

Staffordshire and Stoke-on-Trent Joint Archives Committee

Wednesday, 7 December 2011

2.00 pm

Stoke Local Centre, South Wolfe Street,
Stoke-on-Trent, ST4 4SZ

PLEASE NOTE TIME OF MEETING

John Tradewell
Director of Law and Democracy
29 November 2011

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 16 June 2011** (Pages 1 - 4)
4. **Predicted Outturn 2011-12** (Pages 5 - 10)

Joint report of the Director of Finance and Resources and the City Director of Central Services

5. **Review of Fees and Charges 2012-13** (Pages 11 - 22)

Joint report of the Director for Place and Deputy Chief Executive and the Director of Adult Social Care, Health and Communities

6. **Staffordshire and Stoke-on-Trent Archive Service Restructure** (Pages 23 - 28)

Joint report of the Director for Place and Deputy Chief Executive and the Director of Adult Social Care, Health and Communities

7. **Designation of Collections** (Pages 29 - 32)

Joint report of the Director for Place and Deputy Chief Executive and the Director of Adult Social Care, Health and Communities

8. **Date of next meeting - 23 February 2012**

The next meeting of the Staffordshire and Stoke-on-Trent Joint Archive Committee will be held on **Thursday 23 February 2012 at 10.30 am** in the County Record Office, Eastgate Street, Stafford.

9. Exclusion of the public

The Chairman to move:-

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

PART TWO

(All reports in this section are on pink paper)

Nil

Membership	
Pat Corfield	Mike Maryon (Substitute)
Gwen Hassall	Liz Staples (Substitute)
Ian Parry	Simon Tagg (Observer)

Minutes of the Staffordshire and Stoke-on-Trent Joint Archives Committee meeting held on 16 June 2011

Present: Pat Corfield and Gwen Hassall

Apologies for absence: Simon Tagg

PART ONE

1. Appointment of Chairman and Vice-Chairman

The Committee noted changes to the Stoke-on-Trent City Council representative following recent elections at Stoke-on-Trent City and welcomed Mrs. Gwen Hassall to the meeting.

(a) **RESOLVED** - That Mr. Pat Corfield be appointed Chairman of the Staffordshire and Stoke-on-Trent Joint Archives Committee up to the annual meeting of the Joint Committee in 2012.

Mr. Pat Corfield took the Chair

(b) **RESOLVED** – That Mrs. Gwen Hassall be appointed Vice-Chairman of the Staffordshire and Stoke-on-Trent Joint Archives Committee up to the annual meeting of the Joint Committee in 2012. The City Council would identify a second elected member, as substitute, to represent the City Council in the event that Mrs. Gwen Hassall was unavailable, but would only assume voting rights in Mrs. Hassall's absence.

2. Declarations of Interest in accordance with Standing Order 16

None at this meeting.

3. Minutes of the meeting held on 24 February 2011

RESOLVED – that the minutes of the meeting held on 24 February 2011 be agreed and signed by the Chairman.

4. Staffordshire and Stoke-on-Trent Archive Services: Annual Report 2010/11

The Committee considered the joint Annual Report of the County Council's Deputy Chief Executive and Director of Place and the Director of Adult and Neighbourhood Services, on the work of the Staffordshire and Stoke-on-Trent (Joint) Archive Service for the period April 2010 – March 2011.

The Head of the Archive Service indicated that the Annual Report provided an account and review of the work and performance of the Staffordshire and Stoke-on-Trent Archive Services. It demonstrated a productive year for the Joint Archive Service in terms of its performance, achievements and other activity. The most notable successes had been: achievement of the Customer Service Excellence Standard, the National Archives self-assessment retaining four-star rating and tenth place, the Children on the move Project funded by Heritage Lottery Fund, the launch of International Staffordshire – an online exhibition forming part of our 2012 Cultural Olympiad Programme, and the completion of the new outstore to enable the continued expansion of the collections.

The Service had made good progress in all its core areas of activity: improving access to collections; the public services; cataloguing; learning; preservation; and conservation. It had been a particularly successful year in terms of outreach working with some very positive outcomes for communities. The service continued its survey of records of sports organisations, developed as part of the 2012 Olympics Legacy. The service also celebrated 10 years of volunteering with a celebration for its past and present volunteers.

The Committee noted that personal visits saw a downturn which was a common trend to most archive services, although they noted that online resources (analysed using different software) had exceeded predicted targets.

The Olympic Torch relay would be travelling through Staffordshire via Stoke-on-Trent City and the search was on for inspiring young people to be torchbearers to carry the Olympic Torch on its journey through the County.

RESOLVED – That the Annual Report for the Staffordshire and Stoke-on-Trent Archive Service for 2010/11 be received as a record of the performance of the service in the year under review.

5. Staffordshire and Stoke-on-Trent Archive Services: Results of the National Archives Assessment of Local Authority Archives Services, 2010 and Results of Survey of Visitors to British Archives, 2011

The Committee considered a joint report of the Deputy Chief Executive and Director of Place and the Director of Adult and Neighbourhood Services detailing the outcome of the National Archives Assessment for the Joint Archive Service, completed during the summer of 2010 and the results of the survey of visitors to British Archives carried out in February 2011. The Appendices were circulated to Members at the meeting as they were omitted in error from the original report sent to Members.

Members noted that The National Archives introduced a self assessment process in 2006 to enable it to discharge its legal functions in relation to the inspection and monitoring of local authority archive services. The Archive Service's submission for the 2010 self assessment was completed last summer (performance bandings were 1-4 four star ratings). The Joint Archive Service had been judged as a four star service and as such, was one of the leading local authority archive services in England and Wales retaining its tenth position within the Local Authority League tables.

It was noted that the Archive Service participated in the national survey of visitors to British Archives in February 2011. The survey was run under the auspices of the Public Services Quality Group: Quality Forum for Archives and Local Studies, and it was carried out every 18 months. The statistics were interpreted and externally validated by the Chartered Institute of Public Finance (CIPFA).

Twelve individual areas of service provision and delivery were covered by the survey, so provided regular trend data for the Service over a period of time. The ratings allocated by the respondents were: very good; good; adequate; poor; and very poor. In calculating its overall customer satisfaction rating, the Service combined the very good and good ratings.

The Chairman asked that the Committee's compliments be passed to staff for all their hard work, ensuring the service continues to be an excellent, high performing valued service. The Chairman also requested a press release to publicise these excellent results to a wider audience and highlighting the impact on the local economy in attracting visitors to Staffordshire.

RESOLVED – that the report be noted.

6. Joint Archive Service - Outturn 2010/11

The Committee considered a joint report of the County Council's Director of Finance and Resources and the City Director of Central Services presenting the final outturn for the Joint Archive Service for 2010/11.

The outturn showed that the service had spent £1,122,690 compared with an approved budget of £1,156,550, giving an underspend of £33,860 which was transferred to the General Reserve at the end of the financial year. The General Reserve had a balance of £99,204, of which £42,000 had already been earmarked for Alterations / Environmental Controls at Stoke - £30,000; Staff reduction costs - £9,000; Exhibition costs – Staffordshire Hoard - £3,000.

They noted that approval was sought to earmark an additional sum of £25,000 to progress preparatory work and associated costs for improvements to Stoke's basement strongroom.

The Archive Acquisition Reserve had a balance of £66,114 towards the purchase of new collections for the benefit of archive users in the County and City. The Committee were reminded that the Joint Archives Committee was required to complete a "Small Bodies in England Annual return for the year ended 2011", but the return had not yet been received. Therefore it was agreed that the Small Bodies Return would be signed by the Chairman for submission as soon as it was received and completed.

RESOLVED – (a) That the report be received.

(b) That the sum of £25,000 be earmarked to progress preparatory work and associated costs for improvements to Stoke's basement strongroom.

(c) That approval be given for the Chairman to sign the completed Small Bodies Return for submission, as soon as practicable.

7. Date of next meeting - 22 November 2011

RESOLVED – That the next meeting of the Staffordshire and Stoke-on-Trent Joint Archive Committee be held on Tuesday 22 November 2011 at 10.30 am at the City Centre Library, Bethesda Street, Hanley, Stoke-on-Trent, ST1 3RS.

Chairman

Documents referred to in these minutes as Schedules are not appended, but will be attached to the signed copy of the Minutes of the meeting. Copies, or specific information contained in them, may be available on request.

Local Member Interest
N/A

**Staffordshire and Stoke-on-Trent Joint Archives Committee
7th December 2011**

**Joint report of the Director of Finance and the
City Director of Central Services**

PREDICTED OUTTURN 2011/12

1. Purpose of Report
 - 1.1 To present the current predicted outturn for the Joint Archive Service for 2011/12.
2. Summary
 - 2.1 The latest revenue outturn forecast shows a predicted underspend of £6,777 at the end of November. The General Reserve has a balance of £96,204 of which £64,000 has already been earmarked.
 - 2.2 The Archive Acquisition Reserve has a balance of £63,814.
3. Recommendations
 - 3.1 That the report be received.
4. Predicted Outturn 2011/12
 - 4.1 The predicted outturn for the Joint Archives Service is set out in Appendix 1. It is expected that the Service will spend £600,313 compared with an approved budget of £607,090. This gives an underspend of £6,777 which will be transferred to the General Reserve at the end of the financial year.
 - 4.2 At this point the County is anticipating an underspend of £6,777 which is mainly due to savings on staff vacancies. The savings have been offset in part by lower than anticipated income.
 - 4.3 The City Council is predicting an outturn in line with budget.

5. Reserves

5.1 There are two reserves which are held by the Joint Archive Service, these being the General Reserve and the Archive Acquisition Reserve.

5.2 The General Reserve has a balance of £96,204 (as set out in Appendix 2). Of this the following sums have already been earmarked :-

Alterations/Environmental Controls at Stoke	£55,000
Staff Reduction Costs	£ 9,000

6. Capital Budget 2011/12

6.1 There is no capital budget.

7. Personnel and Equal Opportunities

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

Paul Simpson
Director of Central Services

Andrew Burns
Director of Finance and
Resources

Background Documents

Public: Staffordshire and Stoke-on-Trent Joint Archives Committee
(Report on Proposed Revenue and Capital Budgets 2011/12)

Non Public: Joint and Other Archive Services 2010/11 and 2011/12
Files

Contact Officers

Kaye Chadwick Children & Lifelong Learning Department
01785 278416 Staffordshire County Council

Tom Cusack Directorate of Community Information
01782 231619 Stoke-on-Trent City Council

Joint Archives Service
Predicted Outturn Position 2011-12

APPENDIX 1

	Core Services			Staffordshire County Sites and Public Services			Stoke City Sites and Public Services			Total for service		
	Current Estimate 2011/12 £	Actual Expenditure as at Nov 2011 £	Predicted Outturn 2011/12 £	Current Estimate 2011/12 £	Actual Expenditure as at Nov 2011 £	Predicted Outturn 2011/12 £	Current Estimate 2011/12 £	Actual Expenditure as at Nov 2011 £	Predicted Outturn 2011/12 £	Current Estimate 2011/12 £	Actual Expenditure as at Nov 2011 £	Predicted Outturn 2011/12 £
Expenditure												
Employees	327,010	190,802	327,193	197,210	122,126	184,613	77,480	44,707	76,000	601,700	357,635	587,806
Training	1,200	1,090	1,200	850	0	850	870	450	870	2,920	1,540	2,920
Transport	1,900	959	1,644	200	87	249	300	0	300	2,400	1,046	2,193
Supplies and Services	5,740	-11,746	5,568	27,970	10,819	28,228	19,920	9,965	21,400	53,630	9,038	55,196
Total Expenditure	335,850	181,105	335,605	226,230	133,032	213,940	98,570	55,122	98,570	660,650	369,259	648,115
Income												
Grants & Reimbursements										0	0	0
Sales				15,100	6,108	11,109				15,100	6,108	11,109
Fees & Charges				23,360	15,187	22,360	7,550	2,704	7,550	30,910	17,891	29,910
Miscellaneous	2,900	2,000	2,000	4,650	5,432	4,783				7,550	7,432	6,783
Transfers from reserve				0	0	0				0	0	0
Total Income	2,900	2,000	2,000	43,110	26,727	38,252	7,550	2,704	7,550	53,560	31,431	47,802
Net Expenditure	332,950	179,105	333,605	183,120	106,305	175,688	91,020	52,418	91,020	607,090	337,828	600,313
										PREDICTED UNDERSPEND		-6,777

JOINT ARCHIVES GENERAL RESERVE

APPENDIX 2

7 December 2011

	Staffordshire County Council £	Stoke on Trent City Council £	Total £
Balance brought forward 1 April 2011	43,462	55,742	99,204
2011/12			
Exhibition costs - Staffordshire Hoard	3,000		3,000
	<u>40,462</u>	<u>55,742</u>	<u>96,204</u>
Earmarked items			
Alterations/Environmental Controls at Stoke		55,000	55,000
Staff Reduction costs	9,000		9,000
Balance available to spend	<u>31,462</u>	<u>742</u>	<u>32,204</u>

JOINT ARCHIVES ACQUISITION RESERVE

Balance brought forward 1 April 2010	66,114	0	66,114
2011/12			
Richard M Ford Ltd - Bound Book	2,300	0	2,300
Balance available to spend	<u>63,814</u>	<u>0</u>	<u>63,814</u>

Local Members Interest
N/A

**Staffordshire and Stoke on Trent Joint Archive Committee
7 December 2011**

Review of Fees and Charges 2012-2013

Recommendation(s)

1. That the fees and charges proposed in Appendix two to this report be approved for introduction by the Joint Archive Service from April 2012.

Report of Deputy Chief Executive and Director for Place (Staffordshire County Council) and Director of Adult and Neighbourhood Services (Stoke on Trent City Council)

Reasons for Recommendations

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

Background

3. The standard sources for income generation for the Archive Service are: a range of copying services; the sale of photographic permits; research, transcription and certification services; sales of publications; donations; and fees for talks by and group visits to the Archive Service. Each year the Service reviews its fees and charges based on the economic climate and take up of its services.

4. The review is intended to be a balanced approach which encourages use of services whilst still ensuring that income is generated to support the running of such services.

5. When the fees and charges were reviewed in 2010 some fees were held and others were increased where an increase had not occurred for some years. The research fees were held as there had been a significant drop in take up of this service and the hours on the research posts were cut as well.

6. This year research fees have been increased as use has recovered albeit still at a lower level than 2009. Many of the other fees are based on this one and therefore have increased proportionately.

7. Photocopying charges were increased last year and therefore have been held this year with income performing very well at Lichfield Record Office. In anticipation of the introduction of new photocopiers a new fee for colour copying has been introduced. In addition there has been an increase in the postal microprint service to cover staff time.

8. Several new fees have been introduced to add a variety of options for the service and maximise resources. The new fees include: e-book rights for commercial publications (in response to demand); a range of fees for visits by groups adding strongroom tours and conservation visits as additional options (again partly in response to demand); a room hire fee for use of the meeting room at Staffordshire Record Office by other services and outside organisations.

9. The review has been carried out in consultation with staff and following a benchmarking exercise with neighbouring archive services. In addition each year the Archive Service carries out a consultation forum with a mix of archive users, partners and stakeholders within the service.

Appendix 1

Equalities implications:

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

Legal implications:

The content of this report complies with the law governing the work of the Joint Archive Service.

Resource and Value for money implications:

Overall the Joint Archive Service has income targets of £52,710 which breaks down to £7,550 for the City service and £45,160 for the County service.

This report introduces new fees which offer more choice for users of the service and also represent good value for money. The new fees also allow the Service to maximise existing resources with the introduction of meeting room hire.

Risk implications:

At this point in the year income is performing better than expected for research (although still lower than previous years) and income from photocopying at Lichfield Record Office is exceeding targets at the moment. This will be used to offset underperformance in other areas of income.

Climate Change implications:

No significant implications.

Health Impact Assessment screening:

No significant implications.

Report author:

Author's Name: Joanna Terry, Head of Archives
Telephone No: (01785) 278370
Room No: Staffordshire Record Office

List of Background Papers

Papers	Contact/Directorate/ext number
Joint Archive Service Scale of Fees and Charges, 2011/2012	Joanna Terry/Place/ x8370
Orders and income ledgers, 2011/2012	

STAFFORDSHIRE AND STOKE- ON- TRENT ARCHIVE SERVICE

REVIEW OF FEES AND CHARGES, 2012/2013

The current fees and charges and proposed changes are set out below. The proposed new charges would apply from 1 April 2012.

FEE/CHARGE	CURRENT	PROPOSED		COMMENTS
RESEARCH FEES				
<p>1. Research fees Includes searches in original documents such as parish registers, calendars of wills, wills, census returns, tithe and enclosure maps, manorial and estate records and local newspapers.</p>	<p>£22-00 per hour to include the cost of up to 4 copies and UK/EU postage</p> <p>Minimum charge- £11-00 to include the cost of 2 copies and UK postage</p> <p>£14.00 per hour to include the cost of up to 4 copies and UK postage for disabled people.</p>	<p>EU orders: increase</p> <p>£25-00 (£20-84 + £4-16 VAT)</p> <p>First class postage charged additionally. £15-00 for disabled people</p>	<p>Non-EU orders: increase</p> <p>£25-00</p> <p>Non EU postage charged additionally</p>	<p>The research fee was held last year and although take up is still low overall the fee is to be increased to take account of inflation and staff costs. The fee is comparable to neighbouring archive services.</p>
<p>2. Marriage Bond Searches</p>	<p>£12-00 for up to 2 searches and including provision of up to 4 copies of marriage licence records. UK postage included. Overseas postage charged at current rates.</p>	<p>EU Orders:</p> <p>£12-50 (£10.42 + £2.08 VAT) for up to 2 searches and including provision of up to 4 copies of marriage licence records. Standard UK/EU postage included. First class postage charged additionally.</p>	<p>Non-EU orders:</p> <p>£12-50 for up to 2 searches including provision of 4 copies of marriage licence records. Non EU postage charged additionally</p>	<p>This fee has been increased to bring it in line with the standard research fee.</p>

3. Search and supply of copy of individual's baptism / marriage entry for official purposes	Successful search with copy supplied £7-50 Unsuccessful search £5-00	£8-00 for successful search and copy		The number of requests received from members of the public for copies of their own baptism or marriage entries from parish registers for official purposes is substantial. The fees cover staff search time and the cost of providing a copy which is redacted to exclude third party information. Requests are invariably to meet short deadlines. The fee has been increased to reflect the increase in the cost of supplying photocopies by post.
4. Transcription fee for documents identified in online indexes	£6-50	EU orders £7-00 (£5.84 + £1.16 VAT) Includes standard UK/EU postage	Non EU orders No change £7-00 Non EU postage charged additionally	This fee was last increased in 2009. The fee takes account of the staff time involved in producing written transcripts. Demand has increased with the continuing development of Staffordshire Name Indexes online and through online promotion of new additions to the site.
Certification fee	£11-00 per document	£12-50		The certification fee is linked to the research fee and therefore is increased proportionally. Certifications are handwritten by the Head of Service and often at very short notice to meet administrative / ecclesiastical /legal requirements.
COPYING CHARGES				
6. Photocopies identified and ordered in reading rooms	55p per copy A4/A3 (B&W)	EU orders: No change 55p per copy (46p + 9p VAT) £1.10 per copy A4/A3 colour (92p + 18p VAT)	Non EU orders: No change 55p per copy £1.50 per copy A4/A3 (colour)	This fee was increased last year having been held for four years previously and is therefore held this year. However with the replacement of the old photocopiers it is possible to introduce a fee for colour photocopying. The fee is comparable to that charged by other archive services and based on the cost per copy.

7. Photocopies ordered by post	First copy, incl. UK postage and packing £3-00. Successive copies on same order- £1-00 per copy	EU orders: No change First copy incl UK standard postage and packing £3-00 (£2.50 + £0.50 VAT) First class postage charged additionally. Successive copies on same order – no change £1-00 (£0.83 + £0.17 VAT)	Non EU orders: No change First copy £3-00 Successive copies on same order – £1-00 Non EU postage charged at current rates	This fee was increased last year after a reassessment of staff time taken to complete the orders whilst achieving the best copy possible. It is held this year.
Photocopies of wills by post- staff assisted	Flat rate of £5-50 per will irrespective of the number of photocopies and to include UK post and packing Flat rate of £7-00 for international orders to include postage	EU orders: No change Flat rate of £5-50 per will irrespective of the number of photocopies and to include UK standard post and packing First class postage charged additionally	Non-EU orders: No change Flat rate of £7-00 including non-EU postage	This fee was increased in January 2011 to cover the reassessment of the number of pages in a will and inventory and increased handling. International fees were also increased at the same time. The fee is held this year.
9. Express business photocopy service	£3-00 per copy for personal and postal customers, plus proportion of hourly	Flat rate of £3-00 (£2.50 + £0.50 VAT) per copy for copies produced for personal business customers, plus proportion of hourly research	This fee was increased last year and is held this year.	

	<p>research fee to cover staff time spent in one to one attention</p> <p>Postage charged additionally</p>	<p>fee</p> <p>Postage charged additionally</p> <p>No change</p>		
10. Microform print outs : self service in reading rooms	60p- self service	No change	This fee was increased last year to take account of assistance given to customer and the increase in VAT.	
11. Microform print-outs by post	<p>£1-50 for first copy incl postage</p> <p>90p for each additional print-out</p>	<p>EU orders:</p> <p>£2-00 (£1.67 + £0.33 VAT) for first copy</p> <p>90p (75p + 15p VAT) for each additional print out</p> <p>First class postage charged additionally</p>	<p>Non-EU orders:</p> <p>£2-00 for first copy</p> <p>90p for each additional print out</p> <p>Non EU postage charged additionally</p>	Last year this cost was increased for the additional print outs but the first copy price was held. It is proposed to increase the first copy price to £2-00 taking account of VAT increases and increased cost of staff time.
12. Computer print outs on site	10p	No change	This charge has been held in line with Library Service fees in the County and the City.	
13. Reproduction of duplicate parish register microfiche	£3-25 per fiche inclusive of UK postage	<p>EU orders</p> <p>£3-75 (£3.13 + £0.62 VAT) per fiche</p>	<p>Non- EU orders</p> <p>£3-75 per fiche plus non EU postage</p>	Preparing the orders of duplicate fiche can be time consuming and requires liaison with a commercial company. For this reason the cost has been increased.
14. Digital (scanned) images from original	£10-00 for first image and	EU orders	Non EU orders	

documents	£5-00 for each subsequent image	No change £10-00 (£8.33 + £1.67 VAT) for first image and £5-00 (£4.17 + £0.83 VAT) for each subsequent image	No change £10-00 for first image and £5-00 for each subsequent image £5-00 per image	Increased in April 2009.
Digital image from microform	£5-00 per image	£5-00 (£4.17 + £0.83 VAT)		Increased in April 2009
PHOTOGRAPHY FEES				
15. In-house Photography Charges Page 19	£25 flat fee for photography only Additional charges for images supplied , CD or email as per digital reprographics scale of charges in addition to fee above Additional charge of £10-00 on any order involving conservation team	EU customers No change £25-00 (£20.83 + £4.17 VAT)	Non EU customers No change £25-00	The flat fee reflects fully the staff time at all stages of processing the order, materials and equipment replacement costs. An additional charge was introduced to cover the time of conservation staff on orders which require the specialist preparation and handling of documents as part of carrying out the photography order.
16. Permit Fees for Use of Digital Camera	£6-00 daily fee £40-00 annual fee	£6-50 daily fee £40-00 annual fee		Both fees were increased last year. This year just the daily permit fee will be increased but as the number of shots which can be taken is unlimited it still represents good value for money.
17. Photography on Archive Service premises	Proportion of additional staff time required to facilitate and supervise photography based on current research fee scale	No change		This charge is linked to the research fee.

18. Photographic and microfilming orders handling fee for commercial orders	Flat rate of £50-00	EU orders: No change £50-00 (£41.67 + £8.33 VAT)	Non EU orders: £50-00	The Archive Service uses the nearest archive service which offers this service and which can provide the requisite security and quality standards. However this necessitates a greater input of staff time in transporting documents for filming.
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PUBLICATION FEES				
19. Publication fees for the reproduction of documents in: exhibitions, hard copy or online publications or media broadcasting.	Sliding scale of charges according to the nature of the publication, print run or broadcast		<p>These fees cover the staff costs involved in checking copyrights and contacting owners of collections to obtain permission for the publication of documents. The scaling is based on the nature of the publication, the length of publication runs or the nature of network broadcasting. Community and academic fees are being held to support community activity and new research.</p> <p>Recent requests have asked for the inclusion of e-book rights and so this new wrap up fee for both types of rights is introduced.</p> <p>This commercial fee is increased to reflect the staff time involved in processing such requests.</p> <p>These fees were last updated in 2010 to reflect current requests for use. Therefore they are being increased in line with inflation and increased demand on staff time to respond quickly to such requests. Broadcasting and web site publication is licensed by the Service and the Media Policy alerts media companies to the application of fees.</p>	
	Community /academic journal publication/ website/ exhibition/ DVD: £10-00 for first item, plus £5-00 for each additional item	No change		
	Commercial publication: hard copy/exhibition/ website: £30-00 for first item, plus £10-00 for each additional item	New fee E-book rights £50-00 for first item and £20-00 for each additional item as a wrap up fee for both hard copy and e-book rights		
	Multiple commercial publication e.g. cards £50-00 for print run of up to 1000; £10-00 for each additional 1000	£60-00 for print run of up to a 1000		
	Standard fee set at £150 for world wide rights for first item; £50-00 for each additional item	£160 for first item; £60 for each additional item		
	Commercial DVD : £60-00 for first item: £5-00 for each additional items	£65-00 for first item; £6-00 for additional items		
	World wide web publication: £150 for first item; £50 for each additional item	£160-00 for first item; £60 for additional item		

Local Members Interest
N/A

Staffordshire and Stoke on Trent Joint Archive Committee 7 December 2011

Staffordshire and Stoke on Trent Archive Service Restructure

Recommendation(s)

1. That the new staffing structure to be implemented from 1 April 2012 is noted.
2. That the savings achieved detailed in Appendix Two are also noted.

Report of Director for Deputy Chief Executive and Director for Place (Staffordshire County Council) and Director of Adult and Neighbourhood Services (Stoke on Trent City Council)

Reasons for Recommendations

3. The Archive Service staffing structure has been in place with few changes since 2003. The Service reviewed the senior management structure of its Staffordshire sites last December and realised significant savings and efficiencies. The purpose of this current restructure is to implement the results of a review of the structure and functions below this level. Changing patterns of public usage and demand have created an opportunity for the Archive Service to deliver further savings in addition to those identified in the MTFS by streamlining delivery of services and changing opening hours. It has also allowed the Service to remove duplications across services and identify synergies between Staffordshire Arts and Heritage and Staffordshire Library and Information Services.

Background

4. The Archive Service restructure falls into two parts: a review of staffing related to the opening hours reductions and a review of functions across the service to identify savings and implement new working practices to continue to deliver services to meet user demand.

5. The reduction in opening hours at Staffordshire Record Office, Lichfield Record Office and the William Salt Library was agreed by the Innovation and Efficiency Board in December 2010. This was based on analysis of visitor figures which have shown a fall in personal visitors as people are increasingly accessing family and local history resources online. The Archive Service is responding to this by delivering name indexes to archive sources online using volunteers to carry out this work with staff supervision. The service has also been working on a proposal to digitise key family history resources by identifying a commercial partner to help deliver this.

6. Work has continued to identify the days which the service will close by analysing the patterns of use across the service points. This has shown that

certain days are quieter and therefore from April 2012 the following closures will be implemented:

- Staffordshire Record Office will close on Mondays
- Lichfield Record Office will close on Fridays
- William Salt Library will close on Fridays and Saturdays and shorten its opening hours Tuesday – Thursday

7. The reduction in opening hours means that frontline staffing can be reduced proportionately at all three service points. It will also free up professional time on the closed days to concentrate on other activities:

- Cataloguing of collections to provide access to archive material
- Engagement and outreach activities on closed days to raise awareness of archives within local communities
- Support volunteering work and enable the outcomes from this work to be managed and deliver name indexes to archive material. It will also free up professional time to progress digitisation of key family history resources.

8. During December 2010 a review of senior management of the Joint Archive Service was carried out resulting in the deletion of one senior post (0.8 FTE) and the creation of the Principal Archivist post managing onsite public services across both Staffordshire and Lichfield Record Offices. This has streamlined management and enabled the service to ensure consistency of public service delivery. The Head of Archives post retains overall management and accountability for the service.

9. A review of functions across Culture, Tourism and Leisure identified learning and engagement as a cross cutting function. Therefore a new post of Participation and Engagement officer has been created to deliver this work across the Joint Archive Service and Arts and Heritage Service. This will realise savings of 1FTE post across the two services from April 2012.

10. There were also reviews of the other professional functions: cataloguing and conservation. The reduction in opening hours will allow cataloguing and accessioning archivists time on the closed day to devote to this work and therefore one part time archivist post will be deleted from the structure from April. This has already been achieved through the resignation of a part time archivist (0.5 FTE) in August 2011. Conservation work has been reviewed and by using new methods of creating exhibitions it will be possible to reduce the amount time spent by the conservators on this work. This will allow one conservator post to be reduced from 1FTE to 0.8 FTE.

11. The research service is carried out through two posts based at Staffordshire and Lichfield Record Offices respectively. With the onset of the economic downturn demand for this service fell sharply in 2009 and 2010 resulting in reductions to the hours of both posts. Demand has continued to be quite slow and so it was proposed to reduce the hours of the Stafford research post further.

12. A review of back office functions across the Culture, Tourism and Leisure Division identified savings by reducing the Archive Service Administrative Assistant hours down from 37 to 30 hours. The resignation of the postholder

in February 2011 allowed further reductions to be made to the post bringing it down to 18.5 hours (0.5 FTE).

Consultation process and revisions

13. Consultation with staff across the Archive Service was carried out during October through a series of meetings with individuals and groups. As a result there were some amendments to the Archive Service restructure.

14. The Stafford research assistant requested redundancy which was agreed and the two research posts will be merged with additional hours being added to the Lichfield post to cope with demand. The postholder will also travel to Stafford as required to complete research orders.

15. One of the Stafford archive assistants tendered their resignation and so that vacancy will not be filled. This means that the remaining two assistants will retain their full time hours in April 2012 and change their working pattern to cover Wednesday evening and Saturday opening.

16. The interviews for the Participation and Engagement Officer have been completed with the appointment being made from within the Archive Service. The other candidate has been advised that they are at risk of redundancy.

Finalisation of the new structure

17. The changes to the structure will be communicated in December with letters sent out to staff to confirm the changes to their posts or advise them that they are at risk of redundancy.

18. To summarise the following changes are being made across the structure:

- Six posts (three FTE) are being deleted
- Eight posts are being reduced in hours down from 5.12 to 4.06 FTE
- A new post (one FTE) of Participation and Engagement Officer is being created to work across Archives and Heritage and Arts
- The two research assistant posts are being merged to create one post working across Staffordshire and Lichfield Record Offices. This is a reduction of 0.72 to 0.4 FTE.

19. The Archive Service has already advertised the new opening hours to its users both onsite and on its website. It has also ensured that comments and feedback have been sought through its customer survey in November and through inviting written comments to the Head of Archives.

20. The changes will have an affect on the way the Archive Service delivers its public services and will reduce its flexibility to respond to user demands. It will also affect the Service's ability to deal with cataloguing backlogs and conservation backlogs across the offices. The Service will aim to offset this by continuing to use volunteers where appropriate to assist with this work and attract grant funding to continue to open up access to collections.

Appendix 1

Equalities implications:

The process of consulting with staff about the restructure has been done in accordance with County Council policies HR 92 Staffing Protocol and HR 37 Redeployment Policy. The unions were also consulted and were involved at the meetings where appropriate and requested. All staff were fully aware of the process and the timetable.

Legal implications:

There should be no legal implications as the correct processes have been followed during the restructure.

Resource and Value for money implications:

The restructure has enabled the Archive Service to meet its original MTFs target of £70,000 for 2012-2013 and has also realised an additional £45,000 saving. The Service will be maintaining its core functions and continuing to deliver value for money and a quality service to its users.

Risk implications:

The Archive Service is on target to implement its new structure in April 2012. Risks of adverse reaction from users of the Service are being mitigated by early advertisement of the new opening hours and an opportunity to comment as part of the customer survey in November and after until March 31st.

Climate Change implications:

No significant implications.

Health Impact Assessment screening:

No significant implications.

Report author:

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List of Background Papers

Papers	Contact/Directorate/ext number
Joint Archive Service restructure paperwork and structure charts.	Joanna Terry/Place/ x8370

Appendix Two: Joint Archive Service Summary of Savings 2009 - 2013			
MTFS savings achieved 2010-2011			£25,000.00
Achieved by reduction in hours of professional post through flexible working			
Reconfiguration of Saturday service at Staffordshire Record Office			
Reduction in hours of support posts			
Total achieved			£25,000.00
Redundancy costs			£0
MTFS savings achieved 2011-2012			Target
			£80,000.00
Achieved by deletion of senior post and reprographics assistant post.			
Reduction in hours of professional post and support posts			
Total achieved			£80,000
Redundancy costs			£0
Existing MTFS identified savings 2012-2013			Target
			£ 70,000.00
Achieved by reduction in opening hours at Staffordshire and Lichfield Record Offices, and William Salt Library			
Reduction in VCH grant			
Reduction in professional hours and unfilled vacancies			
Total achieved			£ 74,105.23
Redundancy costs			£0
Additional MTFS savings for 2012-2013			
Restructure and review of support posts			
Total saving			£ 65,744.00
Create Participation & Engagement post (joint with Archives and Arts & Heritage)			£ 20,350.00
Total			£ 45,394.00
Total savings for 2012-2013			£ 119,499.23
Estimated Redundancy Costs			£13,000
Total achieved 2010-2013			£224,499.23

Local Members Interest
N/A

**Staffordshire and Stoke on Trent Joint Archive Committee
7 December 2011**

**Staffordshire and Stoke on Trent Archive Service
Designation of Collections**

Recommendation(s)

1. That this report updating the Committee on the successful achievement of Designated Status is received.

Report of Director for Deputy Chief Executive and Director for Place (Staffordshire County Council) and Director of Adult and Neighbourhood Services (Stoke on Trent City Council)

Reasons for Recommendations

2. In March 2010 the County Archivist brought a report to the Joint Archive Committee regarding the proposal to submit an application for Designated Status for the entire Archive Service collections. The report was received and it was recommended that the application should be submitted. This report is to inform members of the successful outcome and its opportunities for the Archive Service.

Background

3. The Museum, Libraries and Archives Council (MLA) administered the Designation Scheme which celebrates collections considered to be of outstanding national, and possibly international, significance. The scheme was originally for museums only but was extended to archives in 2005. The scheme has subsequently transferred to the Arts Council England (ACE) with the demise of the MLA in October 2011 and continues under this body.
4. The primary criteria for designation of collections are Quality and Significance. The secondary criteria are Collections Management and Service to the Public. The benefits associated with designated status include an enhanced ability to attract external funding and a real opportunity to raise the profile of a service. Designated status should also afford an ongoing commitment of support from governing bodies.
5. The final stage two application was submitted in March 2011 and covered over 7,000 unique archive collections dating from the 10th to the 21st centuries, reflecting virtually every aspect of life in Staffordshire. These collections equate to approximately 5 miles and about 11,000,000 items. Taken together, the collections demonstrate an outstanding combination of range, depth and richness, reflecting past life in the County over 1000 years. For example, Staffordshire's position at the centre of one of the geographically

largest mediaeval dioceses has produced an unusually complete series of pre-Reformation bishops' registers. The attraction of the County for the aristocracy encouraged the development of a number of major and minor landed estates from the Middle Ages onwards, so producing estate collections of exceptional quality, such as the Sutherland and Stafford collections. The part played by the County and the City in the industrial and communications development of Britain is fully reflected in the astonishing variety of transport and industrial collections, from canal to rail, from pottery to textiles and from iron and steel to footwear. Many individual collections are outstanding examples of their kind, including the internationally renowned Dartmouth Papers and the Spode Collection. These collections, together with the contribution of community organisations, such as churches, clubs, societies and charities, have all contributed to an archival heritage of outstanding quality, which has ensured that there is not an aspect of past life which is not documented within them.

6. In August 2011 the MLA confirmed their decision that Staffordshire and Stoke on Trent Archive Service Collections should be awarded Designated Status for their outstanding quality and significance. The news was announced in press releases by MLA and the County Council. The Archive Service is one of only three local authority services to hold this status for its entire collections.

7. Since the announcement the Archive Service has publicised its new status through press releases, its website and by using the Designation logo on publicity and exhibition material. It has also registered the service on the Culture 24 website and will continue to promote its new status in its marketing and communications material. The Head of Archives formally received the award at the full county council meeting in October.

8. The Archive Service now intends to use Designated Status to support a bid for grant funding to catalogue archive collections from the National Cataloguing Grants Fund. In its service planning for the next three years the Service will also create a new website to celebrate its collections and encourage use of the collections through onsite and virtual visits.

9. Designation reinforces the significance of the archival heritage of the County and City, the importance of the work of the Archive Service and the reputation of its two parent authorities. It shows that Staffordshire and Stoke on Trent Archive Service continues to be one of the highest performing services in the country and the leading county service in the West Midlands.

Appendix 1

Equalities implications:

The development of the website and the awareness raising from Designation will help to bring archives to a wider audience and enhance their profile.

Legal implications:

The award was given by the MLA but is now being administered by the ACE.

Resource and Value for money implications:

The application was completed within the existing staffing of the Archive Service and represents a real opportunity to attract funding into the Service.

Risk implications:

There are no risks attached to receiving the award as it is designed to protect archive collections.

Climate Change implications:

No significant implications.

Health Impact Assessment screening:

No significant implications.

Report author:

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Room No: Staffordshire Record Office

List of Background Papers

Papers	Contact/Directorate/ext number
Application for Designated Status	Joanna Terry/Place/ x8370

