

Staffordshire and Stoke-on-Trent Joint Archives Committee

Tuesday 19 July 2022

10:00

New Bremen Room, County Buildings, Martin Street, Stafford

John Tradewell
Director of Corporate Services
11 July 2022

A G E N D A

1. **Apologies**
2. **Declarations of Interest in accordance with Standing Order 16**
3. **Minutes of the meeting held on 3 March 2022** (Pages 1 - 4)
4. **Joint Archive Service - 2021/22 Final Outturn and Predicted Outturn 2022/23** (Pages 5 - 12)

Joint report of the Director of Corporate Services (Staffordshire County Council) and the Director of Strategy and Resources (Stoke-on-Trent City Council).
5. **Staffordshire and Stoke on Trent Archive Service and Staffordshire Archives and Heritage Service: Annual Report** (Pages 13 - 54)

Joint report of the Director for Economy, Infrastructure and Skills (Staffordshire County Council) and Director of Strategy and Resources (Stoke-on-Trent City Council)
6. **Staffordshire History Centre Project - Update** (Pages 55 - 84)

Joint report of the Director for Economy, Infrastructure and Skills (Staffordshire County Council) and Director of Strategy and Resources (Stoke-on-Trent City Council)

7. **Staffordshire and Stoke on Trent Archive Service and Staffordshire Archives and Heritage Service: Volunteer Policy Review** (Pages 85 - 100)

Joint report of the Director for Economy, Infrastructure and Skills (Staffordshire County Council) and Director of Strategy and Resources (Stoke-on-Trent City Council)

8. **Staffordshire and Stoke on Trent Archive Service and Staffordshire Archives and Heritage Service: Joint Collections Statement** (Pages 101 - 108)

Joint report of the Director for Economy, Infrastructure and Skills (Staffordshire County Council) and Director of Strategy and Resources (Stoke-on-Trent City Council)

9. **Date of next meeting**

Thursday 10 November 2022, 10.30 am, venue to be confirmed.

10. **Exclusion of the public**

The Chairman to move:-

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

PART TWO

(All reports in this section are on pink paper)

11. **Exempt minutes of the meeting held on 3 March 2022** (Pages 109 - 110)

(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

Notes for Members of the Press and Public

Filming of Meetings

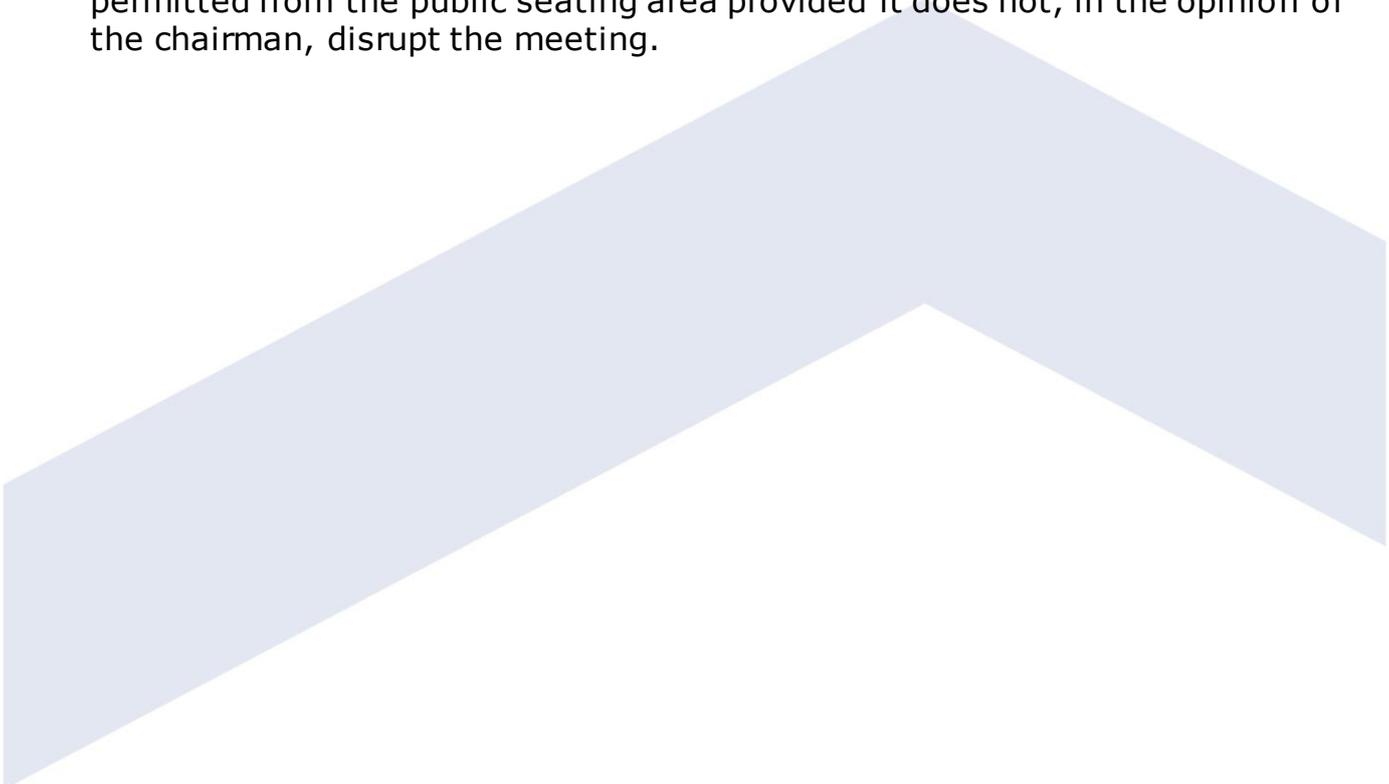
Staffordshire County Council is defined as a Data Controller under the Data Protection Act 2018. The County Council has agreed that Public meetings should be the subject of live web transmission 'webcasting'. Fixed cameras are located within meeting room for this purpose.

The webcast will be live on the County Council's website and recorded for subsequent play-back for 12 months. The recording will also be uploaded to YouTube. By entering the meeting room and using the seats around the meeting tables you are deemed to be consenting to being filmed and to the possible use of those images and sound recordings for the purpose of webcasting.

If you have privacy concerns about the webcast or do not wish to have your image captured then please contact the Member and Democratic Services officer named at the top right of the agenda.

Recording by Press and Public

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



**Minutes of the Staffordshire and Stoke-on-Trent Joint Archives
Committee meeting held on 3 March 2022**

Present: Mark Sutton and Lorraine Beardmore

Apologies for absence: Victoria Wilson

NOTE – Reference in these minutes to 'the Lead Officers' relates to the Deputy Chief Executive and Director of Families and Communities (Staffordshire County Council) and Director of Strategy and Resources (Stoke-on-Trent City Council)

PART ONE

18. Declarations of Interest in accordance with Standing Order 16

There were no Declarations of Interest made.

19. Minutes of meeting held on 11 November 2021

RESOLVED – That the minutes of the meeting held on 11 November 2021 be confirmed and signed by the Chairman.

20. Predicted Outturn 2021/22 and 2022/23 Revenue Budget

The Committee considered a joint report of the Director of Corporate Services (Staffordshire County Council) and Director of Strategy and Resources (Stoke-on-Trent City Council) giving details of the predicted outturn for the Joint Archives Service for 2021/22 and proposed 2022/23 net revenue budget.

Members noted that a spend of £572,000 was predicted against an approved budget of £753,000. The latest forecast was for an overall breakeven position for 2021/22 year as follows:- (i) Core Services - £28,000 underspend; (ii) Staffordshire County Council Sites and Public Services - £5,000 underspend and; (iii) Stoke-on-Trent Sites and Public Services - £28,000 underspend. It was assumed that the underspend for both Councils would be transferred to their respective reserves at year end to provide, overall, for a breakeven budget.

It was reported that the General Reserve had a current balance of £365,000, The Archive Acquisition Reserve held a balance of £58,000 and the Art Fund Grant (Minton) a balance of £10,000.

For 2022/23 the Joint Archives Service Revenue budget was reported to be £800,000, made up of £581,000 from Staffordshire County Council and £219,000 from Stoke-on-Trent City Council.

RESOLVED –

- (a) That the report be received and noted.
- (b) That the 2022/23 Joint Archive Service net Revenue Budget be approved.

21. Review of Joint Agreement

The Committee considered a joint report of the Lead Officers proposing the renewal of the agreement between the two councils for the provision of Archive services for the 3 year period from March 2022. They reported that minor amendments were required to the Agreement to reflect changes in job titles at both councils.

A copy of the updated Agreement was appended to the report for Members' information.

RESOLVED –

- (a) The proposed changes as set out in section 3 of the report be approved;
- (b) that the next review of the Agreement would take place at the February meeting of the Committee in 2025.

22. Staffordshire History Centre Project - Update

The Committee considered a report by the Lead Officers on progress with regard to the Staffordshire History Centre (SHC) Project, amended timeline, and public access model for the access to collections during the temporary closure.

It was reported that as only one tender had been received. It had been agreed with the Heritage Fund that the contract be readvertised with a bidder's day arranged to generate interest amongst more contractors. Consequently, the programme was delayed however, The recent recruitment to the Engagement and Access Manager role would assist in addressing the delay

It was noted that work was still ongoing for the use of the branding for the Staffordshire History Centre and that it would report back to the June 2022 Committee.

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. From late spring the service plans 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 the service website and social media channels. The service will continue to respond to enquiries by email.

RESOLVED –

(a) That the progress report and timeline be noted

(b) Approve 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 and Culture (Staffordshire County Council).

23. Predicted Performance Outturn 2021/2022

The Committee considered a joint report of the Lead Officers detailing the predicted performance outturn for 2021/22. Performance was assessed against targets in the service plan.

The Joint Archive Service continued to be impacted by the national lockdown with the Staffordshire Records Office and Stoke-on-Trent City Archives service operating at a reduced seating capacity. Volunteers for both services had been impacted but a phased return to onsite events has seen volunteers return.

RESOLVED – that the predicted performance outturn for the service be noted.

24. Disposals from Staffordshire Archive Collections

The Committee considered a joint report of the Lead Officers detailing the transfer and disposal of archive collections identified through a recent reappraisal process.

Through a recent reappraisal of two collections. Details were given of materials to be transferred or destroyed of from a collection of duplicate minutes held by the County Clerks Office and contents of miscellaneous minutes from the offices from George Horne & Son.

RESOLVED – that approval be given to the transfer and disposal of archive collections identified through the reappraisal process as detailed in the report submitted.

25. Date of Next Meeting

Thursday 23rd June 2022 at 10.30 am, White Room County Buildings, Stafford.

26. 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”.

The committee proceeded to consider the following items.

27. Exempt minutes of meeting held on 11 November 2021 (exemption paragraphs 2 and 3)

28. Relocation of Stoke-on-Trent City Archives (exemption paragraphs 2 and 4)

Chairman

Local Members Interest
N/A

**Staffordshire and Stoke on Trent Joint Archives
Committee – Thursday 23 June 2022
Joint Archive Service – Final Outturn 2021/22 and
Predicted Outturn 2022/23.**

Recommendations

We recommend that the Committee:

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

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 final net revenue outturn for Joint Archive Service is an overall breakeven position at the end of 2021/22 financial year.
2. The partnership continues to hold reserves totalling £0.481m. This includes:
 - a. The General Reserve holds a balance of £0.413m
 - 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.

Final Net Revenue Outturn 2021/22

3. The final detail of the 2021/22 net revenue outturn for the Joint Archive Committee can be found as Appendix 1 to this report.
4. The Joint Archives net spend was £0.761m compared to the approved budget of £0.761m which produced an overall breakeven position. This was after accounting for:

Core Services

5. Total underspend of £0.033m of which £0.0030m was due to 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. The overall underspend of £0.033m has been transferred to the respective reserves, with the split £0.030m 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; £0.002m overspend was due to an overspend against employees which is offset by savings against training, transport and general expenditure budgets plus a slight over achievement of income.
8. Stoke-on-Trent sites and public services; underspend of £0.025m was due to savings against employees, training, transport and general expenditure budgets partially offset by a slight under achievement of income.
9. The overall underspend of £0.023m has been transferred to the respective reserves with the split £ 0.002m overspend for Staffordshire County Council and £0.025m underspend for Stoke-on-Trent to provide, overall, for a breakeven position.

Reserves

10. The partnership holds reserves totalling £0.481m. This includes:
 - a. The General Reserve holds a balance of £0.413m
 - 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. During 2021/22 the following transfers were made from/to the general Reserves:
 - 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 from Staffordshire County Council general reserve £0.010m as match funding for the History Centre Project which was approved on 14 July 2021.

- c. Transfer to Staffordshire County Council general reserve net underspend for 2021/22; £0.027m
- d. Transfer to Staffordshire County Council general reserve £0.001m to support the History Centre Project additional staffing costs to assist with the temporary moves.
- e. Transfer into reserve of the Stoke-on-Trent general reserve underspend for 2021/22; £0.028m.

Predicted Net Revenue Outturn 2022/23

- 12. The detail of the 2022/23 net revenue outturn for the Joint Archive Committee can be found as Appendix 3 to this report.
- 13. To date, the Joint Archives net spend is currently £0.074m, nearly 9% of the current net revenue budget of £0.812m. The latest forecast is for an overall breakeven position this year after taking account of:

Core Services

- 14. £0.003m underspend, of which £0.002m is due to savings against employees and general expenditure budgets against Staffordshire County Council with further savings of £0.001m against Stoke-on-Trent employee costs.
- 15. It is assumed that the overall underspend of £0.003m will be transferred to the respective reserves, with the split £0.002m underspend for Staffordshire County Council and the £0.001m for Stoke-on-Trent to provide, overall, for a breakeven position.

Site and Public Services

- 16. Staffordshire County Council sites and public services; overspend of £0.006m is due to £0.004m increased employee costs, £0.001m underspend in general expenditure costs and £0.003m under achievement of income.
- 17. Stoke-on-Trent sites and public services; underspend of £0.010m is due to savings against employees.
- 18. It is assumed that the overspend for Staffordshire County Council will be offset by a transfer from their respective reserve and the Stoke-on-Trent underspend will be transferred to their respective reserve, with the split £0.006m overspend for Staffordshire County Council and the £0.010m underspend for Stoke-on-Trent to provide, overall, for a breakeven position.

19. It is currently forecast that the remaining reserves at the end of 2022/23 available for use will be £0.247m, around £0.234m less than the current balance as set out in Appendix 2. This assumes the following in 2022/23:

- a. Transfer from Staffordshire County Council general reserve £0.001m to support the History Centre Project additional staffing costs to assist with the temporary moves.
- b. Transfer from Staffordshire County Council general reserve £0.241m as match funding for the History Centre Project which was approved on 14 July 2021.
- c. Transfer from Staffordshire County Council general reserve £0.003m net forecast overspend for 2022/23.
- d. Transfer into reserve of the Stoke-on-Trent general reserve £0.011m forecast underspend for 2022/23.

Legal Implications

20. The Joint Archive Agreement budget will be subject to an annual Audit and return.

21. A review of the current Joint Agreement.

Resource and Value for Money Implications

22. The Joint Agreement budget is monitored regularly throughout the year.

Climate Change Implications

23. 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 - Outturn Position 2021/22

Appendix 2 - Archives Reserves

Appendix 3 – Budget/Forecast Outturn 2022/23

Contact Details

Assistant Director:

Catherine Mann MBE, Interim Assistant Director – Culture, Rural and Safer Communities

Report Author:

Nikki Mihajlovic

Job Title:

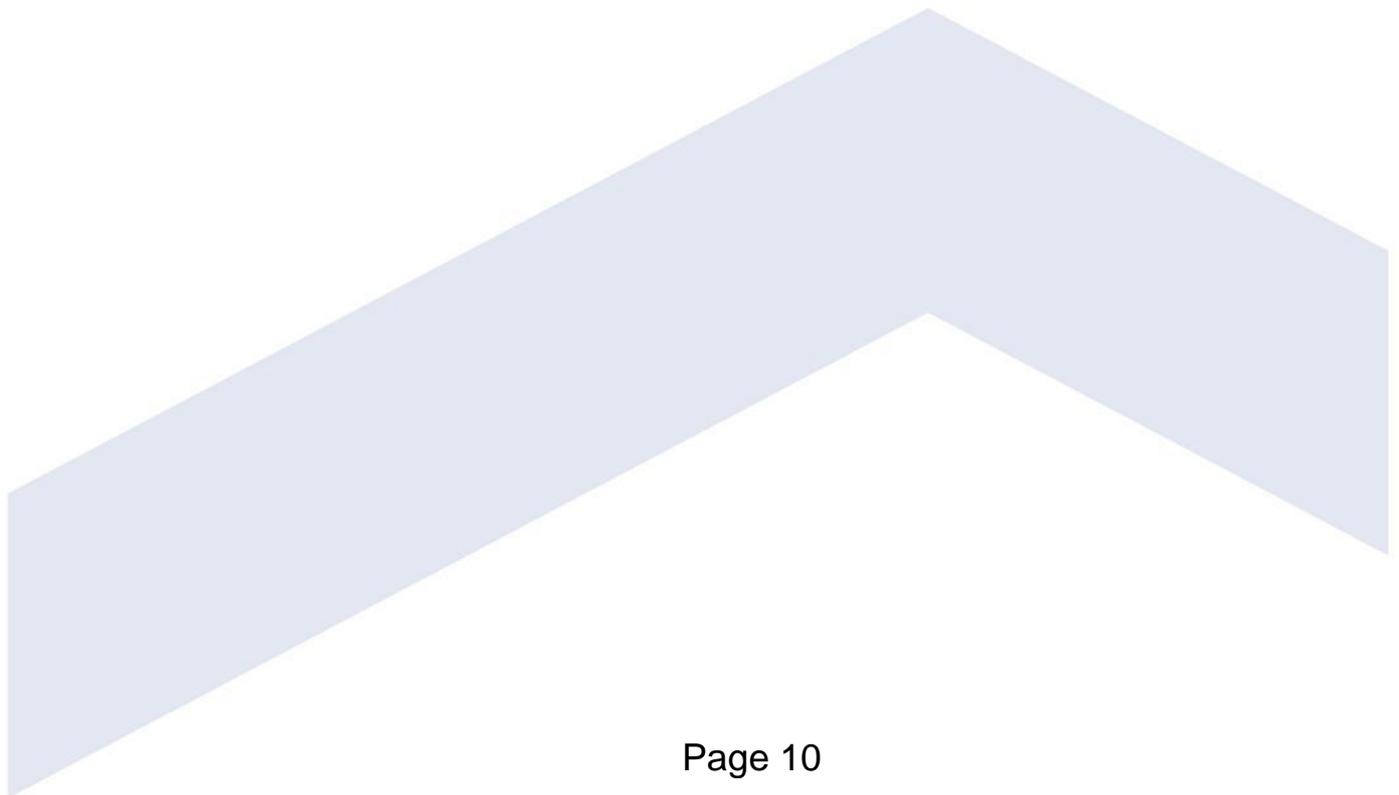
Senior Finance Business Partner

Telephone No.:

01785 854879

E-Mail Address:

Nikola.Mihajlovic@staffordshire.gov.uk



Joint Archives Reserves

	Staffordshire County Council £	Stoke on Trent City Council £	Total £
<u>General Reserve</u>			
Balance brought forward 1 April 2021	269,436	96,295	365,731
2021/2022 Transactions			
Lockdown Memories Project	-1,125		-1,125
Additional Hours Funding	577		577
Staffordshire History Centre - match funding	-10,000		-10,000
Overspend to Reserve	-2,448		
Underspend to Reserve	30,160	28,044	58,204
Air Conditioning - approved in 2019/2020 (On hold)			
Subtotal (balance as at 31 March 2022)	286,600	124,339	413,387
Future Transactions			
Additional Hours Funding	-577		-577
Forecast Overspend to Reserve	-5,187		-5,187
Forecast Underspend to Reserve	2,138	10,901	13,039
Staffordshire History Centre - match funding	-241,000		-241,000
Balance Available (as at 31 March 2023)	41,974	135,240	179,662
<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 2023)	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 2022)	0	10,301	10,301
Future Transactions			
Balance Available (as at 31 March 2023)	0	10,301	10,301
<u>Grand Total</u>			
Balance at 31 March 2022	344,142	134,640	481,230
Forecast Balance at 31 March 2023	99,516	145,541	247,505
Notes:			

Joint Archives Service
Appendix 3
Predicted Outturn Position 2022-2023

	Core Services			Staffordshire County Council Sites and Public Services			Stoke-on-Trent City Council Sites and Public Services			Total for Service		
	Current Budget	Actual Expenditure @ Jun-2022	Predicted Outturn	Current Budget	Actual Expenditure @ Jun-2022	Predicted Outturn	Current Budget	Actual Expenditure @ Jun-2022	Predicted Outturn	Current Budget	Actual Expenditure @ Jun-2022	Predicted Outturn
	£	£	£	£	£	£	£	£	£	£	£	£
Expenditure												
Employees	328,240	31,294	325,602	287,450	24,389	290,994	148,100	19,049	138,000	763,790	74,732	754,596
Training	1,590	0	1,590	3,220	0	3,220	900	0	900	5,710	0	5,710
Transport	1,280	42	1,280	2,600	85	2,600	300	0	300	4,180	127	4,180
Supplies & Services	14,820	-23	14,520	30,080	-47	29,480	19,200	1,390	19,200	64,100	1,320	63,200
Transfer to Reserve	0	0	2,938	0	0	-5,764	0	0	10,101	0	0	7,275
Total Expenditure	345,930	31,313	345,930	323,350	24,427	320,530	168,500	20,439	168,501	837,780	76,179	834,961
Income												
Grants & Reimbursements	0	0	0	0	0	0	200	2	200	200	2	200
Sales	0	0	0	9,570	1,078	8,600	400	11	400	9,970	1,089	9,000
Fees & Charges	4,080	350	4,080	3,200	0	3,200	1,900	394	1,900	9,180	744	9,180
Miscellaneous	2,490	0	2,490	3,710	0	1,860	0	1	1	6,200	1	4,351
Total Income	6,570	350	6,570	16,480	1,078	13,660	2,500	408	2,501	25,550	1,835	22,731
Net Expenditure	339,360	30,964	339,360	306,870	23,350	306,870	166,000	20,031	166,000	812,230	74,344	812,230
										Predicted Under/Overspend		0

Members Interest
N/A

Staffordshire and Stoke-on-Trent Joint Archive Committee 19 July 2022

Staffordshire and Stoke-on-Trent Archive Service and Staffordshire Archives and Heritage Service: Annual Report

Recommendation(s)

1. That the Committee receive and approve the annual report detailing the work of the Staffordshire and Stoke-on-Trent (Joint) Archive Service and Archive and Heritage Service for the period April 2021 to March 2022.
2. The Risk Register for the service is reviewed and agreed.

Report of the Director for Economy, Infrastructure and Skills (Staffordshire County Council) and Director of Strategy and Resources (Stoke-on-Trent City Council)

Reasons for Recommendations

3. The accompanying Annual Report provides an account and review of the work and performance of the Staffordshire and Stoke-on-Trent Archive Service and Archive and Heritage Service for the financial year, April 2021 to March 2022 attached at Appendix 1. In line with internal audit recommendations that the Committee review the Risk Register for the service attached as Appendix 2.

Background

4. The terms of the Joint Agreement for Archive Services between Staffordshire County Council and Stoke-on-Trent City Council requires an annual report on the work of the Joint Archive Service to be presented to the Annual Meeting in June. The Annual Report provides a full overview of the range of activities, progress, and performance of the Service.

5. This year's Annual Report evidences some significant achievements towards meeting the overall strategic objectives of the Service within the current Forward Plan, 2021-2024. These objectives are:

- Developing an active partnership approach.
- Delivering resilience and sustainability.
- Reaching and engaging with a wide range of people and building new audiences.
- Sharing knowledge across the UK.
- Increasing our online presence and remote access.

6. The last year saw the service making a strong recovery from the impact of COVID-19. With fewer restrictions to the public service capacity for visitors was gradually increased. Smaller events were delivered onsite, talks booked from pre-pandemic were delivered and larger events were held online. This resulted in four – five times the amount of visits and contacts with the service compared to 2020-2021.

7. The staff team switched from home-working to partially or fully working in the office to deliver the public service. As restrictions were eased far more accessions were received by the service: 80 at Staffordshire Record Office, 58 at Stoke-on-Trent City Archives, 167 at the William Salt Library, 199 objects and 209 photographs.

8. Over 1,100 new and backlog catalogue entries were created and volunteers have supported this workstream by typing up many of the remaining paper lists. The latter has enabled us to add a further 2,096 catalogue entries to Gateway. This work will be of huge benefit to researchers, who can now find more of our collections remotely, and will also contribute to Archive Service Accreditation.

9. The key achievements of 2021-2022 were:

- Recovery of services, events and onsite volunteering from April 2021
- Implementation of new structure in Staffordshire Archives and Heritage
- Filling staff vacancies at Stoke-on-Trent City Archives
- Staffordshire History Centre award of £3.9m grant
- Launch of A Case for the Ordinary Exhibition
- Move out of Staffordshire Record Office and William Salt Library

10. The Archive and Heritage Service collects detailed statistics about all areas of its work shown at the end of Appendix 2 to the annual report. This covers personal use, distance use and online use of the service. There are five local performance indicators which the service measures against:

1. Use of the service
2. Attendances at events, talks, education and community visits
3. Volunteer hours
4. Customer satisfaction
5. Use of collections

10. Across the service in-person visits increased nearly sevenfold (588%) during 2021/22 with fewer Covid-19 disruptions to services and an increase to the number of visitor spaces. Likewise there was 332% increase in the number of documents produced, local studies items and a small increase to the number of objects on display.

11. As people were able to visit in person, online use and social media engagement either remained consistent or reduced slightly. Visits to Staffordshire Past Track reduced by 28%; however use of the online catalogue and Staffordshire Name Indexes site was almost identical. Social media decreased by 27% which also reflects the diversion of staff resources from online engagement towards the delivery of in person public service and events. Overall use of the service increased by 36%.

12. Events and talks to groups resumed (many talks had been booked pre-pandemic) which resulted in an increase of 485% of people engaged with. Volunteer hours reduced slightly by 11% affected by the temporary closure of Staffordshire Record Office prior to relocation, in addition to the impact of COVID-19 on public services. Customer satisfaction increased slightly to 99% maintaining the high level achieved by the Service.

13. Overall the number of items consulted or objects on display increased by 68% reflecting the recovery of access to collections and in person visits. Whilst these figures have not returned to pre-pandemic levels they represent a significant increase given that COVID-19 restrictions remained until March 2022.

Risk Register

14. Staffordshire County Council Internal Audit team recommend that the committee review the Risk Register on an annual basis. The Risk Register sets out the main risks to the service covering:

- Physical risks to collections
- Risks to digital collections
- Risks to staff, members of the public and volunteers within the service
- Risks to operation of the public service
- Risks to forward planning for the service

15. The register at Appendix 2 sets out the impacts and mitigating actions giving a total risk rating out of 9. The register has been reviewed in light of removal of restrictions for COVID-19. As most staff are working in the office the risk for home working has been reduced. Lone working off site has been increased slightly as staff are attending Staffordshire Record Office to supervise work; staff are not permitted to produce items from strongrooms on their own. The risk for service transformation has been updated to include the proposed move for the City Archives.

Equalities implications:

This report has been prepared in accordance with the personnel and equal opportunities' policies of the County Council and the City Council.

Legal implications:

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

Resource and Value for money implications:

The Archive Service delivers a range of work which is measured in a number of ways and detailed in the appendices of the Annual Report.

Risk implications:

Risk register for the service has been completed.

Climate Change implications:

None applicable

Health Impact Assessment screening:

None applicable

Report author:

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

Telephone No: (01785) 278370

Room No: Staffordshire Record Office

List of Background Papers

Papers	Contact/Directorate/ext number
Annual Report 2020-2021	Joanna Terry/Families & Communities x278370
Archive Service Risk Register 2021	Joanna Terry/Families & Communities x278370

Staffordshire and Stoke-on-Trent Archive Service

Annual Report 2021/22



Handwritten text in a cursive script, likely a letter or document, overlaid on the image.

TABLE OF CONTENTS

Executive summary	3
Featured projects	3
Staffordshire History Centre award of £3.9m grant	3
A Case for the Ordinary: Staffordshire Asylums Exhibition	4
The Big Move.....	5
Regional collaboration and support.....	5
Onsite public services COVID-19 and recovery	6
Consulting Users and Partners	7
Online services	8
Social media	10
Complaints, comments and compliments	10
Events and Exhibitions.....	12
Placements & Volunteers.....	13
New Accessions.....	16
Staffordshire Record Office	16
Stoke on Trent City Archives	20
Collections work in 2021-22	22
Staffordshire and Lichfield Collections	22
Services to the County Council	24
Stoke on Trent City Archives	24
Preservation and Conservation.....	25
Staff changes and training	26
Performance	27
Acknowledgements	29
Staff in post 2021-2022	29
Volunteers.....	29
Friends of the Archive Service (FoSSA).....	29
Joint Archive Committee 2021/2022	29
Part 1	31
Public Service Statistics – Financial Year 2021/2022 (2020/2021 in brackets)	31
Part 2	33
Performance Monitoring against Service Targets	33
Monitoring was suspended during COVID-19 for 2021/22	33
Part 3	33
Local Performance Indicators 2020/21	33

Executive summary

The 2015 ten-year vision set the target of achieving funding to create the Staffordshire History Centre. Thanks to the support of Staffordshire County Council, William Salt Library Trust, Friends groups, depositor donations, and a significant award from the National Lottery Heritage Fund the project has been given the green light. Supporting the project was the implementation of the new staffing structure in the county service. Several new members of staff have joined both parts of the service bringing new ideas and fresh approaches.

Services were fully recovered from Covid-19 restrictions though the impact is still being felt on visitor numbers, delivery of events and attendances. Volunteers have returned to our sites and we continue to offer opportunities for volunteering from home.

After an extension to the project, thanks to the generosity of the Wellcome Trust, the Case for the Ordinary cataloguing project concluded and the exhibition was launched along with the patient database.

At the end of the year the Staffordshire team made a superhuman effort assisted by removal company and Library van drivers and attendants to move to a temporary base. The team are now based in Eastgate House looking forward to developments beginning on site for the new History Centre very soon!

The key achievements of 2021-2022 were:

- Recovery of services, events and onsite volunteering from April 2021
- Implementation of new structure in Staffordshire Archives and Heritage
- Filling staff vacancies at Stoke-on-Trent City Archives
- Staffordshire History Centre award of £3.9m grant
- Launch of A Case for the Ordinary Exhibition
- Move out of Staffordshire Record Office and William Salt Library

My thanks as always to the dedicated staff team, our wonderful volunteers, our two Friends groups and trustees of the William Salt Library, colleagues in Staffordshire County Council, our Cabinet members and Joint Archives Committee for their support to ensure the service makes a difference to residents and communities.

Joanna Terry
Head of Archives and Heritage

Featured projects

Staffordshire History Centre award of £3.9m grant



In June 2021 the good news was finally confirmed that the National Lottery Heritage Fund would award a £3.9m grant towards the £7m Staffordshire History Centre project. This was announced in July and the project received permission to start in November 2021. It was the culmination of eight years' work to secure the necessary external funding to enable the project to become a reality and deliver the service vision.

The first few months of the project focused on progressing detailed design work to enable procurement of the construction contractor to commence. Pre-construction archaeology was completed revealing some interesting medieval finds, [outlined in the YouTube video](#), but nothing significant to delay progress.

Procurement is also underway for the interpretation contractor and development of a new website. Recruitment is in progress for four project posts: Community History Development Officer, Learning Officer, Collections Interpretation Officer, and Project Cataloguer.

The first key objective has been completed which was to relocate the William Salt Library collection and the Staffordshire team to temporary premises. The volunteers have resumed their work in the new location. The next phase will be to develop the activities programme with the appointment of the project staff.

A Case for the Ordinary: Staffordshire Asylums Exhibition



Asylums exhibitions on tour

The touring 'A Case for the Ordinary' exhibition was launched at the Museum of Cannock Chase on 10 January 2022. A well-attended launch event featured talks by our very own Rebecca Jackson, Professor Alannah Tomkins from Keele University and PhD student Lucy Smith, and a performance of poetry by Sara Levy of work inspired by the asylum records in Staffordshire Record Office's collections. The exhibition has since moved on to the Brampton Museum and Art Gallery in Newcastle-under-Lyme where it will be until 3 July 2022 before continuing its tour later in the year. The combination of robust research, the support of academic partners, our wonderful archive and museum collections and excellent design by Vertigo Creative Studio has resulted in a high quality and accessible display. Visitor response has been excellent, and despite the potentially sensitive subject, the exhibition has proved popular with family groups and those interested in the county's history.



Visitors at the Museum of Cannock Chase and Sarah Levy reading her poems at the launch event, January 2022.

A smaller 'pop-up' version of 'A Case for the Ordinary' is touring Staffordshire's libraries throughout 2022 to reach an even wider audience and to promote the main exhibition and the wider Wellcome Trust funded project.

The Big Move

The public service closed on 11 March 2022 to allow staff time for packing sorting & boxing the contents of the Record Office in preparation for the move. Volunteering was temporarily suspended in preparation for the move and volunteers were shown the temporary base. The move included relocation of the William Salt Library collections made up of 4,600 boxes and crates, furniture and equipment from the Library and Record Office, and disposal of unwanted furniture.



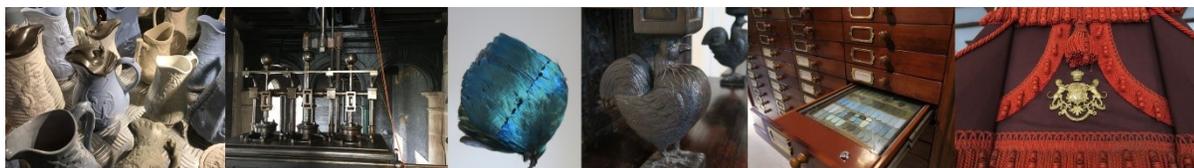
Regional collaboration and support

The Head of Service continued to serve as a trustee for Archives West Midlands. Several members of staff attended training events delivered by AWM on copyright, digital preservation

and Towards an Inclusive Archive. The Collections Manager presented at the online AGM showcasing work on digital engagement and audience research. The service also submitted a case study for the AWM website on the Case for the Ordinary project. Support for Sandwell Community History and Archives Service was provided by the Head of Service.

WMMD and Staffordshire History Network

The regional partnership with Ironbridge Gorge Museum Trust to support the West Midlands Museum Development team continued throughout 2021-22 to provide support, advice and best practice guidance to museums across Staffordshire and the wider Region. Collections care, governance, resilience, funding and Accreditation advice formed the core elements of the support offered. Three online collections care training events were hosted together with 3 projects which offered direct support to museums to review their collecting policies, interpreting difficult or contentious collections and maintaining best practice in collections management.



Collections on display across the West Midlands.

Marches Network

A quiet year due to the impact of the COVID-19 pandemic on the museum sector in the West Midlands. However, during 2022-23 we will be working with the other partners in the Marches Network at West Midlands Museum Development to further develop work to revive the region's Emergency Response Network, to provide a coordinated response to any emergency which might threaten museum collections and buildings, through training, resources and advice.

Onsite public services COVID-19 and recovery

Staffordshire Record Office

Staffordshire Record Office continued with its Covid recovery plan by offering an increased service from the end of September, with Searchroom places increasing from four to six, computer availability from one to three and microfiche availability from one to two. Visits were still encouraged by appointment and advance document ordering but with some discretion on the day depending on staff availability. In the first six months of re-opening the occupancy rate was 67.5% overall and for the second six months it was 56.7%, thus giving an overall occupancy of 59%. Use of the searchroom did increase in the run up to our service closure date of 11th March 2022 to an average of 62.9% in the final 2.5 months of opening.

Enquiry and reprographic Services

As parts of the service opened up to limited numbers the overall number of orders was down, however the level of photographic orders was maintained along with the enquiry service, and the telephone enquiries went up by a staggering 389%. Also, the number of photo permits issued to readers, due to onsite visits, increased by 354%.

Stoke on Trent City Archives

The Archive Public Services Manager retired in March 2021, so two relatively new current members of staff (through a combination of working additional hours and secondment) filled this crucial role on a temporary basis as a job share. This enabled the Service to reopen and recover the Public Service. This post has recently been recruited to on a permanent basis with the new post holder likely to start in July 2022. An Archive Assistant is due to go on Maternity Leave in June 2022 and this post is currently advertised. Once all vacancies are filled the service will be able to fully recover its pre-pandemic opening hours.

We continue to follow our detailed recovery plan. In early 2022 we increased our visitor numbers per session from 4 to 6 (at any one time). Advance booking is encouraged and some drop in visitors can be accommodated if space is available. Since we have re-opened during the Pandemic, pre-visit preparation, such as offering research advice and having archives and library materials prepared in advance of a visit, seems to have worked well. We also now offer multipurpose study spaces, allowing a customer to have PC access, look at documents and publications, and in some instances also to access and take copies from microfiche and microfilm. It is rare that we are unable to accommodate a customer on the date requested, and if so, space can generally be found that week, so we plan to continue this new model for the foreseeable future. We are now seeing many of our regular pre-pandemic customers return. We have re-introduced Group visits on Mondays and are taking bookings. Our visitor figures have been steadily increasing during the last year.

Enquiry and reprographic services

Stoke-on-Trent City Archives scored 100% (95% very good, 5% good) in the CIPFA Distance Survey 2021, when customers were asked overall, how good do you think the distance enquiry service is? Which reflects the new team's effort and commitment to the Service. Our enquiry numbers have continued to increase.

Consulting Users and Partners

During April to July 2021 we took part in the CIPFA Distance User Survey. Unlike previous surveys this one was undertaken solely online and focussed purely on distance enquiries. This was largely due to the COVID-19 pandemic greatly restricting access to archive services at this time. We had an excellent response for both our sites and some very positive results.

Satisfaction ratings remained very high, with 85% of Staffordshire Record Office (SRO) users and 95% of Stoke-on-Trent City Archives (SoTCA) users rating the distance enquiry service 'Very good' against a national average of 80% (99% of SRO and 100% of SoTCA users rated us 'very good' or 'good' against a national average of 96%). Responses for quality of content, clarity of response, promptness of response and social media provision were similarly very positive.

Users were slightly more critical of our charges (82% very good or good for SRO, 92% for SoTCA) but in line with national trends. 2% responded 'poor'. Not surprisingly respondents were less positive about our website and ease of navigation: 74% of SRO users rated this as very good or good, 81% of SoTCA users. We are aware of the limitations of our website and will be addressing this as part of the Staffordshire History Centre Project. Responses to our social media presence is encouraging and above the national average. 48% of SRO users use

commercial online family history services – a high percentage which reflects the availability of resources of FindMyPast.

45% of SRO users and 44% of SoTCA users are over 65. This shows a steady increase over time, perhaps reflecting changes in life expectancy, but is lower than the national response of 53%, which indicates that our users are younger than the wider archives sector. 47% of SRO and 58% of SoTCA users are retired (54% nationally). Only 8% of our users are under 35 (6% nationally). The gender split is very close to 50:50.

98% of our users identify as ‘white’ (in line with the national figure) and 2% as ‘Asian’. The vast majority of our users are from Europe (89% SRO, 70% SoTCA) with the balance from the Americas (7% SRO, 20% SoTCA) and Oceania (5% SRO, 9% SoTCA). Nationally, 87% of users are in Europe.

19% of SRO users and 29% of SoTCA users responded that they have a disability or condition relating to dexterity, eyesight, hearing, a learning disability, mental health or mobility.

In summary, the survey confirms the trends revealed by previous surveys, but generally is very positive. The results regarding the website and the profile of our visitors are not unexpected but provide strong support for changes we wish to make through the Staffordshire History Centre project, and we hope to address many of these issues over the coming years.

Online services

Learning Room Blog

The Learning Room Blog was set up during the Covid-19 pandemic in 2020 to encourage interaction with audiences through specialist paleography course, academic research and articles about the collections. The content on this site has continued to be developed and received over 4600 unique visits during 2021-22. The blog is a useful resource that we signpost volunteers and students to.

Minton Archive

The Minton Archive’s Folio Frivolity series, which highlighted artworks from the Archive's Art & Design folios, continued as daily tweets and fortnightly blog posts until the end of June when it reverted back to its monthly (and less intense!) “Folio Friday” schedule. Over the course of the year multiple new volumes were made available online including a particularly useful tile volume for the website’s “Anniversary Update” in September. In October the blog mapped photographs of the Minton factory against plans and sketches elsewhere in the collection, eventually resulting in the addition of around 75 drawings related to Minton’s Patent Ovens – large and small – to the online catalogue as hi-res, zoomable interactives a few months later. Alongside these bigger projects the blog also hosted a new “In Depth” long-form article on “killer” lead glazes, analysed Minton’s stock and sales at the 1873 Vienna Exhibition and told the story of a 5-foot majolica peacock lost (and found) at sea.

Past Track and Staffordshire Name Indexes

Staffordshire Past Track remains hugely popular, and visitor numbers continue to exceed their pre-COVID levels. Our volunteer Bob Metcalfe has continued to add new resources while working from home. 1,365 new images were scanned and added to the site during the year, including the remainder of the Arthur Lloyd Postcard collection and over 200 glass negatives taken by Woodseaves photographer Harry Osbourne in the western parts of the county in the early years of the 20th century. Volunteers from the Evode History Project have also started adding images to Past Track, with over 100 photographs published so far. There are now well over 46,000 resources on the website.



The Red Lion, Sutton, near Forton. Photographer: Harry Osbourne, c.1906-1908.
(Staffordshire County Museum)



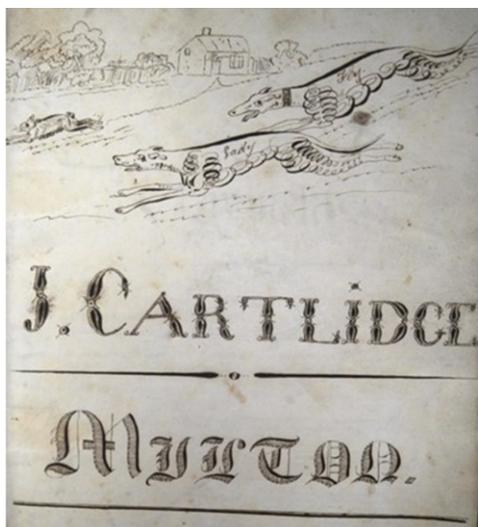
Women's Football Team, Evode, Stafford, about 1960 (Evode History Project)

Two new name indexes were added this year: an Illegitimacy Index, 1559-1923 and the Staffordshire Asylums Patient Database, 1818-1920. The illegitimacy index is a valuable tool for genealogists trying to identify the fathers of illegitimate children. The Asylums name index has proved particularly popular and lists patient names from the County's three asylums at Stafford, Burntwood and Cheddleton.

Social media

We have continued to use social media to engage with both service users and new audiences across a range of platforms; Facebook, Twitter, Instagram and YouTube and blogs. We have created new video content for our YouTube channel highlighting progress on the Staffordshire History Centre project; the video on archaeological surveys had over 250 views. Our Instagram account has been used to highlight our volunteering offer and our stored collections. The reintroduction of this platform has helped us to engage with a younger audience. We began a trial of a thematic approach to our social media content ensuring we capture key calendar dates, anniversaries and special celebrations. Staff have undertaken online training led by The National Archives to build their social media skills and raise their awareness of audience profiles. This combines to create a solid platform to review and build our digital engagement from mid-2022 onwards.

We've recently been focusing on how we can use social media to promote our collections at Stoke-on-Trent City Archives. Highlights have included a series of 1920s posts to mark the release of the 1921 census, interesting new accessions received by the archives, and documents viewed by visitors in our reading room.



Images shared on social media: illustration from school exercise book and a scene from the General Strike of 1926

Complaints, comments and compliments

Staffordshire Record Office received **144** compliments and 4 comments or complaints. Our users appreciated the service we have been able to provide during the pandemic and up to our temporary closure in March 2022.

'That is brilliant. And still called just Captain Lane as well! Clearly McGurk made a mistake. Earlier in his thesis he used the case of Parr Lane in 1595 as an example of how Northampton, as a typical English county, had mustered and sent troops to Ireland with Parr himself becoming a captain there in 1596-7. He has assumed that it was Parr who was again the conductor of Northamptonshire troops in 1601. But it was a different Capt Lane!

That's lovely. You've made my day and it's my birthday too.' (H. Morgan)

Apologies for the delay – I meant to email straight away – but I wanted to thank all the searchroom team for pulling out the stops for me last week. It was a tight call, but I did just about manage to get through all those bundles in the two days I spent in your searchroom. I have reaped a bumper harvest of missing details – nothing major, but lots of little things that add up to quite a lot – that I can feed into the revised entries for the new “Pevsner” guide. I appreciated the friendly welcome and willing assistance, and really couldn't have asked for more. With thanks to you all and very best wishes. (C. Pickford)

There were four comments and complaints about the temporary closure of Staffordshire Record Office for construction work. The head of service responded to each complaint explaining the necessity of the closure and the future benefits to service users and local residents of the new history centre. One complaint related to photographic permits was resolved quickly with the offer of an extended permit and the individual responded that they are looking forward to using the service again at the new history centre.

Stoke-on-Trent City Archives received **477** positive comments/compliments during 2021-2022, plus many notes of thanks.

Compliments included the following:

'My most kind thanks for all the information that you have provided. It is all interesting and it is touching to know that the plate has survived for 150 or 160 years... I have to say, I think you have a fascinating job. I hope that the effort that you put into this reply reflects the degree of enjoyment that the job brings you. I love old objects but had to wait until I retired to give them the time they deserve. Learning about them is truly captivating.'

'It's been a pleasure communicating with you as it's not very often these days to find someone who deals with an enquiry so readily and efficiently.'

'Just to let you know I got a really good mark for my dissertation based in no small part to the research I did in the archive. So once again thanks for all your help.'

Stoke-on-Trent City Archives received no official complaints, although did receive feedback from a customer that she was unable to get hold of anyone on the phone. This was due to confusion over our opening hours.

Stoke-on-Trent City Archives also received a comment from a customer querying the validity of the copyright wording on one of the order forms. This prompted us to review all the order forms and update the wording to ensure they were applicable to both published and unpublished works.

Events and Exhibitions

Meaningful Mementoes Online Exhibition

Following the success of online content including new blogs and resources following the Covid-19 pandemic the Service developed a new exhibition to trial online content and visitor interaction.

The 'Meaningful Mementoes' exhibition combined items from across the three Service collections together with personal objects 'donated' by members of staff. The content could be searched using the four themes: gift, heirloom, personal and souvenir, or by looking at all the objects together. The site included a 'Share your memento' form which enabled users to write their own memory and send up to three images to the Service for uploading.

Victoria County History Study Day

In October the Victoria County History Study Day took place online for the first time. This partnership event with Keele University explored the theme "For the Benefit of the Poor: Welfare provision in Staffordshire towns, 1650 – 1950" and featured Dr. Andrew Sargent, Dr. Nigel Tringham, Dr. Peter Collinge and Prof. Alannah Tomkins. 38 participants joined the event from Staffordshire and across the UK.

CLandage Project and workshops

This project, looking at past societal adaptations to weather events to better understand climate change, is being run by Liverpool University. Staffordshire is one of three case studies. The others are the River Eden in Cumbria and the Outer Hebrides. Each case study is exploring different climate focus points including storms, flood, and drought.

During Autumn 2021 a series of in person workshops at the Record Office and online events took place. The partnership worked with 3 creative practitioners: Staffordshire Poet Laureate Mel Wardle-Woodend, storyteller and creative writer Maria Whatton and craft maker Jennifer Collier to engage directly with audiences to capture and understand their experiences of extreme weather events. A conference, celebrating the project will take place in Autumn 2022.



CLandage Project Workshops

Stoke on Trent City Archives: Majolica Mania Exhibition: Transatlantic Pottery in England and the United States, 1850–1915

Following multiple pre-pandemic research visits to Stoke-on-Trent City Archives and meticulous planning with the organisers of the exhibition, the City Archives delighted to loan several archival items from the Minton Archive for incorporation in the 'Majolica Mania Exhibition: Transatlantic Pottery in England and the United States, 1850–1915'. This is largest and most comprehensive exhibition yet mounted of a significant nineteenth-century innovation in ceramics. Carefully shipping these precious items out to America (there were also several items loaned from the Potteries Museum and Art Gallery) during the Pandemic was extremely challenging, but it has been wonderful for the City and the Archive Service to be part of such a significant celebration of ceramic history. These items have been on view for the past year at the Bard Graduate Center, New York City and The Walters Art Museum, Baltimore. The City Archives has also received a copy of the publication which accompanies this exhibition.



A superb piece of artwork from the Minton Archive featured in the Majolica Mania exhibition (SD 1705/MS1787)

Placements & Volunteers

At Stafford

We have two higher education placements in progress from Lancaster and Aberystwyth universities, one long and one medium term. Both placement students have given positive feedback on their experiences and wish to stay with the service as volunteers. We have two work experience placements planned for early 2022/23 and will use these to test a new model that gives a rounded experience of the service. We are currently unable to take school-based work experience placements but hope to expand our placement offer to younger people next year.

There are three collaborative PhD researchers working with us from Keele University; Susie Johns is using Bawdy Courts records to look at time and Lucy Smith is researching county asylums. Gabriella Gay has just begun the initial stages of research on the theme of creative responses to black lives in the archives.

At March 2020 we had 140 volunteers. In Stafford we retained 70 of these when we reopened in July 2021. We set out a Covid secure way of working. Inviting groups throughout the week with a limit of 6. Volunteers were asked to wear masks and enter through the back entrance, wearing masks as they moved through the building and sat at socially distanced desks. The door was kept open to provide ventilation and tables and laptops were cleaned between each session. We had no cases of Covid amongst volunteers and many were pleased with the way we set up for the return. By October we were able to insert 2 more tables and extend capacity to 8 people.

We lost some volunteers as the pandemic affected their lifestyle as a whole, for example wanting to continue working remotely as it slotted into their lifestyles more easily and we were able to assist with this where there was capacity. Some volunteers had to leave us due to ill health or major life changes.

The volunteer coordinator role has meant that the volunteers across all three strands of the service, William Salt Library, Staffordshire Record Office and the museum service have a key individual to come to about their role and tasks. All general information is communicated via regular email updates for example important information about covid procedures and our move to Eastgate House.

Currently we have 60 volunteers working in eight groups across the service Monday to Friday, We also have volunteers that work at the Museum stores on Tuesdays and 20 volunteers that work remotely from home.

The Staffordshire Place Names group in partnership with the University of Nottingham is lead by Dr Jayne Carroll. The group had been disbanded due to the pandemic but was relaunched in November 2021. The University of Nottingham hired Melanie Williamson as their project leader to work with the group on Wednesday afternoons and relaunched with an online study day of talks from academics and specialists in the field. The group are searching documents for Staffordshire place and field names particularly looking at spellings and pronunciations. Every six weeks Dr Carroll meets the group online to discuss the meanings behind the names that the volunteers have found. For example, Ken Barlow found 'Yolk of the Egg' in an 18th century document recently telling us about the nature of the land. Dr Carroll explained that it was usually land of high value. The data the volunteers find is inputted into a website that maps the spelling and meanings of the place names. And the documents that the volunteers are working with currently range from 13th to the 19th century. There are currently 7 members of the group but we are hoping to expand with an accompanying project georeferencing maps which will be able to be done remotely.

At Stoke

We welcomed back our first physical volunteer at Stoke-on-Trent City Archives in September 2021 (we previously had one volunteer working remotely). We were especially pleased that Margaret Beard wanted to resume work on the Poor Law indexing project for the Staffordshire Name Indexes website. Margaret reported that beginning to volunteer again really helped her to get back into a normal routine after the pandemic, and is now pleased to be able to work with us a full day as the restrictions have eased further. Volunteers have been supporting collections work and indexing Poor Law records and a canal boat register. We remain grateful to Pam Woolliscroft who continues to help us with specialist pottery enquiries remotely.

The return of groups has presented difficulties due to lack of staff and loss of our IT suite. However, we have developed a new model of working and met with the co-ordinators of the Lancer and Michelin volunteers. The groups are planned to resume in summer 2022, when we hope to have our full complement of staff. They will be supporting collections work and packaging in preparation for the move of the City Archives to new premises.



Margaret working on the Poor Law indexing project

In the autumn we resumed offering student placements. Keele University student, Beth, was first through the doors, looking for experience of work in Archives and Heritage. As well as general induction, Beth's main task has been to learn how to use CALM cataloguing software and catalogue small collections from the backlog. So far, she has completed four collections.



Keele University student Beth

In addition, we have put together a framework for supporting university and school placements which will feed into the City Council's Work Based Opportunities offer in 2022/3 and we have a short placement for a student from Wrexham University booked for April 2022.

New Accessions

Staffordshire Record Office



Staff and pupils at Westwood Hall Girls' High School, Leek, c.1940s (7901/1)

The lifting of covid restrictions meant that we received far more accessions than last year, but still lower than in many recent years. Sadly, it has become clear that many organisations had to close for good during the lockdown periods, and this is reflected in our accessions. We continue to look out for under-represented types of collections, aiming to reflect the County and City in all aspects of its life and people.

In 2021/22 we received 80 accessions at Staffordshire Record Office, including from the Diocese, and two from within the County Council. The total volume of all permanent accessions was 83 boxes (2.5 cubic metres). Every new accession was fully catalogued or had a detailed summary created. 58 accessions were taken at Stoke City Archives. Additionally across the Service we had 51 contacts from or to members of the public and local organisations holding records but where no records have as yet been deposited, or where people have been referred to different repositories. So the total of accessions and approaches was 191.

New Accessions at Staffordshire Record Office

We have continued to receive a wide variety of records reflecting all aspects of Staffordshire life.

We received material from a number of local organisations, some sadly now closed but many continuing. These include: Staffordshire Gardens and Parks Trust (D7866), Stafford Branch of Amnesty International (7879), Burntwood Singers (7880), North Staffordshire Federation of Townswomen's Guilds (D7882), Leek Cricket Club (D7889), Stafford Youth Hostels Association (7893), the Bible Society Group in Stafford (D7899 including St Mark's Gospel with individual verses written by hundreds of local people and illustrated by schoolchildren, made in 1998), Stafford North End Community Association (7906), Barlaston Women's Institute (D7907), a large collection of various former Women's Institutes (D7908), and Eccleshall Young Farmers (D7913).

We received additional material from the former Cheddleton County Asylum, later St Edward's Hospital (D7841), including items from the original building project, and an album of services and concert programmes. We also received as a one-off sample some microfiche copies of more recent case notes from St George's Hospital in Stafford, 1950s-1970s (D7905, access restricted), and we received a post-mortem book, though little used, from the private Coton Hill Asylum 1915-1944, for which almost no records have survived (7884). These were complemented by a set of annual reports of the Staffordshire Association for Mental Welfare 1921-1978 (7917). Another institution was represented by a death register from the Cheadle Public Assistance Institution 1939-1953 which contains useful information as to place of burial (D7860).

We continued to receive deposits from local churches, including some 19th century and early 20th century parish registers from Cheadle (D7858), Freehay (D7859), and Barton-under-Needwood (D7891). The change in the law relating to the recording of marriages has also prompted some churches to deposit more recent registers. There were deposits also of material of the closed church of Pipe Ridware (D7878) and for former United Reformed Churches in Staffordshire (D7874).

Other collections connected to the church included sermons of Rev Canon Arthur Stretton Reeve who was Bishop of Lichfield 1953-1974 (7888), which date from the late 1930s and cover many social aspects of the following decades; papers of the Baldwin Pugh Church Patronage Trust which assisted evangelical churches mainly in the West Midlands (7887) and reveal some of the church work going on behind the scenes in mainly deprived areas, particularly in the 1950s-1960s, and the work of Trustee Sir Alfred Owen; and a beautiful illuminated book presented to the out-going vicar of St Modwen's church in Burton in 1924 (7846). Collections of the Diocese of Lichfield were additional records of Shifnal Deanery, later Edgmond and Shifnal Deanery 1963-2017 (B/A/25/4/5-8), and church furnishings report by The Arts Society (formerly NADFAS) (B/A/27/5/31-33).

We were grateful to our Friends organisation for purchasing a small set of documents relating to charity lands in Uttoxeter, which included attractive plans and schedules of enclosed land dated immediately after the Uttoxeter Enclosure for which we have no formal awards or maps. The papers appear to have a connection with the Sneyd Kynnesley family of Loxley, and they have already been studied by the Uttoxeter research group (7872).



Map showing the Uttoxeter High Wood enclosure, 1789 (7872/1/2)

Another stray set of records for East Staffordshire are the manorial court books from Rolleston 1717-1933, which were found in a house in East Anglia and have been deposited with the help of Rolleston Parish Council (D7861). Page 30

from Wheaton Aston Hall (7842), the Giffard family of Chillington (D7849), the Chetwynd family of Brocton Hall (7850), the Phillips family of Heath House (D7869), and the Dyott family of Freeford (D7883). We also received additional stray items relating to the Trentham and Aqualate estates (7848 and 7885).

Work done at the Wall Before the Bigg House
Getting up the Old Foundation and Digging a Row
 May - The 27 day 1734

Name	Wages	Date
Willm Lazzans	4 s	0 4 8
Joseph Monday	5 s	0 5 0
June 8 & 9		
William Hollies	1 s	0 1 6
Edward Turner	4 s	0 6 0
Benj Hollies	4 s	0 5 4
William Lazzans	4 s	0 4 8
Joseph Selow	4 s	0 4 0
The 15 s		

Work carried out for Mr Giffard in 1734 (D7849/4/1)

Personal items from individuals include a farmer's diary 1794-1816 which includes jolly songs as well as his farming record, and was written in an old neat school exercise book (7863), old recipes collected from Beamhurst Hall (7897), photographs, magazines and memorabilia of the Bull family relating to teaching at Burton Grammar School and Westwood Hall Girls' High School in Leek in the 1930s-1950s (7901), and additional material of the Atkins family of Rocester including items illustrating of farming in the 1940s-1950s (7912). The earliest document is a marriage settlement relating to land in Brewood dated 1656 (7844).

The largest collection last year is the correspondence and other papers of Rosemary Knight of Cannock (7909). She uniquely kept up a paper correspondence with a large number of people, and her collection was accepted as a one-off sample. As well as writing to family and friends, Rosemary undertook charity work, did some stand-up performances ("mid-life crises") for The Samaritans, was in contact with its founder Chad Varah, and she published some writings in memory of children who had died. One of our volunteers Kevin Mottram has spent many months sorting, appraising, cataloguing and re-packaging this collection. Another collection of personal papers were from the family of Catherine Ann Hind nee Brough who carried out a lot of genealogical research into the Brough family of North Staffordshire and corresponded with many people (6867). Some of her research notes and publications have been taken by the William Salt Library as well.

Miscellaneous items include a 1960s cricket score book from Hednesford Park games centre (7873), a timetable of Ellastone School 1938 (7843), membership records for the Burton Philanthropic Coopers' Society (7871), a wartime map of Kidsgrove along with some school log books from the same area (7886), and plans relating to the Trent Valley Railway dated 1844 (D7900).

Finally, we were very pleased to receive the visitors' book of the Soldiers' Club, Cannock (7864). This predominantly dates from the First World War, though includes a few entries for WWII, and contains an estimation at least 2500 names of servicemen mainly based in the Brocton and Rugeley Camps on Cannock Chase. Almost all record their regiment, rank and army number, some from overseas units including the New Zealanders. and some include comments, either about their army experience or appreciation for the cakes.

51477	Pte J. H. Samson	53 rd Y.S. Batt North + Derby	Rugeley Camp June 2 nd
209580	Pte R. W. Webster	53 rd Y.S. West Yorks Regt.	Brocton Camp June 2 nd
209576	Pte B. G. Good	53 rd Y.S. Batt West Yorks Regt	Brocton Camp June 2 nd
209574	Pte J. Robertson	53 rd Y.S. Batt West Yorks Regt	Brocton Camp June 2 nd
209572	Pte W. Dennis	53 rd Y.S. Batt West Yorks Regt	Brocton Camp June 2 nd
209566	Pte A. Mitchell	53 rd Y.S. Batt. West Yorks. Regt.	Brocton Camp June 2 nd 1918
209570	Pte G. Bridges	53 rd Y.S. Batt West Yorks Regt	Brocton Camp June 2 nd
40940	Capt Hamilton	Dep. N.Z.R. Brigade	Brocton Camp 2 nd June '18
51823	Sgt Roll	"Details" Coy NZRB.	Brocton Camp 2 nd June '18
21392	St. Reed.	W. A. F. C. 1012 lines	Rugeley Camp.
41382	Pte M. Southern	3 rd Royal, Irish, Fus.	Rugeley Camp
70329	Pte S. Peake	B. Coy 5 th Battalion, N.Z.R.B.	8 June 190

Cannock Soldiers' Club visitors' book (7864)

William Salt Library Cataloguing & Accessions

A total of 167 new accessions, which included 41 book purchases, were acquired by the William Salt Library over the year. Most of these purchases related to Staffordshire, railways, pottery industry, crime, histories of individual places in the County as well as biographies of Staffordshire people.

In terms of William Salt Library additions to the on-line catalogue a total of 1427 new item records were created during the year. In addition to this 348 new name authority records were also created to support the entries on the catalogue.

Apart from new items extensive work that has been carried out on the existing William Salt Library collection which has centred around the preparation for the Library collection to be moved from the existing building. This included repackaging and re-boxing uncatalogued collections within the cataloguing backlog. This also created a brief content description to collections, which will be useful when the cataloguing eventually takes place. In addition work was carried out and plans drawn up to ensure that during the move the library collection would not become disorganised and some preparation was also made for the new arrangement of the collection in the new purpose built strongroom.

Through the efforts of one of our William Salt Library volunteers, who has been remotely working during the pandemic, the contents of 47 volumes of the Transactions of the North Staffordshire Field Club journal have been processed during the year and have been subsequently

added to the online catalogue. This comprised a total of 826 individual articles being added to the catalogue and now that the cataloguing of this journal is now complete will greatly enhance the accessibility of this important Staffordshire journal.

Stoke on Trent City Archives

In 2021/2 we received a total of 58 accessions, some of which were generated from following up approaches made in 2020/1. The accessions this year reflect all aspects of life and work in the city, with records from schools, businesses, churches and hospitals, and the personal papers of city people. These include notable additions to existing collections such as the cash book of John Wedgwood (SD 1883) and plans of the Doulton factory (SD 1907).



Records of city people range from celebrities to ordinary people caught up in extraordinary times. The papers of Hanley boxing star, Tut Whalley, (SD 1896) give a fascinating insight into the life of a pre-war sporting celebrity. Tut Whalley made his professional boxing debut in 1931 and reached a worldwide fly-weight ranking of No.2 by 1939. He had a total of 378 fights in his career, winning 364 of them. The photograph albums of Mayor TWB Beddow (SD 1887) record civic events and city activities in the 1960s, while the letters of Frank Brocklehurst to his family (SD 1924) drew interest on social media as they show us the concerns of an ordinary Sneyd Green man. Frank was on active service in France during WW2 and wrote about life in the army and his hopes for the future.

This was also the year for local media, with a collection from The Sentinel Group (SD 1901), documenting this local newspaper's ownership, premises and aims from the 1880s through to the 20th century. It also includes a photographic gem, a 1930s album of Ernest J D Warrillow, who worked as a photographer for the Sentinel. From another local media company came scripts for 'The Colcloughs' (SD 1917), a soap opera written and produced in Stoke. Broadcast on Radio Stoke in 1991, the show particularly targeted local health and social issues and was supported by the City Council and NHS.

The City's contemporary cultural life is reflected in records ranging from programmes for the annual Penkhull Festival of Music and Art (SD 1931) and our most important digital accession, image files and videos for artist Sam Ivin's exhibition 'Settling: Exploring Human Migration to Stoke on Trent' (SD 1898).

The most exciting accession for the City Archives was the chance discovery of the missing Stoke Incorporation Charter of 1874 complete with seal and presentation box (SD 1899), spotted by staff answering a routine enquiry from a member of the public. FOSSA very kindly purchased the charter, so we could welcome it home to the City.



Our largest and most significant accession in terms of research potential is the Rodney Hampson Ceramic Research Papers (SD 1922) which we were honoured to receive following the death of this locally and internationally renowned ceramics expert in 2021. This collection will complement most notably, the Geoffrey Godden Ceramic Archive (SD 1704) which we received in 2015. This extract from Rodney Hampson's obituary, sums up what this collection means to the locality and the greater ceramics community: "We shall be impoverished by the lack of further words from Rodney Hampson. But we treasure all those words that he has given us, so freely and with such enthusiasm over so many years," which are now preserved for perpetuity within this collection at Stoke-on-Trent City Archives, for all to benefit from. Our figure for time scale on accession receipting is lower than usual, partly because we had some items come in the previous year.

Staffordshire County Museum

A total of 199 objects and 209 photographs were accessioned during the year, but the outstanding accession was a collection of 21 items of court dress and other textiles formerly belonging to the Chetwynd family of Brocton Hall. This included extraordinary examples of hand embroidered Court Dress including one gentleman's coat, five embroidered waistcoats, a formal coat with faceted steel buttons, a velvet waistcoat and three pairs of shoe buckles. It also included five embroidered whitework infants' caps, a framed representation of the Chetwynd family crest painted on silk, copies of two wills from the family, some other smaller costume items and some items of ephemera.



Detail of embroidery on coat belonging to Sir George Chetwynd (1783-1853) of Brocton Hall (Accession no. 2021.002.0001)

Collections work in 2021-22

The work of the collections team this year was focused on preparation for moving and the closure of our onsite service. In addition, we aimed to make our collections as accessible as possible for remote users during the closure period. Building on last year's progress, the team and volunteers have added to and improved the online catalogue. Over 1100 new and backlog catalogue entries were created and volunteers have supported this workstream by typing up many of the remaining paper lists. The latter has enabled us to add a further 2096 catalogue entries to Gateway. This work will be of huge benefit to researchers, who can now find more of our collections remotely, and will also contribute to Archive Service Accreditation.

Staffordshire and Lichfield Collections

Support for cataloguing: volunteers and academic collaboration

Building on the successful completion of the Bawdy Courts of Lichfield cataloguing project last year, the two Bawdy Courts volunteer groups have continued to support catalogue work. Both groups are led by PhD student, Susie Johns, who is with us for 3 years on a collaborative doctoral award, funded by the Economic and Social Research Council. The Stafford group is adding detail to the online catalogue by finding names of parties and witnesses in cases, which makes it useful for family and local historians. They are also searching the court witness statements for the way people describe time from the 16th century through to c1800. The latter is to gather material for Susie's PhD which is exploring how individuals in the past place events in time. The 'Zoom' Bawdy Courts group has been researching cases and writing posts for the blog, which also feeds into catalogue improvement. Some of the Stafford group also join the monthly online meetings, which is stimulating for both groups.



Susie Johns, Keele PhD student, and the Bawdy Court volunteers

Poor Law project volunteers and Keele University

Following on from the Small Bills and Petty Finance project, this group is now cataloguing in detail the letters sent to the parish overseers of the poor in Staffordshire prior to the new Poor Law Amendment Act of 1834. The group, led by Professor Tomkins from Keele University, is listing each letter with the name of the writer, his or her occupation or status and the subject. The list are then imported into the online catalogue with 346 letters described so far. Researchers can now locate letters on a variety of subjects relating to the circumstances and treatment of the poor, including mental health, unemployment, disability and living conditions. In just one letter from 1832 we learn that John Smith of Uttoxeter is a 'scoundrill'; he has ill-used his family who are in Bilston poor house; his wife was admitted to Stafford Asylum; and 19 people have recently died in the Bilston poor house as the Cholera epidemic rages; the dead include women washing hospital sheets who were well on 19th Aug, but dead and buried by 22nd. Without the detailed catalogue it would be virtually impossible to find these individual case studies.

Quarter Sessions Rolls cataloguing project

The volunteers' continue to make headway on producing catalogue descriptions for the 17th century rolls. The group was pleased to meet up in person in the summer and began by checking each other's 'lockdown' work ready for the online catalogue. The earliest complete roll on Gateway to the Past is dated 1631 and work is ongoing in the 1620s and 1630s. Petitions to the court in this period reveal many instances of poverty, especially concerning the maintenance of children. Witness statements in criminal cases show a similar problem. There are also a good range of witness statements in criminal cases, including a man so desperate that he stole 'a petticoat of linsie woollsie from Mary Brett at Eccleshall, now converted into a pair of breeches and worn by the examinant'.

The Bradford Collection volunteers

Joy and June work remotely and on-site on family diaries and estate ledgers to improve the catalogue and assist outreach activities with the collections' depositors at Weston Park. This year we are delighted that their work has contributed to a new book on Weston Park and the Bridgeman family shortly to be published.

Individual cataloguing volunteers



This year we have benefitted from a number of individuals who have offered their time to support cataloguing. Their work ranges from cleaning and listing documents; sorting, weeding and repackaging collections; typing up old lists for import to the online catalogue; listing collections from their own area in which they have excellent local knowledge. Their work has contributed over 2000 catalogue entries this year.

Services to the County Council

The County Archive Service is responsible for the day-to-day management of the County Council's deeds of property and associated legal documents, as well as the formal archives of the County Council. This service includes: the retrieval of deeds for legal services staff.

Over the course of the last year the History Centre Assistant has helped to provide a smooth transition for the legal services team to the new streamlined ways of working following the service restructure, whilst also carrying out other duties within the searchroom. Accession work has continued where possible and also ensuring outstanding deeds were retrieved in preparation for the service closure.

Figures for the previous year, 2019/2020, are given in brackets.

Number of deed packets retrieved and issued: 500 (567) and 5 issues to Fire Service;

Number of files retrieved and issued to H.M. Coroners: 13 (27)

Number of new deed packets accessioned and indexed: 530 (367)

Volumes of SCC committee minutes catalogued: 15 (10).

Stoke on Trent City Archives

The new archivists took up their job-share post in early 2021. Their cataloguing priority is to make all collections accessible online for remote as well as on-site users, at least in a basic format. This is essential work, not just to open up our collections to a wider audience but also as preparation for moving the collections to the new site. The work has been divided into 3 parts: cataloguing new accessions (leaving very large collections for future projects); cataloguing selected backlog collections which have been identified as priorities; and beginning a 2-year programme to create basic collection level descriptions for all Stoke on Trent City Archives accessions. During this year we have added the following to Gateway to the Past:

- New collections: 996 catalogue entries
- Backlog collections: 1,502 catalogue entries (includes Hanley High School Collection; and Royal Albert section of Royal Doulton; completion of Derek Beard Photographic Collection)
- Collection Level Descriptions: 498 accessions added at collection level

This work has been supported by our student placement and archive assistants, including the cataloguing of the wartime letters of Frank Brocklehurst; and the retro-conversion of old paper lists to CALM, which will be added to Gateway next year



Frank Brocklehurst letters

Preservation and Conservation

Following the retirement of Richard Nichols in 2020 Lisa Williams joined Archives & Heritage as our new Conservator in summer 2021. Having come to us after many years' experience with East Sussex Archives, Lisa wasted no time in recruiting a volunteer bookbinder and has since assembled a very active team of volunteers in preservation and conservation - an enriching experience for Lisa and the volunteers.



Regular Monday conservation volunteers mechanical cleaning and repackaging a collection of photographs for the William Salt Library.

In November 2021 Lisa organised emergency planning refresher training sessions held at Staffordshire Record Office and Stoke on Trent Archives, with as many members of staff attending as we could manage. Emma Dadson from Harwell spent the day explaining the importance of an emergency plan and a well-stocked disaster kit, alongside hands-on practice of salvaging wet archival materials. It was an enlightening experience enjoyed by all and an important element in enabling us to deal with emergencies which might threaten our collections and buildings.



Emergency planning training in Stafford and Stoke, November 2021

At the beginning of December 2021 Lisa brought together a new team of volunteers to clean, package and decant the William Salt Library in advance of construction work for the Staffordshire History Centre. It took a lot of enthusiasm and resources and over a thousand boxes later we completed the packaging ready for the removal company to move the collection to its temporary home.



Volunteers cleaning and packaging William Salt Library collections, early 2022

Now that the conservation studio has been temporarily relocated to Eastgate House Lisa is focusing on remedial conservation work on archive collections currently unavailable to the public due to their fragile condition. During 2022-23 Lisa will also be focusing on working on Stoke-on-Trent City archive collections now that the William Salt Library move has been completed.

Staff changes and training

Staffordshire staff changes

In May 2021 the new staffing structure was implemented bringing together the three teams from Staffordshire Record Office, William Salt Library and County Museum. The Annual Report from 2020-2021 details the changes implemented as a result. During the year a new conservator, Lisa Williams, was recruited. Matthew Blake (Engagement and Access Manager) left the service with Sarah English recruited to replace him. Amanda Spearman joined the team of History Centre Assistants.

Training

All Archives & Heritage staff received specific emergency plan salvage training which was a practical exercise and made for some very interesting conversations. A number of staff attended the Basic Archives Skills Training course, which was found to be useful to all. Other online training courses included Creating Metadata Workshops, Mental Health Awareness, cyber security and data protection training, as well as more specific courses such as Gypsy Roma Traveler communities and rural museums and Decolonising Rural Collections

Stoke staff changes

Following the retirement of Public Services Manager Moira Lewis in late March 2021, current permanent staff members Meriel Lees and Hayley Barry (née Underwood), volunteered to temporarily fill this role by working a combination of additional hours and secondment. The permanent post has now been recruited to with new post holder due to start in July 2022. Louise Ferriday, Archive Services Manager, reduced her hours from full-time to 3 days a week in January 2022. Rebecca Jackson was appointed to the two day per week Archive Services Manager post in April 2022. Consequently, Meriel Lees now fulfils archivist role on a full-time basis.

Training

Without a full complement of staff during 2021/2, training has had to be prioritised around specific Service need, this has included recruitment training and training involving retention schedules, as we begin preparations to move to a new location.

Performance

The Joint Archive Service works to a three year forward plan and developed a ten-year vision in 2015 which was reviewed in 2018. 2020–21 is the second year of delivery of the revised plan. The key objectives are focused on:

- ❖ Developing an active partnership approach.
- ❖ Delivering resilience and sustainability.
- ❖ Reaching and engaging with a wide range of people and building new audiences.
- ❖ Sharing knowledge across the UK.
- ❖ Increasing our online presence and remote access.

The Archive and Heritage Service collects detailed statistics about all areas of its work shown at Appendix 1 to the report. This covers personal use, distance use and online use of the service. There are five local performance indicators which the service measures against:

1. Use of the service
2. Attendances at events, talks, education and community visits
3. Volunteer hours
4. Customer satisfaction
5. Use of Collections (changed indicator)

Across the service in-person visits increased nearly sevenfold (588%) with fewer interruptions to services and an increase to the number of visitor spaces. Likewise there was 332% increase in the number of documents produced, local studies items and a small increase to the number of objects on display.

As people were able to visit in person online use and social media engagement either remained consistent or reduced slightly. Visits to Staffordshire Past Track reduced by 28% use of the online catalogue and Staffordshire Name Indexes site was almost identical. Social media decreased by 27% which also reflects the diversion of staff resources from online engagement towards in person public service and events. Overall use of the service increased by 36%.

Events and talks to groups were resumed (many talks had been booked pre-pandemic) which resulted in an increase of 485%.

Volunteer hours reduced slightly by 11% affected by the closure of Staffordshire Record Office to relocate, in addition to the impact of COVID-19 on public services.

Customer satisfaction increased slightly to 99% maintaining the high level achieved by the Service.

Overall the number of items consulted or objects on display increased by 68% reflecting the recovery of access to collections and in person visits.

Whilst these figures have not returned to pre-pandemic levels they represent a significant increase within the restrictions in place up to March 2022.

Acknowledgements

Without the support, dedication and sheer hard work of our staff and volunteers the Archive and Heritage Service could not deliver such a wide range of work all towards the aim of bringing archives to the widest audience possible. The support from members of the Joint Archive Committee is also very much appreciated. I would like to thank everyone for their contribution in 2021-2022.

Staff in post 2021-2022

Staffordshire History Centre: Matthew Blake, Kevin Briggs, Anita Caithness, Laura Clarke, Chris Copp, Ben Cunliffe, Howard Dixon, Sarah English, Dominic Farr, Tim Groom, Rebecca Jackson, Helen Johnson, Henrietta Martinez, Julie O'Neill, Joanne Peck, Amanda Spearman, Liz Street, Bev Sutherland, Lisa Williams, Mel Williamson.

Stoke on Trent City Archives: Louise Ferriday, Andrew Dawson, Meriel Lees, Moira Lewis, Mandy Pover, Rebecca Jackson, Hayley Underwood.

Volunteers

Our thanks to the following volunteers for supporting our service across a number of roles.

Alan Preece, Anastasia Nelson, Andrew George, Angela Velu, Angus Jordan, Ann Fisher, Anne George, Ariadne Plant, Barbara Hodge, Barry Gratton, Beth Jones, Bob Jones, Bob Metcalfe, Brian Cooper, Carol Turner, Caroline Nash-Smith, Catherine Nichols, Catherine Turner, Ceris Roberts, Christine Millard, Christine Reynolds, Claire Jackson, Clare Hannon, Colette Siddiqui, Colin Webb, Corinna Rayner, Dave Ward, David Bennion, David Tovey, Denise Allman, Dianne Shenton, Emily Edwards, Frank Foy, Heather Edgeley, Helen Holmes, Jackie Williams, James Sturgess, Janet Edwards, Janet Kisz, Janet Wheeler, Jill Sumner, Jim Miller, Jim Preston, Jim Sutton, John Bennett, Josephine Foy, Joy Pownall, Joyce Jones, Judith Ash, Julia Newton, June Ellis, Ken Barlow, Kevin Mottram, Les Woolley, Lesley Jones, Lester Meredith, Lindsay Lorenz, Liz Ford, Liz Newman, Liz Wise, Margaret Whitehurst, Margaret Beard, Martyn Bailey, Matthew Blake, Melvin Bourne, Mike Bulmer, Mike Goldstein, Mithra Tonking, Natasha Yardley, Nigel Maus, Pam Woolliscroft, Patrick Brough, Paul Niblett, Penny Twibill, Pete Gurney, Peter Baines, Peter Hambley, Peter Harding, Randle Knight, Ray Wilson, Richard Totty, Robert Robinson, Sandra Hassall, Shelley Robotham, Sue Gill, Sue Walker, T.W.Cotton, Tim Groom, Tony Degg, Valerie Bourne

Thanks to Liz Ford who has now stepped down from her volunteering role after almost two decades.

Friends of the Archive Service (FoSSA)

Our thanks to the committee and members for their support throughout the year: Dianne Barre, Andrew George, Sue Gregory, Val Gannon, Malcolm Price, Andrew Sargent, Richard Totty.

Joint Archive Committee 2021/2022

Elected members of Staffordshire County Council: Victoria Wilson (Chair), Mark Sutton, Mike Davies (Observer), John Francis (Observer).

Substitute members: Janet Eagland, Mark Deaville, Jonathan Price

Elected members of Stoke on Trent City Council: Lorraine Beardmore (Vice-Chair)

Substitute member: Janine Bridges

APPENDIX 1

Part 1

Public Service Statistics – Financial Year 2021/2022 (2020/2021 in brackets)

	STAFFORD	STOKE	BURTON	TOTAL
PERSONAL USE				
Page 47 Total number of individual visits	1,002 (204)	403 (0*)	0* (0*)	1,405 (204)
Total number of documents produced	6,502 (2,186)	774 (0*)	N/A	7,276 (2,186)
Total number of museum objects on display				4,271 (4,204)
Total number of Ordnance Survey maps and local studies items produced for consultation	922 (256)	753 (0*)	0* (0*)	1,675(256)
DISTANCE USE				
Total number of email/postal enquiries	2,745 (2,734)	1018 (829)	N/A	3,763(3,563)

Total number of telephone enquiries	1,035 (266)	326 (0*)	Not recorded	1,361(266)
-------------------------------------	-------------	----------	--------------	------------

REPROGRAPHICS SERVICES

Total number of photocopies/ microprints supplied and total number of orders (including scanning)	1,072 (1,459)	890 (284)	N/A	1,962 (1,743)
---	---------------	-----------	-----	---------------

Total number of photographic orders	170 (173)	7 (25)	N/A	177 (198)
-------------------------------------	-----------	--------	-----	-----------

Total number of photographic permits issued	241 (68)	40 (0*)	N/A	281 (68)
---	----------	---------	-----	----------

Page 48
Nil due to service closure during COVID-19

RESEARCH SERVICES

Total hours of research for the public, and	36 (91.98)	15.75 (3.4)	N/A	51.75 (95.38)
---	------------	-------------	-----	---------------

total number of orders	31 (68)	16 (5)	N/A	47 (73)
------------------------	---------	--------	-----	---------

ONLINE USE

Total number of website visitor sessions				70,579 (77,449)
--	--	--	--	-----------------

Total number of visitor sessions to online catalogue				22,939 (22,776)
--	--	--	--	-----------------

Total number of visitor sessions on Staffordshire Name Indexes website	22,600 (22,312)
Staffordshire Past Track	252,938 (347,537)
Social media streams (FB reach, Twitter impressions and Instagram likes)	1,732,054 (2,365,998)
OUTREACH ACTIVITY	
Total number of attendees at Archive & Heritage Service events	330 (68)
Total number of volunteer hours (from 2020/21 includes museum volunteer hours)	3,607(4,024)

Part 2
Performance Monitoring against Service Targets
Monitoring was suspended during COVID-19 for 2021/22

Part 3
Local Performance Indicators 2020/21

Performance indicator	Outturn 2020/2021	Outturn 2021/22
-----------------------	----------------------	--------------------

1. Use of Service <ul style="list-style-type: none"> - Personal visits - Online visits - Email, postal and telephone enquiries and orders 	1,505,087	2,058,922 (*NB 21/22 includes museum collections for first time)
2. Engagement with the Service Attendances at <ul style="list-style-type: none"> - Events and celebrations - Talks by our staff - Educational and community group visits to our offices 	68	330
3. Number of volunteer hours	4,024	3,607
4. Customer satisfaction Percentage of users expressing satisfaction with overall services and facilities	97.5% (from audience research survey)	99.0% (from CIPFA survey)
5. Use of collections (new indicator) Number of documents/objects consulted and on display	6,390	10,773

Staffordshire Archives and Heritage Service

Risk Register 2022-2023		Likelihood	Impact	Score	Mitigations
1	Failure of environmental controls in strongrooms	2	2	4	Continuous monitoring of environmental controls. Bi-annual checks of air conditioning equipment. Prompt contact with property services and contractors. General Risk Assessments updated annually
2	Fire at service points and strongrooms	1	3	3	Fire detection systems: incl high sensitivity detection in all strongrooms, linked to central monitoring station. Weekly testing. Quarterly checks. Prompt reporting of faults. Fire Risk Assessment reviewed annually. Insurance for conservation following emergency which is reviewed annually.
4	Flood/water ingress in strongrooms	2	2	4	Secondary packaging of vulnerable material. Weekly visual inspection of buildings. Flood detection systems at outstore and in SRO basement. Prompt reporting of faults. Insurance for conservation following emergency which is reviewed annually.
5	Vandalism at sites	1	2	2	Security systems: incl intruder alarm systems linked to central monitoring station, CCTV systems where appropriate. Weekly visual inspection of exterior of building. Faults reporting procedure
6	Theft of / damage to collections while in public use	1	3	3	CCTV in place in all reading rooms. Continuous supervision of reading room by staff. Controlled issue and return of documents. Registration of readers. Code of Conduct for Readers. Terms of deposit insurance clause.
7	Theft/damage/ loss of archives while in transit between offices	1	2	2	Correct manual handling. Vehicle security. Provision of mobile phones for staff use. Insurance for documents while in transit by staff / others
8	Damage/loss of Digital Archives	2	2	4	Secure digital repository to be achieved through Preservica system. Restricted access with no ability to delete. Full documentation of digital archives upon accession. Collection of information about file formats, dates created though use of DROID programme. Use of stable, well documented, open formats. Fixity checking and migration.
9	Potential Sale of Collections by Owners	1	2	2	Full documentation of ownership of collections. Terms of deposit of collections including compensation clause. Service fundraising strategy and guidelines
10	Damage to archives caused by erroneous conservation treatment	1	2	2	Appropriate professional knowledge and qualifications of conservators. Continuing CPD. Adherence to BS 4971 (2002)- Repair and Allied Processes for the Conservation of Documents.
11	Risk to staff and members of the public whilst in attendance at Service events at external venues	1	2	2	Provision of mobile phones for staff use. Liaison with building manager. Assessment of risks associated with the venue to be used for the event. Assessment of risks associated with tasks and activities undertaken.
12	Lone Working of Staff Offsite	2	2	4	Staff Guidelines for Lone Working. Provision of mobile phones for staff use. Inform other staff by email if working at collection stores.
13	Harm to children on work placements with the service	1	3	3	Induction training. Assessment of risks associated with tasks allocated. Supervision of placement. Staff awareness of child protection issues. CRB checks for staff responsible for manaing placements.
14	Impact of a pandemic on service delivery	1	3	3	Follow PHE guidance. Regular handwashing. Introduction of social distancing. Identify mimimum staff levels. Identify individual staff risks and vulnerable conditions. Regular review of Business Continuity Plan and plans for emergency closure. Ensure all staff have access to ICT to maintain remote services and digital offer. Maintain emergency call out list.
15	Harm to volunteers working on projects with the service	1	2	2	Induction training. Volunteers are informed of the procedures for emergency evacuation, first aid provision, manual handling, health and safety, guidelines for safe use of equipment. Risk assessment of all tasks allocated. Supervision of volunteers.
16	Inability to transform service, build new storage and access facilities for the service	2	2	4	Deliver Staffordshire History Centre project and Stoke-on-Trent City Archives relocation. Ensure members are informed of progress, risks and alternative plans. Ensure key staff are identified to work on the project. Ensure public awareness of the project and vision behind it. Training and investment in staff and volunteers to deliver high quality offer. Fundraising to support project delivery. Highlight cost increases at an early stage.
17	Home working of staff	2	2	4	Lack of equipment- ensure all staff can use office equipment at home. Work/life balance - ensure staff use flex, lieu, leave as appropriate and take breaks. Isolation - maintain timetable to attend offices, regular team meetings, and 1-1s with managers.
<p>The likelihood of the risk occurring on a scale of 1-3: 1<25%; 2 =25% to 45%; 3>45%</p> <p>The impact the risk would have if it where to occur, on a scale of 1-3 affecting budget, quality and timescales</p>					

Local Members Interest
N/A

**Staffordshire and Stoke-on-Trent Joint Archive
Committee
– Tuesday 19 July 2022**

Staffordshire History Centre Update

Recommendation(s)

That the Committee:

- a. Notes the progress update and the amended timeline for the project.
- b. Approve implementation of the public access model for statutory enquiries
- c. Approves the branding, Joint Archive Service logo and additional work and funding to introduce across the Service

Report of the Director for Economy, Infrastructure and Skills (Staffordshire County Council) and Director of Strategy and Resources (Stoke on-Trent-City Council)

Reasons for Recommendations:

1. The Joint Archives Committee was updated on progress of the project at the meeting on 3rd March 2022. This report brings an update on progress, the amended timeline, public access model for access to the collections during the period of the temporary closure, and an update on the branding for the History Centre and application across the service.

Progress update

2. The construction tender was readvertised on 22 February which resulted in five viable bids. These were assessed during April and May and four were selected for the next stage. The 'Invitation To Tender' (ITT) stage went live on 1 June with bids due to be received in late summer and contract award anticipated in early autumn.
3. The design team have updated the plans for heating, a green roof, ICT, photographic storage, and management of environmental conditions in the strongrooms. This work has fed into the completion of the ITT documentation.

4. The archaeology report has been received and a watching brief will be required for excavations for the new strongrooms at the rear of the site. The building recording of the William Salt Library listed building will take place in August 2022. The asbestos surveys have been completed with some material due to be removed in the next two months.
5. The William Salt Library collection has been removed from the listed building to its temporary storage location. A total of 4,600 boxes and crates was moved from February to May 2022 supported by a removal company, staff from Archives, Heritage, Libraries and Arts and with volunteers assisting with packaging the collection.
6. Staff and volunteers also moved from Staffordshire Record Office and William Salt Library to a new temporary base at Eastgate House. Onsite volunteer sessions resumed with a positive reaction as they enjoyed the historic panelled board room to meet and work in.
7. Two hundred Enclosure Award Maps were digitised in March supported by a grant of £5,475 secured by the Friends of Staffordshire and Stoke on Trent Archives Service. This collection will be made freely available on the Staffordshire Past Track website.
8. The Staffordshire History Day on 7 May took place online after a two-year break due to the COVID-19 pandemic. The event had over 100 attendees across the online talks and in person tours of the museum collection stores. The event celebrated the start of the project and informed stakeholders of the forthcoming Staffordshire History Network.
9. Two university work placements have 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.
10. Communications about the project are delivered regularly through the service e-Newsletter. In addition, an update was issued to Staffordshire County Council members in March through the members' bulletin. Updates about the relocation of the service, and changes to public access have been added to the service website and through social media.
11. The first progress report and grant claim has been submitted to the Heritage Fund covering the period up to 31 March 2022. Total spend for the first claim was £101,401 with a claim for £63,025.83. The project team continue to identify other external funding to support the History

Centre. A second-round application to the Wolfson Foundation will be submitted later in September.

Amended timeline

12. Restarting the construction tender has delayed the programme by over three months. The recruitment to the Engagement and Access Manager at the end of January has enabled the service to progress procurement of the new website.
13. Recruitment of project staff was delayed ensure posts are filled in line with the construction programme and planned opening of the History Centre. Four project posts: Community History Development Officer, Learning Officer, Collections Interpretation Officer, and Project Cataloguer were advertised on 10 June. It is estimated the project staff will be in post by September.

Public access model during temporary closure

14. At the November meeting of the Joint Archive Committee approval was given to temporarily close Staffordshire Record Office. The Record Office closed on 11 March 2022 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, with Part A of the supporting documents setting out the initial criteria for public access.
15. Staff and volunteers are now based at Eastgate House where physical access will be provided one day a week, for statutory legal requirements if 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. Updates will be published on our website and social media channels. The service will continue to respond to enquiries by email and we will promote our remote services and digital resources.

Branding

16. The Staffordshire History Centre branding was agreed by the Project Board in February 2018 and noted at the Joint Archives Committee on 3 April 2018. The three colour "S" logo has been used on all paperwork, funding application, and designs for the project. It is also being used by Staffordshire Archives and Heritage to promote the project. The three colours represent the previous branding used by the Joint Archive Service, County Museum and William Salt Library. The logo was part of the planning application and shown on the outside of the building. The

History Centre is in a conservation area and signage will need to be agreed with Stafford Borough Council planning department.

17. At the meeting of the Joint Archive Committee on 11 November 2021 the branding and use across the Joint Archive Service was discussed. It was raised that the Staffordshire History Centre branding might not meet the needs of the Joint Archive Service, as Stoke-on-Trent City Archives identity and location are not represented. In the discussion which ensued, the representatives of the County Council undertook to liaise further with the City Council regarding any new joint branding required following the above-mentioned relocation so that the existing Partnership branding for the Joint Archive Service as a whole, could be retained, as far as possible.
18. As a result of further discussions, a new proposal for use of the History Centre branding has been brought forward and is set out in Appendix 3. The proposed new joint service logo is based on the existing Staffordshire History Centre "S" logo and colours.
19. Within this proposal, the 'S' can be used flexibly. One option uses the red as this represents archives in the tricolour logo and is used heavily in the existing joint service logo. Another option is the S as a graphic image to display collections images; this is very effective in printed media and would form an important element of future branding guidelines. The single colour logos can be replicated for all elements of the service.
20. The tri colour Staffordshire History Centre logo would remain the primarily used logo, particularly in the County service along with the Staffordshire County Council logo to represent the three collections it will hold. The graphic Examples of mock up logos and their uses can be found in Appendix 3.
21. The Staffordshire History Centre branding will be used alongside the branding of Staffordshire County Council and Stoke-on-Trent City Council as the main funders of the Joint Archive Service. The National Lottery Heritage Fund logo, and that of other external funders, will also be used to acknowledge funding received for the Centre or other projects delivered by the service.
22. Once the option for the Joint Archive Service is agreed further work will be required with a professional designer to create the logo and branding guidelines will be developed to ensure a consistent approach is taken. The approximate cost of this work would be £500.

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 statutory records.

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 Access during temporary closure of Staffordshire Record Office

Appendix 2 Public access model supporting documents

Appendix 3 Branding guidelines

Contact Details

Assistant Director: Catherine Mann, Interim Assistant Director – Culture, Rural and Safer Communities

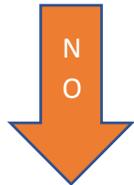
Report Author: Joanna Terry
Job Title: Interim Head of Archives, Heritage, Libraries & Arts
Telephone No.: 01785 278370
E-Mail Address: joanna.terry@staffordshire.gov.uk

New request for public access. Can request be met by copying, photography (withing reasonable limits) or digital access? Are resources available at SOT city archives? Can library services be used?



Reply signposting to digital resources / other locations
OR pass to HCA team to process copying and/or reprographics orders

Please check with Digital Officer to ensure orders are within timeframe limits (6 hours maximum) and there are no conservation issues.

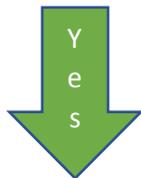


Does the request include a statutory requirement and remote access not possible? See document A for guidance

Page 61



Does not currently meet public access criteria.
If unsure, please escalate to AHMT.
Collections officer to reply with explanation – see Document E
Access will be regularly reviewed, and access may be granted if the criteria is expanded.



Request approved – pass to HCA team to arrange access following standard booking procedures.
Ref to document D – public access info

Archives & Heritage Limited Public Service Summer 2022

To be reviewed after 3 months

Supporting documents for public access workflow

Spring/Summer 2022

Document	Title	Overview	Author(s)	Review Date
A	Statutory access to collections	Guidance on what types of documents are covered by statutory access	SE /Collections Team	01/04/2023
B	Time sensitive requests	Checklist of time sensitive projects	SE	01/09/2022
C	Exceptional circumstances	Guidance on other circumstances where access would be granted	SE / AHMT	01/09/2022
D	<i>Public Access Information</i> <i>DRAFT</i>	<i>Guidance for service users to manage expectations and prepare for their visit</i>	<i>JON / HCAs support from SE</i>	<i>Ongoing</i>
E	<i>Email Template for Replies</i> <i>DRAFT</i>		<i>SE</i>	<i>If criteria is updated</i>
F	Background & Guiding Principles		SE	Ongoing
Separate document	Workflow Chart	Process for staff to follow as an enquiry is received	SE	01/08/2022

Document A: Statutory Requests

For the first 3 months of the limited public service physical access will be granted only if the following apply:

- The document(s) requested are in the list below i.e. classes of documents designated as 'public', which means that there is a statutory right of access to them for legal purposes.
AND
- The request relates to an ongoing or time sensitive legal matter
AND
- A remote digital or photographic copy is not available

Please refer to the guidance document Info for Staff - USE OF DOCUMENTS FOR LEGAL PURPOSES

- *tithe maps and apportionments,*
- *enclosure awards,*
- *Ordnance Survey maps,*
- *local government orders and their accompanying maps,*
- *manorial records,*
- *highway diversions,*
- *deposited plans of canals, railways and other public undertakings,*
- *the rights of way survey maps,*
- *any statutorily deposited documents, and records deposited under the Public Records Acts, subject to exemptions under the Freedom of Information Act.*
- *aerial photographs*

Document B: Time Sensitive Requests

To review September 2022

Reason for access	Evidence required	Notes
Publication deadlines	Proof of deadline from publisher	
PhD students	Written support from academic supervisor	
Academics with a time limited project e.g. grant funded / limited research leave	Written support from head of department or similar / proof of funding deadlines	
Commercial deadlines		May also be covered by loss of income – see Doc C
Significant calendar dates e.g. national events, commemorations		

C: Exceptional Circumstances – to be reviewed September 2022

Criteria	Notes
<p>Copying or photography is not possible e.g. exceeds work limit, too large to move from storage/unable to photograph in situ or Copying the whole document/volume is unsuitable due to expense</p>	<p>Max photography order = 6 hours</p> <p>Large or bulky items will need to be assessed on a case-by-case basis</p>
<p>Refusal of request likely to cause damage to reputation</p>	
<p>A service user has access needs that mean physical access is more appropriate</p>	
<p>Financial hardship due to loss of income if access denied to a business / commercial researcher</p>	
<p>Copying/photography prohibited due to copyright reasons</p>	

Document D: Public Service Information

To be updated after trial visits - Template for bookings information below

Dear

Thank you for your enquiry.

We have booked you a two hour session on Friday --/--/--- between 2pm and 4pm.

You will need to bring some identification showing both your name and address e.g. a driving licence, or a combination of a utility bill and a bank statement.

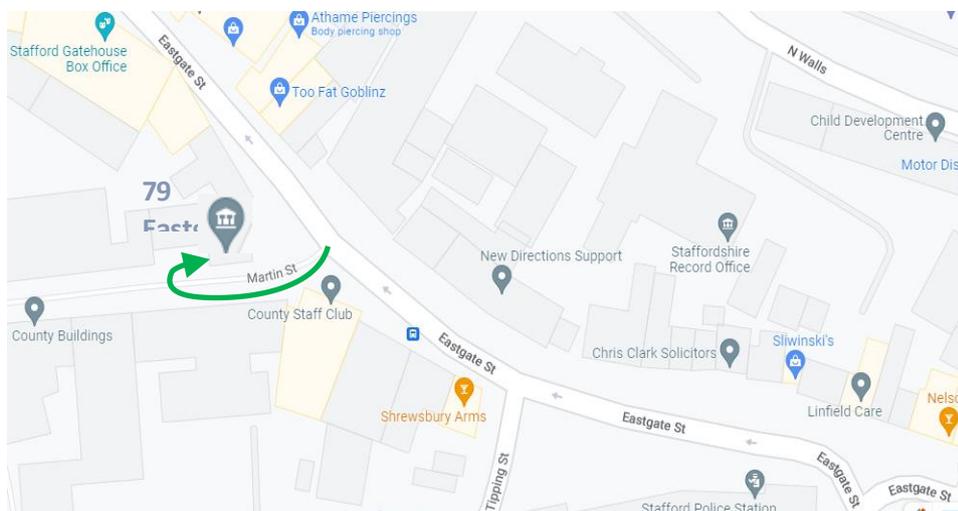
Please be aware that we do not have any lockers available for bags, so only bring what you need and no valuables.

Photography permits need to be purchased in advance of your visit, so if you do wish to take photographs on the day, please let us know and we will send you details of how to pay online.

We are currently in shared temporary accommodation due to the ongoing Staffordshire History Centre Project: [Planning a Visit SRO - Staffordshire County Council](#).

The temporary address is 79 Eastgate House, ST16 2NG, across the road from the entrance to the Staffordshire Record Office and William Salt Library. Please note that there is no parking on site, however there is public parking in the town centre at these car parks

To access the building please walk to the rear courtyard on Martin Street. On the silver intercom to the left of the back door, press number 2, followed by the # key, and a member of staff will meet you. Please refer to the map below for the location of the entrance to the building:



We look forward to your visit.
Yours sincerely,

Document E: Response from Collections Officer (Access not granted)

Dear

Thank you for your enquiry.

Unfortunately your request does not currently meet our criteria for public access. We are currently operating a limited public service for statutory requests that relate to ongoing legal matters. This is due to building work that is essential to the creation of the new Staffordshire History Centre – you can read more about the project here:

Our access criteria will next be reviewed on xx/xx/xxxx and you very welcome to get back in touch then. [Staffordshire History Centre - Staffordshire County Council](#)

Please do get in touch if you need any further information or assistance.

Yours sincerely,

Document F: Public Access Model – Guiding Principles

By moving into a temporary base, we allow the Staffordshire History Centre project to move ahead as quickly as possible. The eventual outcome will be upgraded facilities and a much broader offer located in exciting, redeveloped surroundings.

Our enquiry service is running, and we welcome service users to get in touch. This is a key message.

Reprographic and photography orders are limited by time and conservation factors. It is important that quotes are accurate – please seek advice from the digital officer and conservator if there are any concerns around this.

We will signpost as many users as possible to digital resources, other services or our copying & reprographics service.

There are several factors that influence our service level currently: document production and conservation, access to stored collections, physical space in our temporary base and staff availability.

There are multiple areas of the activity plan that staff are currently working on, and this takes up time and resources –as this contributes to improving our service in the long term it will have benefits for service users in the future.

Proposed Timeline

w/c/ 6 June – trial visits start

w/c 13 June – website & social media updated re start of limited public service – open bookings procedure

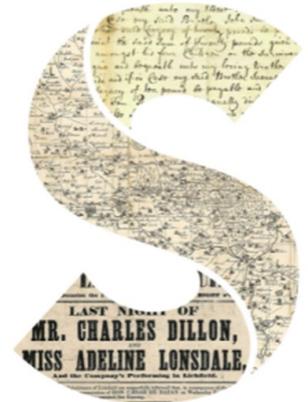
1 July – public service restarts to those who meet criteria (Friday afternoons only at first)

September – review operations, current public service workflow and consider B & C criteria for access

Proposed Joint Service Logos



Staffordshire & Stoke-on-Trent
Archive Service



Staffordshire & Stoke-on-Trent
Archive Service

Existing Logo



STAFFORDSHIRE
&
STOKE ON TRENT

• Archive Service •



STAFFORDSHIRE
&
STOKE ON TRENT

• Archive Service •



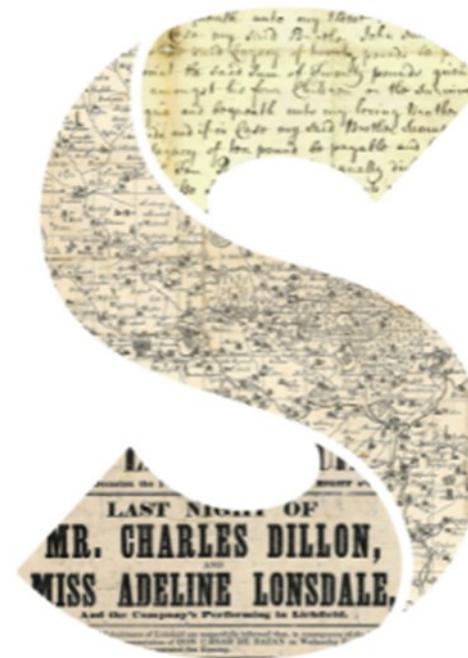
Staffordshire & Stoke-on-Trent
Archive Service

Side by Side



STAFFORDSHIRE
&
STOKE ON TRENT

• Archive Service •



Staffordshire & Stoke-on-Trent
Archive Service

Side by Side



Staffordshire & Stoke-on-Trent
Archive Service



Staffordshire
County Council

Alongside authority logo



Staffordshire & Stoke-on-Trent
Archive Service



City of
Stoke-on-Trent

Alongside authority logo



Staffordshire
History Centre



Staffordshire
County Museum
Collection

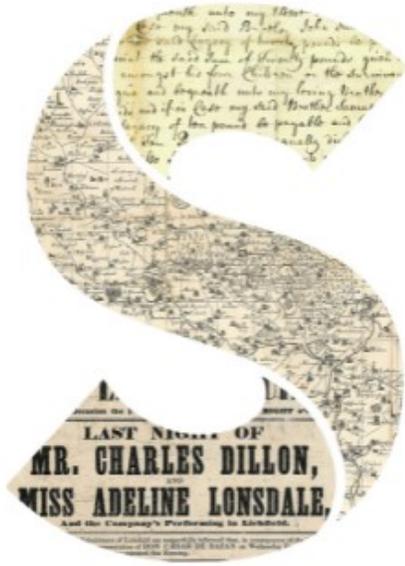


The William Salt
Library



Staffordshire & Stoke-on-Trent
Archive Service

Logo Series: The S Unites



Staffordshire & Stoke-on-Trent
Archive Service



Staffordshire
History Centre

Logo Series: The S Unites

2021/2022 Annual Report

Staffordshire & Stoke on Trent Archive Service

Page 79

Can be used alone or
alongside a range of logos
(service, parent authority,
funders & location) in print



Staffordshire & Stoke on Trent
Archives Service



Staffordshire
County Council



City of
Stoke-on-Trent



Staffordshire
History Centre

Archive Report 2023/24



Page 80



Can be used alone or alongside a range of logos (service, parent authority, funders & location) in print

Can be used alongside location logos



Staffordshire & Stoke on Trent
Archives Service

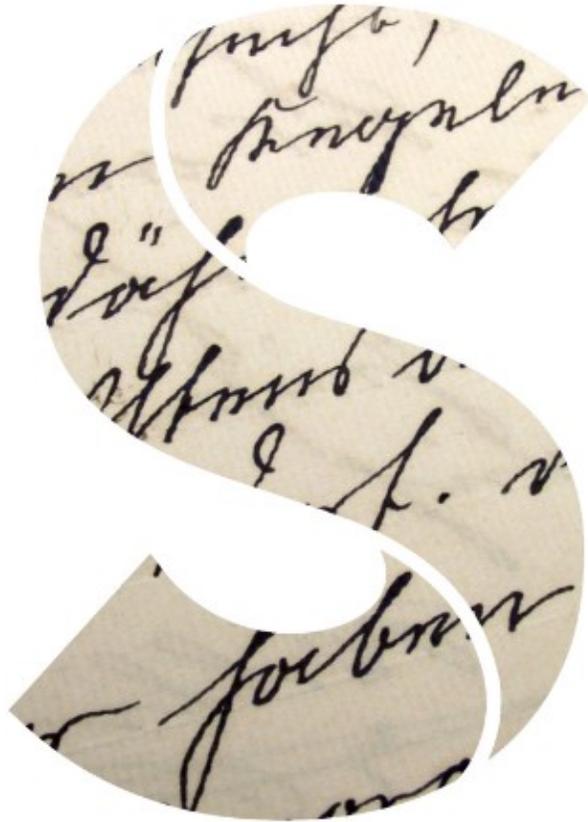


Staffordshire & Stoke on Trent
Archives Service



Staffordshire
History Centre

Other design options for printed & digital media: use of collections images



Staffordshire
History Centre



Flexible use of the master S as a supporting graphic alongside black & white logos



Reversed single colour identity



Staffordshire
History Centre

Single colour identity



Page 84

Surprises in store

Some of our amazing objects are far too big to fit into a display case! Carriages owned by the wealthy and carts used by Staffordshire's farmers sit alongside machinery, statues, ploughs, shop counters, angles and rocking horses.



Logo displayed alongside the master S (collections images)

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
– Tuesday 19 July 2022**

Volunteering Policy and Procedures Review

Recommendation(s)

That the Committee

- a. Approve the updated Volunteer Policy
- b. Approve the use of an enhanced volunteer agreement
- c. Note the introduction of best practice guidelines to encourage knowledge sharing and continuity across the service

Report of the Director for Economy, Infrastructure and Skills (Staffordshire County Council) and Director of Strategy and Resources (Stoke on Trent City Council)

Reasons for Recommendations:

1. The first volunteering policy was created in 2002 to ensure that the Joint Archive Service has sector specific guidance in place to support volunteering and meets standards required for accreditation.
2. There have been several updates to the policy between 2002 and 2016.
 - a. The updated service specific policy is not designed to supersede any authority policies, strategy or guidelines.
3. In May our volunteers were surveyed to support the review of the volunteer policy. There were 46 responses out of 60 volunteers contacted (a 76.6% response rate), 44 of the responses were received digitally via Citizen Space. The results were very positive which supported the need for limited updates to the volunteering policy. Key findings were that:
 - a. 97.97% rated their volunteering experience as enjoyable, there were no negative responses to this question.

- b. Motivations for volunteering were varied and individual which highlights the need to take a person-centred approach when working with our volunteers.
 - c. There was a strong desire for regular communication, which has been actioned through the introduction of a volunteer specific e-newsletter.
- 4. The volunteer policy has been updated to make it suitable for use within the Staffordshire History Centre, acknowledging that in future the service will have an increased number of volunteers undertaking different roles, some of which are new.
- 5. Changes have been made to the policy so that it now takes a role specific focus rather than a site-specific focus. This acknowledges the variety of volunteer roles and allows staff to tailor actions to each volunteer's individual experience. This is to ensure volunteering is managed safely, efficiently and aims to improve the experience for volunteers.
- 6. The policy has been updated to reflect new authority policies and strategies and removed outdated references to policies that are no longer in use.
- 7. A volunteer agreement has been in place since 2002.
 - a. The volunteer agreement has been updated to include a code of conduct for volunteers that will assist in creating a positive environment for all and aims to reduce the potential for any conflict.
 - b. Stoke on Trent City Archives staff will use their own rebranded version of the agreement once the joint service branding is approved. This is to ensure volunteers feel connected to the part of the service they volunteer with.
- 8. The policy and volunteer agreement will require further review if the service recruits volunteers aged under 18 as the current policy covers only adults.
- 9. Brand new best practice guidelines have been created to encourage knowledge sharing and continuity across the service, support all staff in their interactions with volunteers and to assist us in improving our offer to volunteers. We have consulted with Heritage Volunteering group and used guidance provided by Heritage Lottery Fund to support the creation of these guidelines.

Legal Implications

The policy has been updated in conjunction with Staffordshire County Council and Stoke-on-Trent City Council policies and uses established best practice from the heritage volunteering sector.

Resource and Value for Money Implications

The service allocates funding towards ensuring the volunteer experience is rewarding and acknowledges the commitment given by individuals. The in-kind value of volunteering in 2021-2022 was £72,140 based on the National Lottery Heritage Fund rate of £20 per hour and 3,607 hours donated.

Climate Change Implications

Volunteers travel to our offices using a mix of their own vehicles, shared vehicles and public transport. A town centre location for volunteering supports use of public transport.

List of Background Documents/Appendices:

Appendix 1 – STAFFORDSHIRE ARCHIVES AND HERITAGE
VOLUNTEER POLICY

Appendix 2 – Staffordshire History Centre Volunteer Agreement

Appendix 3 – Volunteer Best Practice Guidelines

Contact Details

Assistant Director: Catherine Mann, Interim Assistant Director –
Culture, Rural and Safer Communities

Report Author: Sarah English
Job Title: Engagement & Access Manager
Telephone No.: 07971 946900
E-Mail Address: sarah.english@staffordshire.gov.uk

STAFFORDSHIRE ARCHIVES AND HERITAGE

VOLUNTEER POLICY

1. INTRODUCTION

- 1.1 Staffordshire Archives and Heritage includes the Staffordshire and Stoke-on-Trent Archive Service and the County Museum Service. The service operates at the two sites: Stoke-on-Trent City Archives in Hanley and the Staffordshire History Centre in Stafford. The Staffordshire History Centre brings together three collections, from the Staffordshire and Stoke-on-Trent Archive Service, the County Museum and the William Salt Library.
- 1.2 Volunteers work at the following sites: Stoke-on-Trent City Archives in Hanley, the Staffordshire History Centre in Stafford, the History Access Point at St. Mary's in Lichfield, the museum collection stores in Stafford and remotely from their own homes.
- 1.3 The aim of the Service is to locate, collect, preserve, celebrate and share irreplaceable archive and museum collections relating to the past and present life and work of people of the County of Staffordshire and the City of Stoke-on-Trent and to preserve the archives of the Diocese of Lichfield, thereby contributing to the national network of archive and museum care.
- 1.4 Volunteers, through the time, energy and skills which they provide, make a valuable contribution to the overall aims of the Service. Equally volunteering can also bring benefits to volunteers themselves by improving their skills and confidence, developing interests and providing enjoyment and social interaction.
- 1.5 Across the Staffordshire and Stoke-on-Trent Archive Service, volunteers are involved mainly in the production of catalogues, indexes or other types of finding aids, which will enhance public access to archive collections, or in preservation work on the collections, which can help to halt further deterioration.
- 1.6 Within the Staffordshire County Museum Service volunteers help with the delivery of our services. Volunteers are involved in many aspects of our work including, for example, research, care of the collections, preventative conservation, documentation and exhibition preparation.
- 1.7 The Staffordshire History Centre Project will broaden the range of volunteering roles within the service, including the creation of public facing volunteer roles.
- 1.8 The Service recognises that collaboration with existing voluntary groups or the formation of groups for specific local projects can help us to engage more effectively with local communities and that specific locally-based volunteer projects can help communities to build and define a sense of place and belonging.

- 1.9 This policy covers those volunteers aged over 18, including university placement students.
- 1.10 This policy is not designed to supersede parent authority guidelines, which should still be followed, rather to ensure best practice is followed across all aspects of volunteering within the service.

2. PURPOSE OF POLICY

The purpose of the Archive and Heritage Service in adopting this policy is:

- To acknowledge the value of the contribution made by volunteers to the work of the Service and to widening participation in the community history of Staffordshire
- To establish clear principles for the involvement of volunteers with the Service
- To clarify the role of volunteers and the relationship between volunteers and the Service
- To confirm the commitment of the service to involving volunteers in its work
- To recognise the respective roles, rights and responsibilities of volunteers and the Service
- To establish an appropriate framework for the recruitment and support of volunteers within corporate policies and guidelines

The Volunteer Policy supports Staffordshire County Council's Strategic Plan by supporting the following outcomes:

Where everyone in Staffordshire can -

- Have access to more good jobs and share the benefits of economic growth
- Live in thriving and sustainable communities
- Be healthier and independent for longer

The Volunteer Policy also supports Stoke-on-Trent City Council's engagement plan.

Volunteering enables people to access cultural collections in a different way, meet people and improve their wellbeing, gain new skills to help them seek new opportunities for paid employment.

3. DEFINITIONS

- 3.1 A volunteer is defined as a person who carries out voluntary work in partnership with the Archive and Heritage Service. The work is undertaken by choice and is unpaid.

4. STATEMENT OF PRINCIPLES

- 4.1 The Service will make information about opportunities for volunteer working widely accessible, including through the various volunteer agencies operating in Staffordshire and Stoke-on-Trent and by corporate processes and publicity.
- 4.2 The tasks, which are identified to be carried out by volunteers, will be clearly defined so that both employees and volunteers are sure about their respective roles and responsibilities.
- 4.3 The Service will keep a register/record of volunteers, details of which will not be disclosed to third parties, and will maintain records of the work carried out by volunteers.
- 4.4 Volunteer work will complement, not replace the work carried out by employees.
- 4.5 Volunteers will have the opportunity to represent their views and concerns to the Service.
- 4.6 The Service will acknowledge publicly the contribution made by volunteers to the Service.
- 4.7 The product of any volunteer work carried out to assist the Service will be the copyright of the Archive and Heritage Service and the Service will have the right to publish the product of any volunteer working in order to further its aim of improving access to collections.
- 4.8 This policy and the accompanying procedures relating to volunteer working will be reviewed every three years.

INDIVIDUAL VOLUNTEERS

5. RECRUITMENT AND SELECTION

- 5.1 Staffordshire Archive and Heritage Service will adhere to the Equal Opportunities and Volunteer policies of both Staffordshire County Council and Stoke-on-Trent City Council, when recruiting and selecting volunteers.
- 5.2 We will make information about opportunities for volunteer working widely accessible using corporate processes, including information about actual tasks, required skills, commitment, and time. This will be regularly reviewed. Where appropriate we will use role profiles to support the recruitment of new volunteers.

- 5.3 Potential volunteers will be invited to a preliminary discussion with the appropriate member of staff prior to any volunteer work being offered. This provides an opportunity for informal assessment on both sides and for a consideration of possible options.
- 5.4 The Service reserves the right not to accept a volunteer or to terminate an arrangement.
- 5.5 Wherever possible placements will match the volunteers' skills, talents, and interests with the voluntary work to be carried out. However, it may not always be possible to do this and in some cases, it may not be possible to offer a placement because of insufficient accommodation within the Service.
- 5.6 Volunteers will be required to complete a Volunteer's Agreement. This will outline the commitment of Archive and Heritage Service to the volunteer and the volunteer's commitment to the service.
- 5.7 The Service may request references for volunteers where it is appropriate for example for volunteers roles that involve working with members of the public.
- 5.8 Once placed with the Service, we will expect volunteers to comply fully with existing policies and procedures, including health and safety procedures.

6. RIGHTS AND RESPONSIBILITIES OF VOLUNTEERS

The Archive and Heritage Service recognises the rights of volunteers to:

- Be given clear information and a full induction to the organisation and its procedures, including its health and safety procedures, and equal opportunity policies.
- Work in a safe environment and conditions
- Be insured through the Staffordshire County Council and Stoke-on-Trent City Council insurance policies
- All volunteers will be offered appropriate access to support and supervision on a regular basis, with a named manager, and will be informed who to contact in an emergency
- Receive the necessary training to perform allocated tasks
- Be free from any form of discrimination
- To make comments or complaints which will be dealt with through established corporate procedures
- Ask for a reference to support future work applications

- Withdraw from voluntary working

The Archive and Heritage Service expects that its volunteers will:

- Work within the agreed protocols and procedures of the Archive and Heritage Service, Staffordshire County Council and Stoke-on-Trent City Council
- Work within the guidelines provided and follow staff instructions and guidance
- Work at times agreed with the Service and give advance notice of any variations where possible
- Carry out all tasks in a way which supports the aims, values and standards of the Service
- Respect confidentiality
- Show courtesy to members of the staff and other volunteers

7. RECOGNITION, SUPPORT AND REWARD FOR VOLUNTEERS

- 7.1 The Service will provide an induction to the workplace, ensuring volunteers are aware of health and safety procedures and a role specific risk assessment will be in place
- 7.2 Volunteers will be entitled to discounts at certain Service events.
- 7.3 Each year volunteers will be invited to attend an annual thank you event in appreciation of their work.
- 7.4 The Service will offer opportunities to learn more about its work and how the work of the volunteers supports the outcomes delivered by the Service.

8. COMMUNITY VOLUNTEER GROUPS

- 8.1 Where appropriate, the Archive and Heritage Service will seek to engage with and encourage local community groups or organisations to help to deliver volunteer projects. Before the commencement of any activity, the overall aims, the task remit, methodology and outcomes of the project will be clearly discussed and defined between the appropriate member of staff and the relevant group.
- 8.2 Where volunteer projects are developed within communities to support the Service, volunteer groups will be asked to carry out specified tasks in a way, which supports the aims, values and standards of the Service.
- 8.3 The Service will ensure that local volunteer groups have a named

point of contact with the Service. Equally there will be a named representative(s), who will liaise with the Service on behalf of the group concerned.

9. RELATIONSHIP WITH ARCHIVE AND HERITAGE SERVICE EMPLOYEES

- 9.1 The Archive & Heritage Service will endeavor to ensure that good working relationships are fostered between its employees and volunteers. All staff working with volunteers will follow the Service's best practice guidelines.
- 9.2 The work of the Archive and Heritage Service employees and the contribution made by volunteers will be promoted and celebrated.
- 9.3 Key members of staff in the Service have named responsibilities for coordinating the work of volunteers and should be the first point of contact. At the Staffordshire History Centre this is the Volunteer Co-Ordinator or the Engagement & Access Manager, at Stoke-on-Trent City Archives this is the Archive Services Manager.
- 9.4 The roles of volunteers and paid staff will be clearly defined, complementary and mutually supportive.
- 9.5 In the event of any industrial action, volunteers will not be requested to carry out the work of Archive and Heritage Service employees. They may continue with their regular duties, provided that adequate supervision can be made available, but will not be asked to undertake additional work.

10. VOLUNTEER AGREEMENTS

- 10.1 The purpose of entering into a service agreement is to ensure that the role of volunteers is clear, that satisfactory arrangements are in place for their management and that the impact and benefits of volunteering are acknowledged.

11. RESPONSIBILITY AND REVIEW

- 11.1 The overall responsibility for the implementation, monitoring and review of this policy rests with the Head of Archive & Heritage Service.
- 11.2 The policy will be reviewed within three years.

June 2022



Staffordshire Archives and Heritage Service Volunteer Agreement

This Volunteer Agreement describes the arrangement made between the Staffordshire Archives and Heritage Service and you:

_____ (print name)

Your Contact Details

GDPR Statement

We will only use this information for contacting you in relation to your volunteer role with us. It will not be passed on to third parties.

Telephone Number	
Email	
Address	

1) Your Volunteer Role

Staffordshire Archives and Heritage Service believes that volunteers make a valuable contribution to the work of the organisation, and therefore aims to make the volunteering experience a positive one for volunteers, customers and colleagues. The role of the volunteer will always be complimentary rather than supplementary to that of paid staff and will never be a substitute for paid staff.

All our volunteers are asked to sign this statement to encourage the development of high standards of voluntary work within the authority. This outlines the scope of their role.

Your role as a volunteer will be to carry out work contributing to the following project/area of work:	
You will be based at:	
Your supervisor will be:	
The work, which you will be carrying out, will support the Staffordshire Archives and Heritage Service by:	
Date of commencement:	
Hours Agreed:	

2) Our Commitment to Volunteers

Staffordshire Archives and Heritage Service will endeavour to show how your work fits into our Service objectives, and we will carry out an annual survey to see how well we are meeting your needs. All volunteers will have a named person as their main point of contact. They will be provided with regular supervision to feed back on progress, discuss future development and air any problems. Staffordshire Archives and Heritage Service values the work and time given by its volunteers.

Staffordshire Archives and Heritage Service will:

- Provide an induction to the Staffordshire Archives and Heritage Service to include background information about the Service, its aims, objectives and values and how your role will contribute to these.
- Provide a named member of staff to support you in your role and supervise your work.
- Support volunteers in the development of new skills.
- Ensure that volunteers feel recognised, welcome and comfortable in how they carry out their tasks.
- Expect that staff at all levels will work positively with volunteers and where appropriate, will actively seek to involve them in their work.
- Seek to help volunteers to have a satisfying and enjoyable experience and to support them in the skills development through training where appropriate
- Aim to ensure that through the implementation of this policy all volunteers will be safe, supported and valued.

3) Health and Safety

As part of the induction process, volunteers will receive information concerning Health and Safety practices relevant to their duties. If at a later date volunteers require any additional training, Staffordshire Archives and Heritage Service will ensure that this is given (*please refer to the County Council's Health, Safety and Wellbeing Policy*).

4) Insurance

Staffordshire Archives and Heritage Service confirms that SCC has in place liability insurance which will respond to its legal liabilities for any injury which may occur to volunteers while acting on the authority's behalf. The insurance is purely a liability coverage so, for example, will respond to any claim a volunteer may bring against the authority where it considers the authority has been negligent. It does not provide any automatic benefit to them in the event of an injury.

5) Equal Opportunities

Staffordshire County Council operates an equal opportunities policy in respect of both paid staff and volunteers. Volunteers will be expected to have an understanding of and commitment to our equal opportunities policy. Volunteers are selected on the basis that their skills and abilities will be suitable for the position that they have applied for (*please also see the County Council's Equal Opportunities statement*)

6) Further Training

It may be necessary for Volunteers to undergo further training to improve their knowledge and/or skills or learn new ones appropriate to their duties. This will usually be 'on the job' training.

7) Code of Conduct

The purpose of the Code of Conduct for Volunteers is to set out standards of behaviour expected from Staffordshire Archives and Heritage volunteers. All volunteers should ensure that they have read and comply with this Code of Conduct.

- Where possible, let the volunteer Coordinator know if you are unable to volunteer.
- Arrive at and volunteer at the times agreed, and sign in and sign out of the building.
- Treat other volunteers and staff fairly and with respect. Let your supervisor or the volunteer coordinator know if you have any issues in the first instance.
- If you have challenges around your task or volunteering environment, let the volunteer coordinator know in the first instance.
- Do not bring food or drink into any area where you are working with collections.
- When working directly with collections, use pencil to write with and handle documents with care, following instructions from your induction.
- Recognise that staff may not be able to accommodate needs or answer questions immediately but will endeavour to resolve key issues as soon as possible.
- If volunteering for Staffordshire Archives and Heritage at another venue or organisation (e.g. assisting with touring exhibitions) recognise that you represent the service even though you are not on site.

Where a volunteer is found to be in breach of the standards outlined in this Code of Conduct or other policies and procedures this may result in the volunteer's position being terminated.

7.1) Problems or Difficulties

Staffordshire Archives and Heritage Service will try to resolve fairly any problems or difficulties, which volunteers may encounter during your volunteer work with us. The Service will offer an opportunity to discuss further any unresolved problem in accordance with our volunteer procedures.

8) Commitment to Confidentiality Statement

During the course of voluntary work at Staffordshire County Council, volunteers may become privileged to confidential information. This may be information about a staff member, another volunteer, a customer, or another person. It may also be information that is confidential for organisational purposes. Volunteers must understand the need for confidentiality, and agree to uphold the Commitment to Confidentiality, both when carrying out the role and at other times.



9) Photographs

To promote the work of Staffordshire Archives and Heritage volunteers, photographs may be taken of volunteers working on site. These may be used on social media, in Staffordshire County Council communications or for evaluating projects for funders. Whenever this occurs volunteers will be asked verbally if they want to have their photograph taken.

If you are happy to have your photograph taken for any capacity whilst volunteering please sign here

Signed	Date:
--------	-------

10) The Agreement

As the volunteer I understand and agree that I will

- Be given a clear and accurate description of my role
- Receive support and guidance from my volunteering supervisor
- Carry out my volunteering role to the best of my ability
- Follow Staffordshire Archives and Heritage Service prescribed codes of conduct, policies and procedures at all times.
- Receive appropriate training which is relevant to my volunteering role
- Abide by and maintain confidentiality
- Provide referees who may be contacted by Staffordshire Archives and Heritage Service
- Understand that the product of any work undertaken for Staffordshire Archives and Heritage Service will remain the property of the Service and may be published to further its aim of improving access to collections.
- Inform Staffordshire Archives and Heritage Service of any reasonable adjustments that may need to be made for you whilst volunteering with us.

This agreement is binding in honour only and is not intended as a legally binding contract. It may be cancelled at any time by either party. Neither the Staffordshire Archives and Heritage Service nor the volunteer intend any employment relationship to be created either now or at any time in the future through volunteering activity via this agreement or because of this agreement.

We would like to assure you of our appreciation of your volunteering to work with us and we will do the best we can to make your volunteer experience with us an enjoyable and rewarding experience.

Signed (volunteer):	Date:
Signed (supervisor):	Date:
Signed (volunteer coordinator):	Date:

Staffordshire Archives & Heritage: Volunteer Best Practice Guidelines

- We will ensure each new volunteer has a site-specific induction and understands how to contact both their named supervisor and the volunteer co-ordinator.
- Staff will use an induction checklist to ensure consistency.
- We will be open and clear that we do not reimburse expenses for volunteers and will highlight other benefits
- Where there are barriers to volunteering, we will seek solutions and work flexibility to accommodate an individual's needs
- We will respond to our annual volunteer survey by sharing any actions taken
- We will increase communication via a volunteer e - newsletter
- We will offer all volunteers the opportunity to take part in social activities and training sessions
- Where appropriate we will use role profiles, application forms and informal interviews to recruit new volunteers (this particularly applies to public facing volunteer roles)
- We will celebrate and share the achievements of our volunteers
- Staff across both sites will work in partnership to ensure continuity and good practice for all volunteers but will make sure procedures are relevant to and workable for their specific site
- We will follow volunteering guidance and policies implemented by our authority

June 2022 – to be reviewed & updated every 12 months

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

– Tuesday 19 July 2022

Joint Collections Statement

Recommendation(s)

1. That the Committee approves the Joint Collections Statement text for addition to all Staffordshire Archives & Heritage, Staffordshire & Stoke-on-Trent Archive Service and William Salt Library collecting policies.

Report of the Director for Economy, Infrastructure and Skills (Staffordshire County Council) and Director of Strategy and Resources (Stoke-on-Trent City Council)

Reasons for Recommendations:

2. As part of the development of the Staffordshire History Centre project a Conservation Plan for Collections was commissioned from Kevin Bolton in 2017 and revised in November 2020.
3. A key recommendation was to develop new joint policies for the collections. Due to different sector requirements, specifically Archive and Museum Accreditation, separate collecting policies for the Joint Archive Service, County Museum and William Salt Library are still required.
4. The Joint Collections Statement will ensure a more co-ordinated approach to collecting across the three disciplines.

Background

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

the William Salt Library Trust. The Trust is an independent charity.

6. The three services are all managed by the Head of Archives and Heritage and operationally this is the most efficient and beneficial arrangement for users, depositors and visitors to the services.
7. All three services work to a shared vision and forward plan. This is underpinned by a comprehensive set of policies. Many of the policies are shared but some are specific to each individual service. The Archive Service and County Museum are both accredited services and are required to submit specific policies to meet the standard.
8. It is recommended that the Joint Archives Committee approves the Joint Collections Statement at Appendix 1 to be added to all current Archive & Heritage Service policies, namely *Staffordshire & Stoke-on-Trent Collections Development Policy*, the *William Salt Library Collection Policy* and the *Staffordshire Museum Service Collections Development Policy*. Policies will continue to be brought for review and approval to this committee when they are due for renewal or when prompted by a change in circumstances.

Legal Implications

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

Resource and Value for Money Implications

All policies consider resources and value for money as appropriate.

Climate Change Implications

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

List of Background Documents/Appendices:

Appendix 1 – Staffordshire Archives & Heritage: Joint Collections Statement

Contact Details

Assistant Director: Catherine Mann, Assistant Director for Culture, Rural and Safer Communities
Report Author: Chris Copp

Job Title:
Heritage

Telephone No.:

E-Mail Address:

Collections Manager, Staffordshire Archives &

01785 895181

chris.copp@staffordshire.gov.uk

STAFFORDSHIRE ARCHIVES & HERITAGE
JOINT COLLECTIONS STATEMENT

1. MISSION STATEMENT

Staffordshire Archives and Heritage is made up of the Staffordshire and Stoke-on-Trent Archive Service and the County Museum Service. The service also manages the William Salt Library on behalf of the charitable trust that administers the Library.

The aim of the Service is to locate, collect and preserve irreplaceable archive and museum collections relating to the past and present life and work of people of the County of Staffordshire and the City of Stoke-on-Trent and to preserve the archives of the Diocese of Lichfield, thereby contributing to the national network of archive and museum care.

Our vision is:

Connecting people to the collected stories and heritage of Staffordshire, Stoke-on-Trent and beyond.

Our mission is:

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

2. PURPOSE OF STATEMENT

The purpose of this statement is to summarise the collecting priorities and policies for Staffordshire & Stoke-on-Trent Archive Service, William Salt Library, and the County Museum Service. It also identifies what the priorities should be for “Active Collecting”. The Staffordshire History Centre project has presented an opportunity to develop a more proactive and strategic approach to collecting in partnership with stakeholders. This will help ensure the service diversifies its collections and that they reflect present and past life in the whole County of Staffordshire and City of Stoke-on-Trent.

Each service has its own distinct collecting policy to meet different sector requirements.

3. ARCHIVES

The role of the Staffordshire and Stoke-on-Trent (Joint) Archive Service is to locate, collect and preserve archive collections relating to past and present life

in Staffordshire and Stoke-on-Trent and to make these collections available for use by the people of Staffordshire and its visitors.

Staffordshire Record Office collects archive collections relating to the geographical area of the current administrative County of Staffordshire.

Stoke-on-Trent City Archives collects archive and local studies collections relating to the current administrative area of the City of Stoke-on-Trent.

The ***Staffordshire & Stoke-on-Trent Collections Development Policy*** (2019) sets out the responsibilities and the direction of archive collecting activity and the ***Collecting Plan 2019-2024*** includes collecting priorities for 2019-2024.

4. WILLIAM SALT LIBRARY

The charitable objective of the William Salt Library is to advance the education of the public through the provision and maintenance for the purposes of study or research, of a collection of books, manuscripts, engravings, deeds, autographs and works of art relating in particular to the County of Staffordshire.

The ***William Salt Library Collection Policy*** provides more detail on the library collection and collecting priorities.

5. COUNTY MUSEUM SERVICE

The Museum Service is part of Staffordshire County Council's Archives & Heritage Service. The museum collection covers a wide range of subjects within the fields of Staffordshire's social and agricultural history, and, to a lesser extent, crafts and industry. These include: customs and beliefs, agriculture and forestry, public services, retail distribution, education, craft industries, communications and currency, childhood, warfare and defence, hobbies, crafts and pastimes, costume and accessories, health and infant raising, transport. It also holds an art collection.

The ***Staffordshire Museum Service Collections Development Policy*** (2019) provides more information about the museum collections and collecting priorities.

6. ACTIVE COLLECTING

Each service has its own collecting priorities which are included in the various collecting policies. However, the services will work together to actively collect and target collections relating to these areas:

- Staffordshire's and Stoke-on-Trent's Black, Asian and Minority Ethnic (BAME) and Eastern European communities
- Oral history
- Geographic areas within Staffordshire – East Staffordshire, North Staffordshire and South Staffordshire (particularly for printed and local studies material)
- In response to the impact of national and international events on the lives of Staffordshire people. Examples include the COVID-19 Pandemic (2020) and the war in Ukraine (2022)

The services will work together and with stakeholders in order to identify items to collect within these areas and to further develop collecting priorities.

Date at which this policy is due for review: 31 May 2025

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

