectively.

The forecast combined balance in three reserves was projected to amount to £193,315 comprising:- (i) General Reserve - £125,472; (ii) Acquisition Reserve - £57,542 and; (iii) Art Fund Grant – Minton - £10,301, ie approximately £241,000.

RESOLVED – That the report be noted.

11. Review of Fees and Charges

The Committee considered a joint report of the Deputy Chief Executive and Director for Families and Communities (Staffordshire County Council) and the Director of Strategy and Resources (Stoke-on-Trent City Council) setting out the proposed fees and charges for introduction by the Joint Archive and Heritage Service from 1 April 2022 (schedule 2 to the signed minutes).

The Service's scheme of Fees and charges had been reviewed on an annual basis since 1997. For 2022/23 financial year it was proposed that charges for

the Supply of Copies and fees for Talks and Visits remained unchanged owing to the increases which had been implemented during 2021/22. In addition, the charges made for Talks and Visits, Reproduction Fees and Group Visits were also recommended to remain unchanged. However, it was proposed that the Research Fee should be increased from £32.00 to £36.00 per hour.

RESOLVED – That the fees and charges proposed in Appendix 2 of this report be approved for introduction by the Joint Archive and Heritage Service from 1 April 2022.

12. Staffordshire History Centre Project - Update

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

Members were informed that since their previous meeting, a grant of £3.9 million had been awarded by the National Lottery Heritage Fund towards construction of the Staffordshire History Centre. In addition, permission to commence work had been received on the 8 November 2021.

During their presentation of the report the Deputy Chief Executive and Director highlighted:- (i) the project Governance Structure for the Delivery Phase; (ii) a (provisional) timeline of key decisions for Years 1, 2, 3 and 4 of the delivery phase of the project and; (iii) proposed new branding for the Centre.

Members noted the four workstreams in the Delivery Phase ie:- (i) Operation Change and Business Plan; (ii) Activity and Interpretation Plans; (iii) Fundraising and (iv) New Building and that Progress reports were to be presented to the Project Board and the Joint Committee at regular intervals. They also noted that the existing Staffordshire Record Office was to close temporarily in March 2022 to enable preparatory surveys to be undertaken. During this time staff would be re-located to temporary accommodation and access to collections would be limited.

During the discussion which ensued Members paid tribute to the work of the Deputy Chief Executive, Director and their Staff for their excellent work in achieving a successful bid enabling the project to proceed. They looked forward to its completion and requested that any slippage against the timelines identified be reported to them as soon as possible so that appropriate remedial measures could be undertaken, as necessary.

The Member representative of Stoke-on-Trent City Council referred to the impending relocation of the City Archive Service and said that it was important the proposed new branding fitted with her Authority's plans for the move. Therefore, she requested that the Committee defer a decision on the branding until a future meeting to enable further consideration of the matter by the City Council. In reply, the Deputy Chief Executive said that whilst a wholesale re-design of the logos would be difficult at this stage, the County Council could accommodate minor adjustments, to take account of changing circumstances at Stoke.

RESOLVED – (a) That the timeline for the Staffordshire History Centre project key decisions set out in the report be noted.

(b) That further discussions be held with Stoke-on-Trent City Council regarding new branding for the Staffordshire History Centre to ensue it fitted pending the move of their Archives Service.

13. Pandemic War Diary Project

The Committee considered a joint report of the Deputy Chief Executive and Director for Families and Communities (Staffordshire County Council) and the Director of Strategy and Resources (Stoke-on-Trent City Council) updating them on progress with regard to the Pandemic 'War Diary' Project which was being funded through Central Government's Covid-19 Grant (schedule 4 to the signed minutes).

Members were informed that project had three aims ie:- (i) to capture the official record of Staffordshire County Council's response to the Covid-19 pandemic for transfer to the Archive and Heritage Service as a resource for future research; (ii) to undertake an oral history project to capture the experiences of Staffordshire County Council Members and Officers during the pandemic; (iii) to produce a publicly accessible brochure to share the story of how the Authority managed their response and to create a legacy.

Members noted a freelance historian was to be commissioned to work alongside a Project Assistant for the oral history project. In addition, items for donation to the Archive were being identified through the 'Lockdown Memories' project (an exhibition of which would be held during March 2022) and an appeal for volunteers to take part in the oral history project had generated over 140 items responses to date.

During the discussion which ensued Members welcomed the significant progress which had been made in the project to date.

RESOLVED – That the report be received and noted.

14. Wellcome Trust Asylums Project

The Committee considered a joint report of the Deputy Chief Executive and Director for Families and Communities (Staffordshire County Council) and the Director of Strategy and Resources (Stoke-on-Trent City Council) updating them of progress with regard to the 'A Case for the Ordinary' Asylums project (schedule 5 to the signed minutes).

The project, which had begun in January 2019 following receipt of £196,469 grant aid from the Wellcome Trust, aimed to improve access to the Staffordshire Asylums collections by:- (i) creating a dataset of historic patient information for academic research about Staffordshire's asylum patients using Asylum collections; (ii) engaging with the public, including volunteer about the history of mental health in the County through a blog and exhibition; (iii) building on the Services' academic partnerships and engage with academic researchers and; (iv) securing match funding for the Staffordshire History Centre Project.

Members noted that to date, over 38,000 records had been extracted from collections. An online index for pre-1920 open records had been prepared and would be made available on-line later in 2021. In addition, a redacted dataset of pre-1948 records had been trialled by academics and would be advertised alongside the exhibition launch in January 2022.

The Staffordshire Asylums blog was to be made available to the public throughout the life of the project until 2022. Since April 2020 the blog site had received 11,831 visits and 15,845 page views.

During the discussion which ensued Members welcomed the significant progress which had been made in the project to date.

RESOLVED – That the report be received and noted.

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

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

16. 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 Local Government Act 1972 indicated below.

PART TWO

17. Relocation of Stoke-on-Trent City Archives - Update

(exemption paragraph 2 and 4)

The Committee noted an exempt joint oral report of the Deputy Chief Executive and Director for Families and Communities (Staffordshire County Council) and the Director of Strategy and Resources (Stoke-on-Trent City Council) updating them on the relocation of Stoke-on-Trent Archives Service.

Chairman

Local Members Interest
N/A

Staffordshire and Stoke on Trent Joint Archives Committee – Thursday 03 March 2022

Joint Archive Service – Predicted Outturn 2021/22 & 2022/23 Net Revenue Budget

Recommendations

We recommend that the Committee:

- a. Notes the current 2021/22 net revenue outturn budget position.
- b. Approves the 2022/23 net revenue budget

Report of Director of Corporate Services (Staffordshire County Council) and Director of Strategy and Resources (Stoke on Trent City Council)

Reasons for Recommendations:

1. The Joint Archive Service net revenue outturn is currently estimated to breakeven in the 2021/22 financial year.
2. The partnership continues to hold significant reserves totalling £0.433m. This includes:
 - a. The General Reserve holds a balance of £0.365m
 - b. The Archive Acquisition Reserve holds a balance of £0.058m.
 - c. A specific reserve of £0.010m from the Art Fund grant for the Minton collection.

Predicted Net Revenue Outturn 2021/22

3. The detail of the 2021/22 net revenue outturn for the Joint Archive Committee can be found as *Appendix 1* to this report.
4. To date, the Joint Archives net spend is currently £0.572m, 76% of the current net revenue budget of £0.753m. Latest forecast is for an overall breakeven position for this year as follows:

Core Services

5. £0.0028m underspend, of which £0.025m is as of savings against employee, training, transport and general expenditure budgets against Staffordshire County Council with further savings of £0.003m against Stoke-on-Trent employee costs.
6. It is assumed that the overall underspend of £0.028m will be transferred to the respective reserves, with the split £0.025m underspend for Staffordshire County Council and the £0.003m for Stoke-on-Trent to provide, overall, for a breakeven position.

Site and Public Services

7. Staffordshire County Council sites and public services; underspend of £0.005m as a result of a slight overspend against employee which is offset by savings against training, transport and general expenditure budgets.
8. Stoke-on-Trent sites and public services; underspend of £0.028m as a result of savings against employee and general expenditure budgets.
9. It is assumed that the underspend for Staffordshire County Council and Stoke-on-Trent will be transferred to their respective reserves at year end to provide, overall, for a breakeven budget.

Reserves

10. The Joint Archive Service currently holds as three reserves totalling £0.433m and set out in *Appendix 2*. This is made up of:
 - a. The General Reserve currently has a balance of £0.365m.
 - b. 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
 - c. The Art Fund Grant (Minton) of £0.010m
11. It is currently forecast that the remaining reserves at the end of 2021/22 available for use will be c £0.244m, around £0.189m less than the current balance. This assumes in 2021/22:
 - a. 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.
 - b. Transfer to Staffordshire County Council general reserve underspend; £0.030m.

- c. Transfer from Staffordshire County Council general reserve £0.251m as match funding for the History Centre Project which was approved on 14 July 2021.
- d. Transfer into reserve of the Stoke-on-Trent general reserve underspend; £0.032m.

Net Revenue Budget 2022/23

- 12. The detail of the 2022/23 net revenue budget for the Joint Archive Committee can be found as *Appendix 3* to this report.
- 13. The impact of this is that Staffordshire County Council's Joint Agreement budget is £0.581m (73% of the total JAC budget) whilst the Stoke on Trent City Council's budget has been set at £0.219m (27% of the total JAC budget).
- 14. The total joint Archives Service's budget for 2022/23 is £0.800m, an increase of £0.047m from 2021/22 budget.
- 15. Staffordshire County Council's budget has had an inflationary increase to reflect additional costs associated with national insurance and pension contributions. It also includes the provision for pay awards for 21/22 of 1.75% that is still to be agreed plus 2% uplift for 22/23. All non-employee income and expenditure budgets have received a 1% inflationary uplift too.
- 16. Stoke-on-Trent's budget has had an inflationary increase to reflect additional costs associated with national insurance and pension contributions. It also includes the provision of 2% for the 22/23 pay award. The employee budget also includes a vacancy management factor of 3%, which means that the overall employee budget only equates to 97% of the real term cost and therefore, the service is meant to achieve the budget shortfall by holding vacancies throughout the year. All non-employee income and expenditure budgets have not received any inflationary increase and remain as the 21/22 budget.

Legal Implications

- 17. The Joint Archive Agreement budget will be subject to an annual Audit and return.
- 18. A review of the current Joint Agreement.

Resource and Value for Money Implications

- 19. The Joint Agreement budget is monitored regularly throughout the year.

Climate Change Implications

20. No significant implications.

List of Background Documents/Appendices:

Joint and Other Archive Services 2021/2022 & 2022/2023 Budget File.

Joint Archives Reserves File.

Appendix 1 - Predicted Outturn Position 2021/22

Appendix 2 - Archives Reserves

Appendix 3 - Budget 2022/23

Contact Details

Assistant Director: Janene Cox OBE, Assistant Director – Culture, Rural and Safer Communities

Report Author: Nikki Mihajlovic
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Joint Archives Reserves

	Staffordshire County Council £	Stoke on Trent City Council £	Total £
<u>General Reserve</u>			
Balance brought forward 1 April 2021	270,013	96,295	366,308
2021/2022 Transactions			
Lockdown Memories Project	-1,125		-1,125
Air Conditioning - approved in 2019/2020 (On hold)		0	0
Subtotal (balance as at 31 March 2022)	268,888	96,295	365,183
Future Transactions			
Staffordshire History Centre - match funding	-251,000		-251,000
Forecast underspend in 2021/2022 - Sites & Public Services	30,193	31,942	62,135
Balance Available (as at 31 March 2022)	48,081	128,237	176,318
<u>Acquisition Reserve</u>			
Balance brought forward 1 April 2021	57,542	0	57,542
2021/2022 Transactions			
			0
Subtotal (balance as at 31 March 2021)	57,542	0	57,542
Future Transactions			
			0
Balance Available (as at 31 March 2022)	57,542	0	57,542
<u>Art Fund Grant - Minton</u>			
Balance brought forward 1 April 2021	0	10,301	10,301
2021/2022 Transactions			
Art Fund Grant - Minton Archive			0
Subtotal (balance as at 31 March 2021)	0	10,301	10,301
Future Transactions			
Balance Available (as at 31 March 2022)	0	10,301	10,301
<u>Grand Total</u>			
Balance at 31 March 2021	326,430	106,596	433,026
Forecast Balance at 31 March 2022	105,623	138,538	244,161

**Joint Archives Service
Budget 2022-23**

Appendix 3

	Core Services	Staffordshire County Council Sites and Public Services	Stoke-on-Trent City Council Sites and Public Services	Total for Service
	£	£	£	£
Expenditure				
Employees	329,237	287,453	151,300	767,990
Training	1,587	3,223	900	5,710
Transport	1,280	2,600	300	4,180
Supplies & Services	11,045	33,345	19,200	63,590
Total Expenditure	343,150	326,620	171,700	841,470
Income				
Grants & Reimbursements	0	0	200	200
Sales	0	9,570	400	9,970
Fees & Charges	0	22,570	1,900	24,470
Miscellaneous	2,490	3,710	0	6,200
Total Income	2,490	35,850	2,500	40,840
Net Expenditure	340,660	290,770	169,200	800,630
			Funded by:	
			Staffordshire	581,430 73%
			Stoke-on-Trent	219,200 27%
				800,630

Local Members Interest
N/A

**Staffordshire and Stoke on Trent Joint Archive
Committee
– Thursday 03 March 2022**

Review of Joint Agreement for Archive Services

Recommendation(s)

That the Committee approves:

- a. The proposed changes as set out in section 3 of this Report.
- b. The amendments to the agreement are made and agreed in writing by both local authorities.
- c. That the next review of the agreement will take place at the February meeting of the Committee in 2025.

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:

1. 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.
2. The current Joint Agreement was reviewed by the Joint Archives Committee on 7 February 2019 and executed in July 2021. The duration of the Joint Agreement was for an initial three year period until 31 March 2022 and will automatically extend every three years unless the provisions of the Joint Agreement are followed to terminate the Agreement. There is provision for termination by either authority at three years' notice or by mutual agreement at any time.

Proposed amendments to Joint Agreement

3. Under clause 5 - Staffing, the job titles of officers in the two local authorities to be amended as follows:
 - a. For Staffordshire County Council, the "Head of Archive Services" to be updated to "Head of Archives and Heritage".
 - b. For Stoke-on-Trent City Council, "Strategic Manager – Museums, Archives and Culture" to be updated to "Strategic Manager – Customer Services and Communities".
 - c. For Stoke-on-Trent City Council, "City Archivist" to be updated to "Archive Services Manager".

4. Under clause 8 - Financial, the job titles for the relevant corporate directors for the two authorities concerning finance to be amended as follows:
 - a. Staffordshire County Council's director updated to "Director of Corporate Services"
 - b. Stoke-on-Trent City Council's director updated to "Director of Strategy and Resources"

5. In Appendix 4 of the agreement, the job title of the Archivist to the Committee to be updated to "Head of Archives and Heritage".

6. In Appendix 6, the job titles of the employee roles included within the core budget of the Core budget will be updated. For Staffordshire County Council this reflects the implementation of the new structure in May 2021 and includes: Head of Archives and Heritage, Collections Manager, Engagement and Access Manager and Conservator. For Stoke -on-Trent City Council this includes: Archive Services Manager.

7. The functions and operations of the Joint Agreement (sections 3 and 4) are unchanged. However, within the next three years Staffordshire Record Office will change to Staffordshire History Centre upon its completion.

Next steps and future review

8. The Joint Agreement is currently working well for both parties and at this time, save for as set out above, no further changes are required.

9. Subject to approval by the Committee of the changes set out above, the legal officers of both authorities will arrange for the changes to be made to the agreement. The legal officers for both local authorities have recommended a review every three years to ensure the agreement reflects current arrangements for both parties.

Legal Implications

The Joint Archives Agreement enables both local authorities to discharge their functions with regard to archives through the Staffordshire and Stoke-on-Trent Archive Service. The proposed changes have been reviewed by both authorities' legal officers.

Resource and Value for Money Implications

Under the Joint Agreement the Archive Service budget is agreed by the Joint Archives Committee. The joint service shares the conservation function and online catalogue providing value for money for both partners. Each authority funds the operation of its own sites within the agreement.

Climate Change Implications

The Joint Agreement does not specifically reference Climate Change. The provision of a joint service with a single online offer promotes a sustainable service.

List of Background Documents/Appendices:

Appendix 1 – Joint Archives Agreement

Contact Details

Assistant Director: Janene Cox, Assistant Director -Culture, Rural and Safer Communities.

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AN AGREEMENT made [6th July] 2021 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 ^{PAD}
STAFFORDSHIRE COUNTY COUNCIL

was hereunto affixed in the presence of:-



Authorised Signatory

~~Authorised Signatory~~



Local Members Interest
If report is relevant to ALL Members, type 'N/A' into table Insert Members Name and Electoral Division

Staffordshire and Stoke on Trent Joint Archive Committee – Thursday 03 March 2022

Staffordshire History Centre Update

Recommendation(s)

That the Committee:

- a. Notes the progress update and the amended timeline for the project.
- b. Approves the public access model during the temporary closure of Staffordshire Record Office.
- c. Delegates amendments to the public access model to the Cabinet Member for Communities.

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:

1. The National Lottery Heritage Fund (Heritage Fund) granted permission to start the Staffordshire History Centre project on 8 November 2021. At the meeting of the Joint Archives Committee on 11 November the timeline for the project and temporary closure of Staffordshire Record Office was approved. This report brings an update on progress, amended timeline, and public access model for the access to collections during the temporary closure.

Progress update

2. The first stage tender for the construction contractor was advertised from December 2021-January 2022. Only one viable tender was received and after discussion with the Heritage Fund it was agreed to terminate this tender and readvertise. Feedback indicated that the timing of the advert and lack of awareness of the project had resulted in fewer bids.

3. The construction tender has been readvertised and will include a bidders' day on 7 March to invite potential contractors to learn more about the project. Proactive promotion of the project to potential contractors has been undertaken and there is now greater interest in the tender.
4. RIBA stage 4 design work on the new strongrooms, redesign of Staffordshire Record Office, Covered Courtyard link, and restoration and conversion of the William Salt Library is approximately 85% complete. Tender information is due to be issued to the Quantity Surveyor in mid-March. Stage 4 work on the green pedestrian walkway from North Walls to Eastgate Street is 70% complete.
5. 'Pre Construct Archaeology' completed archaeological site investigations at the end of January 2022. Evidence of 20th century, Victorian and some medieval activity was found. The interim report is due to be submitted to the design team and a You Tube video has been produced about the excavations. A building recording level two scheme has been agreed for the William Salt Library listed building.
6. The William Salt Library collection is being cleaned, packed and moved to temporary storage. This work is supported by staff and volunteers working together. Two volunteers are also working on cataloguing the collection. Nine volunteers and four staff have been trained in conservation cleaning.
7. The Case for the Ordinary Exhibition on Staffordshire Asylums was launched on 12 January 2022 at the Museum of Cannock Chase. Thirty-three people attended the first face to face launch of an exhibition by the service since the COVID-19 pandemic. The exhibition will tour the county and return to the History Centre with extended content once the centre is open.
8. Two hundred Enclosure Award Maps are due to be digitised in March and one volunteer has started digitising the McCann photograph collection.
9. Key stakeholders have been contacted to establish the Staffordshire History Network. The network and project will be launched at the Staffordshire History Day on 7 May. This will be an online event due to venue numbers still being restricted at the time of booking. The event will be supplemented by behind the scenes tours of collection stores. Two museum store tours have already been delivered.
10. One university work placement has commenced. A collaborative PhD student has started work on creative writing inspired by collections

relating to black history. The academic partnership with Keele University is being established for delivery of adult learners short courses.

11. The first progress report and grant claim will be submitted to the Heritage Fund at the end of March. Current spend is £55,180.00 with further commitments before 31 March. Total spend for the first claim will be reported at the next committee meeting in June.

Amended timeline

12. There is currently just over three months' delay to the programme and timeline due to restarting the construction tender. The tender has been readvertised as quickly as possible. Staffing changes within Staffordshire Archive and Heritage Service have also delayed procurement of digital, evaluation and marketing work. The recent recruitment to the Engagement and Access Manager role will enable the service to catch up on procurement work.
13. Recruitment of project staff has been delayed ensuring posts are filled in line with the construction programme and schedule for opening of the History Centre. An updated key decisions timeline is at appendix one to this report.
14. Work continues to review the use of the branding for the Staffordshire History Centre. Options for use of branding by both authorities will be brought to the June committee.

Public access model during temporary closure

15. At the November meeting of the Joint Archive Committee approval was given to temporarily close Staffordshire Record Office with the date to be agreed. The Record Office will close from 11 March 2022. This is to enable preparatory surveys to take place prior to the construction of the Staffordshire History Centre. The access model is attached at appendix two to this report.
16. Staff and volunteers will move to temporary premises during the closure and from late spring we plan to provide physical access for statutory legal requirements and certain time-limited projects, where needs cannot be met through copying. Staff will have some limited access to the strongrooms at different stages during the project and will be offering a copying service where possible. The access model will be reviewed on a regular basis and updates will be published on our website and social media channels. The service will continue to respond to enquiries by email.

Legal Implications

The public access model has been developed in consultation with The National Archives to comply with access for statutory records. Advice has been received from Staffordshire County Council legal services concerning access to records supporting rights of ways enquiries.

Resource and Value for Money Implications

Procurement of goods and services for the project complies with Staffordshire County Council's procurement framework.

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.

List of Background Documents/Appendices:

Appendix 1 Timeline of key decisions

Appendix 2 Access during temporary closure of Staffordshire Record Office

Contact Details

Assistant Director: Janene Cox, Assistant Director – Culture, Rural and Safer Communities

Report Author: Joanna Terry
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Staffordshire History Centre Project



Made possible with

Heritage Fund

Key Decisions

Updated: V1. 15.10.2021

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

DECISIONS	2021/2022											
	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	Jul 2022	Aug 2022	
	Service operation											
Temporary closure of WSL												
Temporary closure of SRO												
Design of new website												
Approve opening hours for SHC												
Confirm remote service delivery model during construction phase												
Reopening of SHC												
Legal agreements												
Joint Venture Agreement for Delivery Phase												
Transfer of courtyard land												
Surrender WSL lease												
Enter into new lease for ground floor of WSL												
Amendments to Joint Agreement												
Marketing and promotion												
Adoption of SHC branding												
Approve plans for reopening/launch												
Finance												
Changes to funding												

Start

WSL closed

SRO Closed

Access during temporary closure of Staffordshire Record Office

As a result of a successful application to the National Lottery Heritage Fund Staffordshire Record Office (SRO) will be extended, remodelled, and refurbished to create the Staffordshire History Centre.

Building work will begin on site in March 2022 and it is anticipated that this will continue for a period of twelve to eighteen months. This is a high-profile project which Cabinet approved and allocated capital funding to on 19 May 2019 and 17 February 2021.

The onsite service will close temporarily as construction will take place at SRO, the courtyard and William Salt Library at the same time and the site will not be safe for staff and public access.

The Archives and Heritage team will relocate to an alternative base within Stafford town centre adjacent to SRO. Whilst the team relocates there will be a short period of a few weeks where there will be no access until the team are in their new base. During the construction period there will be very limited access to collections until the team has moved equipment and furniture. Access as outlined below will resume as soon as possible.

The Archives and Heritage team will be permitted access once a week to retrieve documents for volunteer projects which form part of the History Centre funded project and to meet priority access enquiries. There may be periods when no access is permitted, for example when the new strongrooms are joined to the existing ones. As such a limited service will be provided within the context of the legislation which governs access to archive collections held by Staffordshire County Council.

Onsite access

During the temporary closure provision will be made for onsite access for members of the public and Staffordshire County Council staff to consult original collections. This will be available one day per week for enquiries which are categorised as priority access for the reasons listed below. Documents and spaces will need to be booked two weeks in advance.

The categories for priority access will include:

- Legal access, rights of way, deeds service, planning and site investigation, property ownership/residence, ancient hedgerows, public inquiries, criminal and inquest investigations, documentation to support religious ceremonies.
- Time specific deadlines meeting funding requirements and academic submissions where this cannot be delayed.
- Other enquiries assessed on a case-by-case basis to cover exceptional circumstances.

Remote service

During the Covid-19 pandemic the Archive and Heritage Service has continued to provide a remote service prior to reopening onsite access as soon as it was permitted. This model will be continued during the temporary closure to answer enquiries about collections, direct people to the online offer, provide copies where appropriate and possible, and prioritise requests for onsite access.

Online access to key collections is available through:

- [Staffordshire Past Track](#) ([tithe maps](#), photographs and [Staffordshire Views](#))
- [Find My Past](#) available free at [Staffordshire Libraries](#) (parish registers, wills, marriage bonds)
- [Staffordshire Name Indexes](#) to request copies or transcripts from online indexes of a range of collections
- [Gateway to the Past](#) is the online catalogue which lists the collections held by the service
- Historic Ordnance Survey maps online through [National Library of Scotland](#)

The Archive and Heritage team will also be managing and delivering a four-year activity programme which includes volunteer projects, cataloguing and digitising collections, oral history and collecting from minority groups, creating the Staffordshire History Network, training and developing knowledge of staff and volunteers, researching creating temporary exhibitions.

Implementation and review

This draft public service model has been shared with The National Archives (the archive sector lead body) and will be reported to the Joint Archives Committee for their consideration in March 2022. The model will be reviewed with the Committee during the project as part of the progress updates on the Staffordshire History Centre project.

Joanna Terry

Head of Archives and Heritage

Local Members Interest
N/A

**Staffordshire and Stoke on Trent Joint Archive
Committee
– Thursday 03 March 2022**

Predicted performance outturn 2021/2022

Recommendation(s)

That the Committee:

- a. Notes predicted performance outturn for the 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:

1. The Joint Archive Service works to a three-year planning cycle. In 2015 a ten year vision for the service was approved with regular reviews. The current Forward Plan was reviewed and approved on 25 February 2021. An annual service delivery plan is produced by the service to identify key workstreams and monitor progress towards targets.

Context

2. The predicted performance outturn reflects the impact of the COVID-19 pandemic on the Joint Archive Service. Throughout 2021/22 the service continued to be impacted by the national lockdown from January – 13th April 2021. Staffordshire Record Office reopened on 13th April with seating capacity reduced by 75% until October when two more seats were added. The volunteer programme was delivered remotely until late summer when a phased return of volunteers to site began. Events were initially recovered online followed by limited onsite events and talks with reduced capacity. Initially visitor confidence was reduced, with 68% occupancy which has now risen to 99% in early 2022. This increase is in part due to the expected Staffordshire Record Office temporary closure from 11 March. The service has also experienced staffing shortages due to retirement of key staff following the service restructure.

3. Stoke on Trent City Archives was only able to reopen following the 2020/21 national lockdowns on 12th May 2021. This was due to staffing shortages after the retirement of three staff in 2020/21. The service seating capacity was reduced by 84% and the service experienced lower occupancy rates. The service has just reintroduced onsite volunteers at lower numbers. This has significantly impacted on visitor numbers to the service.

Service demand 1: Active Partnership

4. Good progress has been made in this area with work progressing to establish the development trust. Following the pandemic recovery of the volunteer programme has been more successful than anticipated. Partnership working with universities has also resumed on several projects as COVID-19 restrictions were eased.
5. The two service friends groups have resumed their activity. Planning work for a new Staffordshire History Network is well advanced. Support for the New Vic Theatre archive has not begun due to meetings not taking place during the pandemic.
6. Performance measures of volunteer hours are expected to be down on pre-COVID numbers however they are recovering well. Satisfaction rating remains high at 99.5%.

Service demand 2: sustainability and resilience

7. The implementation of the new staffing structure for the County Council part of the service has enabled a balanced budget to be delivered with a forecast underspend across the service. Fundraising has continued with an application to the Wolfson Foundation passing the first stage.
8. Vacancies across the service has delayed the delivery of reviews of policies for the service. This has also impacted on recruitment to project posts.
9. COVID-19 recovery plans have been successfully implemented and risk assessments completed. The staff training programme for the new structure has been delivered.

Service demand 3: Diversified users, stakeholders and collections

10. Work to engage users and stakeholders has continued to be delivered online. Some in person talks have now started to be delivered however attendances remain low compared to pre-COVID-19 figures.

11. Partnership events have been re-established with universities and one placement has been delivered.
12. Work has commenced to procure consultants to deliver the History Centre activities.

Service demand 4: Share knowledge across the sector

13. The service has continued to participate in regional networks and present at conferences. Some programmes of work have been delayed due to staffing vacancies.

Service demand 5: Increased online activity

14. Work has continued on the digitisation of collections added to Staffordshire Past Track and Staffordshire Name Indexes websites. Work has begun to procure the new service website. A review of social media has been completed.
15. Work to train staff in digital preservation has been delivered through Archives West Midlands but delayed in implementation in the service due to vacancies in the team.

Performance targets

16. Key performance statistics have been provided up to December 2021/January 2022. COVID-19 restrictions have impacted upon use and engagement with the service. Volunteer numbers are lower, however recovery has been stronger than anticipated. The service has a balanced budget and forecast underspend. The online presence of the service has continued to grow.

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 service has a forecast underspend due to staff vacancies for 2021/22.

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.

List of Background Documents/Appendices:

Appendix 1 Service delivery plan and predicted outturn 2021/2022

Contact Details

Assistant Director: Janene Cox, Assistant Director – Culture, Rural and Safer Communities

Report Author: Joanna Terry
Job Title: Head of Archives and Heritage
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Archive and Heritage Service Delivery Plan 2021/2022

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.

Key service delivery themes	Work streams	RAG rating	Predicted outturn
A Existing Partnerships Page 75	Implement Development Trust with: William Salt Library Trust, Keele University, Friends, Depositors	Green	Three trustees have been appointed which enables the development trust to be registered with the Charity Commission.
	Joint delivery of Museum Development work with Ironbridge Gorge and review future programme	Green	Work programme is on track with involvement scaled back to take account of new service structure and priorities.
	Marches Network	Green	The services continues participation in this network and holds funds on its behalf.
	University partnerships: Keele University – collaborative PhDs, Victoria County History (VCH) group, Paupers papers project group	Green	The volunteers for the VCH and Pauper projects have returned to site. The Asylums project collaborative PhD continues and one creative writing PhD began this year both are from Keele University.
	Nottinghamshire University – Place Names project	Green	This volunteer group was relaunched in Nov with an online study session.
	Liverpool University – CLANDAGE project on climate change landscapes and heritage	Green (complete)	Outreach activities have been delivered in partnership with the University.
	Library and Arts Service & St Mary's to reopen the HAP delivered by them + volunteers	Green	The HAP reopened in June on a booking basis. Library staff been trained. Volunteers are being recruited to support its running. Both friends groups supporting the Archive Service (FoSSA) and William Salt Library (FWSL) have held online AGMs. FoSSA has also planned a visit to the
Support Friends committees to and their fundraising events	Green		

			museum collection store and acquired a grant to support digitisation of Enclosure Maps.
B New Partnerships	Develop Staffordshire History Network	Green	Research and stakeholder engagement has been completed and the Network will be ready to launch in May 2022.
	Supporting New Victoria Theatre Archive (advising and on committee).	Green	Stoke Archive Services Manager anticipates being invited to April 2022 meeting.
C Volunteer programme	Recover volunteer programme – see Recovery Plan Promote volunteer opportunities through SCC/VCSE networks	Green	A phased recovery of volunteer programme commenced in July with the return of 70 volunteers. We are at capacity onsite. Two volunteers were supported to record a video about their experience with the service.
Performance Measures	Number of volunteer hours given to the Service 2,449 to Jan. Customer satisfaction rating 99.5% (97.5 20/21)		

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.

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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.

Key service delivery themes	Key workstreams	RAG rating	Predicted outcome
A. Financially secure and new structures embedded	Implement new staffing structures and new staff roles across the service and establish new teams	Green	New structure implemented from 1 May, with ongoing training to embed it.
	Deliver balanced budget and develop plan to fund incremental drift for Archives and Heritage	Green	Balanced budget with forecast underspend of £0.028m. Plan in place to fund future increments.
	Evaluate SHC development phase and deliver virtual site visit	Green	Evaluation completed and virtual site visit delivered May 2021.

	Develop matched funding applications for SHC	Green	One funding application submitted to Wolfson Foundation which has passed first stage.
	Deliver strategic support for Sandwell Archives	Green	Support has been scaled back to quarterly meetings.
B. Service accreditations met	Submit review of archive accreditation return	Amber	In progress due March 2022 delayed by staff vacancy.
	Submit museum accreditation return	Green	Due April 2022.
	Review policies at JAC: WSL Collections Policy Joint Collections Statement for SHC	Amber	Delayed by staff vacancy
C. Collections management	Recruit and induct new conservator	Green	Completed and in post from July 2021.
	Review annual archive conservation and preservation programmes	Green	Programme reviewed to focus on preservation and repackaging collections due to move. Reviewed pest management.
	Update and test Emergency Plans	Green	Emergency response training delivered by Harwell in Nov 21. Plan being reviewed.
	Deliver Museum Conservation Plan and Documentation Plan	Green	One painting conserved and documentation in progress.
	Update Museum locations in new stores	Green	98.05% complete
	Prepare WSL collection for relocation	Amber	Repackaging work supported by additional staff hours and volunteers. With removals booked in Mar-Apr.
	Participate in QB storage management group	Green	Group meetings attended.
	Prepare for possible return of carriages from Shugborough	Green	Licence extended. Plan for removal has been discussed with NT officers.
	Recruit Project Cataloguer	Amber	Delayed due to staff vacancy and construction procurement delay. Planned for April 2022.
D. Collections development	Review reappraisal and deaccessioning programme across service	Green	Review completed with items identified for disposal.
	Disposals from museum collections	Green	Review completed with items identified for disposal.

	Identify collections suitable for back-cataloguing by volunteers or for project work	Green	Evode group identified to catalogue a collection.
	Deliver annual Collections Development work (See Collections Team plan for details)	Green	Plan priorities on target.
	Deliver TNA Scanning for Staffordshire project	Amber	Delayed due to Covid-19 restrictions and local history groups not meeting. Planned to deliver this summer.
	Deliver Rugeley Power Station project	Amber	Job advertised but later than planned.
	Assess Tamworth Castle collection	Green	Work completed with collection remaining at Tamworth Castle.
	Lockdown Memories collecting, COVID War Diary oral history and digital collecting	Amber	Job advertised but later than planned.
E. Manage our buildings to ensure they are safe, more cost-effective and sustainable	Deliver Recovery Plan and ensure buildings are COVID secure	Green	Phase 1 and phase 2 plans delivered with ongoing monitoring.
	Review health and safety risk assessments	Green	Risk Assessments updated to reflect COVID restrictions.
	Maintain our buildings and monitor annual servicing arrangements with Property Services	Green	Buildings continued to be maintained.
F. Training and development of staff and volunteers	Implement cross-service training programme to support restructure	Green	Internal training plan on new roles delivered. Basic Archive Skills training completed by 4 people
	Induction of new staff	Green	Induction of new conservator completed. See above.
	In-house training about collections and new accessions across service	Green	Implemented.
	Implement We Talk annual review conversations and identify training and development needs	Green	Implemented.
Performance Measures	Percentage of collections with at least a collection-level description online: Annual figure calculated at year end Number of documents issued: 3710 to end Dec above target compared to 2020/21 Number of objects loaned: 4321 to end Dec above target compared to 2020/21 Balanced budget: £0.28m underspend Accreditation status: Due for assessment		

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	RAG rating	Predicted outturn
A. Deliver a rejuvenated public service enabling people to engage with the collections across a range of subjects and disciplines	Recover public service - see Recovery Plan	Green	Public service recovered, see above.
	Support Staffordshire Day	Green	Online talks and social media delivered.
	Support Local & Community History Month	Green	Social media and two in person talks delivered. Meaningful Mementoes online launched.
B Engage new audiences with the service	Deliver SHC Activity Plan	Green	Planning in progress to begin delivery 2022 - 2025
C. Marketing and promotion	Deliver Digital Engagement Plan and assess new channels	Green	Social media delivered and reviewed
	Deliver SHC Marketing Plan	Green	Work to procure marketing consultant, delivery planned from late spring.
D. Online and onsite exhibitions	Develop digital exhibition 'Meaningful Mementoes'	Green	Meaningful Mementoes online exhibition launched on wordpress.
	Deliver Asylum exhibition	Green	Pop up exhibition launched at Burntwood Library – with main exhibition launched 12 Jan 22.
E. Access to William Salt Library collections	Provide access via Staffordshire Record Office	Green	Access delivered until December 2021 when collection was closed for removal preparations.
	Review WSL access processes to support delivery via new public service team	Green	Processed reviewed and training delivered.

F. Learning	Deliver Learning Plan as set out in the Activity Plan	Green	Work planned for delivery from Nov 2024 students requests. Got two other placements planned.
	Support University and school students on professional placements	Green	1 university placement being delivered.
	Deliver two partnership study days	Green	One VCH study day delivered and two activities with Liverpool University
	Maintain Place-name volunteer group and support AHRC bid	Green	Volunteer group relaunched in Nov 2021
G. Access and equalities	Deliver SHC Access Strategy	Green	Work planned for 2024
H. Engagement with cross-disciplinary exhibitions	Deliver SHC Interpretation Plan	Green	Procurement process started
	Support loans at Shugborough Hall with National Trust	Green	Loans ongoing.
	Deliver loans programme in consultation with partners and stakeholders	Green	Loans programme ongoing with items lent for exhibition to other museums.
Performance Measures	Number of talks and events delivered by Service: 7 Number of attendees at all events and talks delivered by Service: 152 Number of exhibition appearances: 7		

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	RAG rating	Predicted outturn
A. Sharing knowledge with the wider archive and museum sector	Participate in Archives West Midlands	Green	Three presentations delivered for AWM.
	Contribution of papers to sector conferences and training seminars	Green	One paper delivered at DCDC conference

	Develop case studies to share at sector events	Amber	None identified
	Develop Museum Development Officer role in partnership with Ironbridge	Green	Delivered
B. Developing a close relationship with voluntary sector organisations	Round table with other SCC services to promote volunteering programme	Amber	Not happened yet
	Set up stakeholder group to shape design and programming pending external funding	Amber	Delayed whilst waiting for new Engagement & Access Manager to start.
C. Reviewing and developing its income generation programme.	Annual review of income, fees and charges	Green	Complete
	Review existing commercial online offer and plan for additional content	Green	Planned for 2022/3
	Deliver SHC project Business plan	Green	Planned for 2022/3
D. Supporting and advising heritage groups across the county on their development	Museum Development Officer engagement programme	Green	See reporting above, ongoing
	Museum mentor for two museums to maintain accreditation	Green	Ongoing
	Support and advise groups on caring for their collections	Green	Ongoing
Performance Measures	Number of organisations actively engaged with in an advisory capacity: 174 to end Dec		

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	RAG rating	Predicted outturn
A. Develop new online platform	Commission new website	Green	Commenced procurement paperwork

B. Deliver new online content	Staffs Name Indexes – add new/extended indexes	Green	Two indexes added
	Staffordshire Pasttrack – add 750 new images	Green	1,080 images added so far by volunteers
C. Align onsite and digital services	Continue to reconfigure public service delivery to align with online offer and streamline processes	Green	Review of processes post new structure, still ongoing.
D. Provide access to born digital archives.	Internal training on current digital archives provision	Amber	Due to be delivered
	Progress regional work with Archives West Midlands	Green	Ongoing
	Implement Digital Preservation software	Amber	Due to be delivered
E. Digitisation programme	Implement programme identified in Activity Plan	Green	Funding acquired by FoSSA to digitise Enclosure maps. McCann photograph collection being digitised
F. Social media	Review use of social media accounts in light of audience research	Green	Social media has been reviewed, Instagram account paused. Increased use of You Tube
	Introduce new branding to social media	Amber	Further review of branding required by JAC.
Performance Measures	Visits to Service websites (all online offer) 237,860 to end Dec Facebook reach A&H 120,726; PastTrack 901,925 (to end Dec) Twitter impressions A&H 254,300; Minton 51,537 (to end Dec) Instagram likes A&H 150 (to end Dec, no posts since July 2021) YouTube A&H 6,165 impressions (to end Dec)		

Local Members Interest
N/A

**Staffordshire and Stoke on Trent Joint Archive
Committee
– Thursday 03 March 2022**

Disposals from Staffordshire Archive Collections

Recommendation(s)

- a. That the committee approves the transfer and disposal of archive collections identified through the reappraisal process.

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:

1. Following reappraisal of two collections held at Staffordshire Record Office several items for transfer or disposal have been identified.
2. In accordance with the Staffordshire and Stoke on Trent Archive Service's Collections Development Policy, permission must be sought from the Joint Archive Committee before any item is transferred or disposed of from the collection.

Background

3. Reviews of collections take place to ensure that our collections continue to meet the criteria of the Collections Development Policy. Staffordshire and Stoke on Trent Archive Service regularly reviews collections to ensure we are making best use of archival storage for the care of existing collections and to enable further accessions to be received.
4. This report covers recent reappraisals of two collections completed by the Collections Officers which has identified material to be transferred or destroyed.
5. Firstly, duplicate copy minutes collected by the County Clerk's department, 1950s (collection ref: C/C/L/1-24) and miscellaneous minutes and printed material for the Stoke on Trent City Council area (collection ref: C/C/L/25). One box is to be transferred to Stoke on Trent City Archives (C/C/L/25), one box of Wednesbury Borough Council

minutes to be transferred to Sandwell Archives as agreed (C/C/L/22/1-6), and 25 boxes to be destroyed. See Appendix 1.

6. Secondly, a miscellaneous collection from the offices of George Horne & Son, auctioneers (collection ref: 735 part, sections 4/6/1-5 OS Maps and 5/1 postcards). The collection comprises rolls of Ordnance Survey maps for areas outside Staffordshire or duplicates of Staffordshire maps already held by the service. It also includes two boxes of postcards and photographs for places outside Staffordshire to be offered for transfer or to be destroyed if unwanted. See Appendix 2.
7. This disposal process is in accordance with Staffordshire and Stoke on Trent Archive Service's Collections Development Policy, reviewed December 2019.
8. The policy complies with Archive Service Accreditation UK standard for archive services and supports the Archive Service's Terms and Conditions for the Deposit of Archives (last revised 2018)
9. In accordance with Staffordshire and Stoke-on-Trent Joint Archives Service's Collections Development Policy it is the practice to offer collections to other services first and it is a principle of the policy that collections will not be sold.

Legal Implications

Staffordshire and Stoke-on-Trent Joint Archives Service's Collections Development Policy is the basis for enabling the removal of items from the collection.

Resource and Value for Money Implications

Funded by Staffordshire County Council. This process will enable better care of the County Council's Archive collections through better use of storage space, staff resources and conservation material resources.

Climate Change Implications

None applicable.

List of Background Documents/Appendices:

Appendix 1 - Appraisal and disposal assessment C-C-L
Appendix 2 - Appraisal and disposal assessment 735pt

Contact Details

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APPENDIX 1

STAFFORDSHIRE AND STOKE ON TRENT ARCHIVE SERVICE

REAPPRAISAL AND DISPOSAL RECORD SHEET

PART ONE: COLLECTION INFORMATION

Staffordshire Record Office

Collection reference: C/C/L/1-25

Collection title:

Copy minutes of District Councils collected by the County Clerk's department, 1950s (C/C/L/1-24);

Stoke City Council year books, Education annual handbooks, Children's Committee copy minutes, miscellaneous printed material for the Stoke on Trent City Council area (C/C/L/25)

Date of deposit or donation: C/C/L/1-24, acquired by the County Clerk in the 1950s, not known at what point they came to the Archive Service;
C/C/L/25 acquired in 1991 from the Chief Education Officer (Northern Area) and in 1996 from the Director of Social Services

Ownership:

(indicate if owned by the Archive Service/governing body, privately owned by identified individual(s) or continuing organisation, or if current owner cannot be identified)

Staffordshire County Council

Legal obligations and conditions of acquisition/grants:

(indicate whether under Acceptance in Lieu scheme, or subject to purchase or cataloguing grant, etc. Also check if there is a record of any previous appraisal process)

None

PART TWO: APPRAISAL INFORMATION

Date of appraisal: 3 July 2017, reviewed 4 November 2020

Appraisal decisions:

A. Records to be returned to depositor or transferred:

1. Quantity: 1 box or part thereof (C/C/L/25, Stoke on Trent)

Reasons: These records are within the collecting area of Stoke on Trent City Archives. Both batches of records within this reference were transferred internally before the official creation of the Archives in 1997, and could in practice have been offered to the Archives in 1997 or soon after.

This series is to be transferred to Stoke on Trent City Archives. If any items are not required by that office, they will be duplicates and will have no additional value to be kept within the County Archive Service.

To whom returned/transferred:

Date returned/transferred:

2. Quantity: 1 box or part thereof (C/C/L/22/1-6, Wednesbury Borough)

Reasons: These records are within the collecting area of Sandwell Archives. That authority does already hold minutes for Wednesbury but may have gaps and has requested that the files be transferred.

If any items are not required by that office, they will be duplicates and will have no additional value to be kept within the County Archive Service, so will have permission to dispose of them.

To whom returned/transferred:

Date returned/transferred:

B. Records to be destroyed:

Quantity: 25 boxes (C/C/L/1-12, 14-19, 21-24)

Reasons: These duplicates were collected by the County Clerk's department in the 1950s. Since that date those districts within the modern county have since deposited their official sets of minutes, either following the 1974 local government reorganisation or more recently. For those areas no longer within the modern county, the respective archive offices in the West Midlands have checked their own holdings of official minutes and found them to be duplicated, so have declined these copies.

(The exceptions are C/C/L/13, Rugeley Urban District Council, which are missing from our collections, and C/C/L/20, Tamworth Borough, for which we do not have a collection. It is presumed the originals are at Tamworth Castle Museum. These two series will be disposed of in the future if the original minutes are deposited at any future date.)

Permission gained from owner or permission not required (please specify):

Permission is not required (owned by the ~~Page 88~~ Council)

Date of destruction:

Deaccessioned in paper accessions register and on CALM accessions database

Paper and online catalogues removed or updated

The National Archives notified

Signature of Archivist:

Date:

Signature of member of Joint Archives Committee:

Date:

APPENDIX 1

STAFFORDSHIRE AND STOKE ON TRENT ARCHIVE SERVICE

REAPPRAISAL AND DISPOSAL RECORD SHEET

PART ONE: COLLECTION INFORMATION

Staffordshire Record Office

Collection reference: 735 (sections 4/6/1-5 OS maps and 5/1 postcards)

Collection title:

Miscellaneous collection from the offices of George Horne & Son, auctioneers

Date of deposit or donation: 1964, at the closure of the firm

Ownership:

Staffordshire County Council

Legal obligations and conditions of acquisition/grants:

(indicate whether under Acceptance in Lieu scheme, or subject to purchase or cataloguing grant, etc. Also check if there is a record of any previous appraisal process)

None

File in appropriate deposit file, and Freedom of Information Legislation file

PART TWO: APPRAISAL INFORMATION

Date of appraisal: 4 February 2022

Appraisal decisions:

A. Records to be offered for transfer or destroyed if unwanted

1. Quantity: Rolls of Ordnance Survey printed maps, various editions and scales, mostly for areas outside Staffordshire, also some duplicates of Staffordshire maps already held (reference 735/4/6/1-5)
2. Quantity: 2 boxes of postcards and photographs mounted on postcards for places outside Staffordshire (reference 735/5/1)

Reasons: These records are outside the collecting area of Staffordshire Record Office and the Museum Service, the William Salt Library and Stoke on Trent City Archives. Where the Ordnance Survey printed maps do relate to Staffordshire most have already been identified as duplicates. Any non-duplicates for Staffordshire will be retained.

To whom returned/transferred:

Date returned/transferred:

B. Records to be destroyed:

See above, for any remaining items.

Permission gained from owner or permission not required (please specify):
Permission is not required (owned by the County Council)

Date of destruction:

Deaccessioned in paper accessions register and on CALM accessions database

Paper and online catalogues removed or updated

The National Archives notified

Signature of Archivist:

Date:

Signature of member of Joint Archives Committee:

Date:

Not for publication by virtue of paragraph(s) 2, 3
of Part 1 of Schedule 12A
of the Local Government Act 1972

Document is Restricted

