

Staffordshire and Stoke-on-Trent Joint Archives Committee

Thursday, 22 November 2012

10.30 am

County Record Office,
Eastgate Street, Stafford

John Tradewell
Director of Law and Democracy
14 November 2012

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 21 June 2012** (Pages 1 - 4)
4. **Predicted Outturn 2012-13** (Pages 5 - 10)

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

5. **Review of Fees and Charges 2013-14** (Pages 11 - 24)

Joint report of the Director of Place and Deputy Chief Executive and the Director of Adult and Neighbourhood Services

6. **Update on Digitisation of Key Family History Resources** (Pages 25 - 28)

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

7. **Proposals to relocate William Salt Library to Staffordshire Record Office**
(Pages 29 - 32)

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

8. **Date of next meeting - 21 February 2013**

The meeting will be held at the Civic Centre, Stoke-on-Trent.

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	
Janine Bridges (Chairman)	Substitutes
Pat Corfield (Vice-Chairman)	Gwen Hassall
Ian Parry	Mike Maryon
Jeremy Oates (observer)	Liz Staples

Minutes of the Staffordshire and Stoke-on-Trent Joint Archives Committee meeting held on 21 June 2012

Present: Pat Corfield (Vice-Chairman), Liz Staples (Substitute) and Janine Bridges (Chairman)

Apologies for absence: Ian Parry and Jeremy Oates

PART ONE

1. Appointment of Chairman and Vice- Chairman

The Committee noted changes to the Stoke-on-Trent City Council representative and welcomed Dr. Janine Bridges to the meeting. The City Council also confirmed Mrs. Gwen Hassall, as substitute, to represent the City Council in the event that Dr. Bridges was unavailable, but would only assume voting rights in her absence.

(a) **RESOLVED** - That Dr. Janine Bridges be appointed Chairman of the Staffordshire and Stoke-on-Trent Joint Archives Committee up to the annual meeting of the Joint Committee in 2013.

Dr. Janine Bridges took the Chair

(b) **RESOLVED** – That Mr. Pat Corfield be appointed Vice-Chairman of the Staffordshire and Stoke-on-Trent Joint Archives Committee up to the annual meeting of the Joint Committee in 2013.

2. Declarations of Interest in accordance with Standing Order 16

None at this meeting.

3. Minutes of the meeting held on 23 February 2012

The Head of Archive Services referred to minute number 20 and asked whether the Committee would want to refer the decision to commission a commercial partner as a partner, to deliver the digitisation of the key family history project, to the relevant Scrutiny Committees of both Councils. The Chairman asked that the Head of Archive Services seek advice from the Legal Services of the two authorities.

RESOLVED – that the minutes of the meeting held on 23 February 2012 be agreed and signed by the Chairman.

4. Staffordshire and Stoke-on-Trent Archive Services: Annual Report 2011/12

The Committee considered the joint Annual Report of the County Council's Deputy Chief Executive and Director for Place and the Director of Adult and Neighbourhood Services (Schedule 1 to the signed minutes), on the work of the Staffordshire and Stoke-on-Trent (Joint) Archive Service for the period April 2011 – March 2012.

The Committee noted that 2011-2012 was the third in the current three-year planning cycle for the Joint Archive Service. The year's Annual Report showed both positive

achievements and steady progress towards meeting the overall strategic objectives of the Archive Service within the current Forward Plan, 2009-2012. These objectives were: (i) to put the customer at the heart of service delivery; (ii) to build upon our innovative online presence; (iii) to engage with Staffordshire's communities to strengthen their sense of identity and place; (iv) to engage people of all ages in activities which celebrate and discover Staffordshire's history; (v) to continue to build a well-managed and high performing service; (vi) to improve and promote user access to collections; and (vii) to deliver high quality care of our irreplaceable archive collections.

The Annual Report demonstrates a productive year for the Joint Archive Service in terms of its performance, achievements and associated activity. The most notable successes had been: achievement of the Designation Award; full compliance with the Customer Service Excellence Standard; completing the Children on the Move Project funded by Heritage Lottery Fund; the Out of Darkness Exhibition; continuing to meet Service targets with reduced staffing; and moving into our new outstore to enable the continued expansion of our collections.

The Committee noted the public service statistics detailed in the report. They also noted that the Joint Archive Service produced good performance results against its local targets for public service delivery and achieved a 99% customer satisfaction rating in its local Customer Survey. Overall it was a successful year for the Service and they continue to meet high standards whilst also implementing significant changes. The Chairman asked that the Committee's thanks be passed to the staff for all their work and commitment, and she thanked the Head of the Archive Service for a professional and well presented report.

RESOLVED – That the Annual Report for the Staffordshire and Stoke-on-Trent Archive Service for 2011/12 be received as a record of the performance of the service in the year under review.

5. Revised Local Performance Indicators

The Committee considered a joint report of the Deputy Corporate Director and Director for Place and the Director of Adult and Neighbourhood Services (Schedule 2 to the signed minutes) detailing proposed revisions to the Local Performance Indicators.

At the last Joint Archive Committee on 23 February 2012 the Committee requested a revision to the Local Performance Indicators to update them so that they reflected the range of work that the Joint Archive Service undertakes. The revision also took into account the current priorities of the two local authorities. The Committee noted that the Joint Archive Service set its own local performance indicators as there were no national indicators for local authority archive services. These performance indicators had been in place since 2003 without significant change.

The Archive Service had changed significantly since 2003 seeing a rise in online use against falling onsite visitor numbers, an increase in the use of volunteers, and more outreach and events delivered onsite as well as within local communities. The focus of the Archive Service was changing as it sought to digitise key collections for family history with a commercial partner and it was therefore timely to review the current performance indicators.

The proposed indicators retain the customer satisfaction rating and collecting activity as key areas which the Archive Service still sees as a priority. There was a new indicator which wraps up onsite, online and remote services as Use of the Archive Service. This included: personal visits; online visits for all Archive Service websites; enquiries (postal, email, telephone); and remote services (photocopying, research services). The Archive Service was seeking to develop new online content to explain and interpret its collections as well as digitising archive sources with a commercial partner.

There were two other new indicators for Attendances at Events and Volunteer Hours; this represented Engagement with the Archive Service. This was a growing area of use for the Service and an area which supported the local community, helps skill people to promote growth in jobs and prosperity and ensures people have a range of cultural and learning activities which they can access and enjoy. As this supports the priorities of both authorities it was appropriate to include them as performance indicators.

RESOLVED – that the revised Local Performance Indicators detailed in Appendix 2 to Schedule 2 to the signed minutes be approved.

6. Additional fees and charges 2012-2013

The Committee considered a joint report of the Director for Place and Deputy Corporate Director and the Director of Adult and Neighbourhood Services proposing addition fees and charges for specific service requests (Schedule 3 to the signed minutes). At the last Joint Archive Committee on 7 December 2011 the Committee approved the fees and charges for the Service from April 2012. Since these fees were approved the Archive Service had received an increasing number of requests for support, advice and training for local history and community groups in connection with applications for grant funding. This had prompted the Archive Service to review its charges again.

The Archive Service receives requests from community groups to advise them about applications for grant funding for local projects. These projects often involve collecting archives, photographs, artefacts and oral history testimonies. Sometimes the project may also include outreach elements such as exhibitions, events or creating a time capsule.

The Service offers support in several ways. It can offer advice about the bid application and a letter of support may also be written. The other way that the Service supports local groups is at the delivery stage of the project by offering training or workshops for the people involved in the project. A recent example is the Chesterton My Place youth project where two members of staff delivered a session on oral history techniques and what to put into a time capsule.

Until now all of this support had been given free of charge. However there was evidence that other Archive Services and related cultural services charge for this support and that funders such as Heritage Lottery Fund expect this service to be charged for. The proposed charges had been based on the in-kind charge that the Heritage Lottery Fund and Arts Council recommend for professional advice. Both bodies welcome bids which were supported by organisations such as the Archive Service as it strengthened the bid and ensured that the end product reaches a certain standard. The charge would be

made for the workshop session and this could be included as part of the bid for funding by the community group

The proposed fees and charges would only be applied from this point on to ensure that community groups had time to include them as part of their application for funding. Advice at the bid writing stage would still be given free of charge. Advice to other community groups who are not seeking funding would still be given free of charge as part of the basic service provided to potential depositors and organisations who care for collections.

To ensure parity across services these fees include those sessions delivered by Staffordshire County Museum Service.

RESOLVED – That the additional fees and charges detailed in Appendix 2 to Schedule 3 to the signed minutes, be approved for introduction by the Joint Archive Service from June 2012.

7. Joint Archive Service - Outturn 2011/12

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 2011/12 (Schedule 4 to the signed minutes).

The outturn showed that the service had spent £577,814 compared with an approved budget of £607,090 giving an underspend of £29,276 which was transferred to the General Reserve at the end of the financial year. The General Reserve had a balance of £113,268 of which £42,788 had already been earmarked for alterations and environmental controls at Stoke. It was noted that the Archives Service was due an inspection of its depositories.

The Archive Acquisition Reserve had a balance of £63,814 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 2012 and this had been completed and was available for the Chairman to sign, when approved.

RESOLVED – (a) That the report be received;

(b) That approval be given for the Chairman to sign the completed Small Bodies Return for submission.

8. Date of next meeting - 22 November 2012

RESOLVED – That the next meeting of the Staffordshire and Stoke-on-Trent Joint Archive Committee be held on Thursday 22 November 2012 at 10.30 am at the County Record Office, Eastgate Street, Stafford.

Chairman

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

22nd November 2012

**Joint Report of the Director of Finance and Resources and
the City Director of Corporate Services**

JOINT ARCHIVE SERVICE – PREDICTED OUTTURN 2012/13

1. Purpose of Report
 - 1.1 To present the current predicted outturn for the Joint Archive Service for 2012/13.
2. Summary
 - 2.1 The latest revenue outturn forecast shows a predicted underspend of £157 at the end of October. The General Reserve has a balance of £80,268 of which £9,788 has already been earmarked.
 - 2.2 The Archive Acquisition Reserve has a balance of £62,342.
3. Recommendations
 - 3.1 That the report be received.
4. Predicted Outturn 2012/13
 - 4.1 The predicted outturn for the Joint Archives Service is set out in Appendix 1. It is expected that the Service will spend £660,493 compared with an approved budget of £660,650. This gives an underspend of £157 which will be transferred to the General Reserve at the end of the financial year.
 - 4.2 At this point both the County and City Council are anticipating a slight underspend for 2012/13. There is a predicted underspend on salary costs in both authorities but this has been needed to offset lower than anticipated income.

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 £80,268 (as set out in Appendix 2). Of this the following sum has already been earmarked :-

Alterations/Environmental Controls at Stoke	£9,788
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6. Capital Budget 2012/13

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.

Charles Stewart
Assistant Chief Executive &
Director of Corporate Services

Andrew Burns
Director of Finance

Background Documents

Public: Staffordshire and Stoke-on-Trent Joint Archives
Committee (Report on Proposed Revenue and Capital
Budgets 2012/13)

Non Public: Joint and Other Archive Services 2011/12 and 2012/13
Files

Contact Officers

Kaye Chadwick Finance and Resources
01785 278416 Staffordshire County Council

Mustak Damani Directorate of Community Information
01782 231619 Stoke-on-Trent City Council

Joint Archives Service
Predicted Outturn Position 2012-13

APPENDIX 1

	Core Services			Staffordshire County Sites and Public Services			Stoke City Sites and Public Services			Total for service		
	Current Estimate 2012/13 £	Actual Expenditure as at Nov 2012 £	Predicted Outturn 2012/13 £	Current Estimate 2012/13 £	Actual Expenditure as at Nov 2012 £	Predicted Outturn 2012/13 £	Current Estimate 2012/13 £	Actual Expenditure as at Nov 2012 £	Predicted Outturn 2012/13 £	Current Estimate 2012/13 £	Actual Expenditure as at Nov 2012 £	Predicted Outturn 2012/13 £
Expenditure												
Employees	329,000	216,895	327,468	234,920	64,141	231,766	88,970	41,401	84,970	652,890	322,437	644,204
Training	1,200	824	1,200	0	0	0	870	0	870	2,070	824	2,070
Transport	1,900	889	1,524	200	0	200	300	20	300	2,400	909	2,024
Supplies and Services	5,740	-1,649	6,542	29,540	10,328	29,017	53,030	39,662	53,030	88,310	48,341	88,589
Total Expenditure	337,840	216,959	336,734	264,660	74,469	260,983	143,170	81,083	139,170	745,670	372,511	736,887
Income												
Grants & Reimbursements										0	0	0
Sales				13,940	6,782	11,002				13,940	6,782	11,002
Fees & Charges				22,360	11,363	20,160	7,550	2,203	3,700	29,910	13,566	23,860
Miscellaneous	2,900	2,000	3,020	3,800	3,292	4,040				6,700	5,292	7,060
Transfers from reserve	0	0	0	1,470	1,472	1,472	33,000	33,000	33,000	34,470	34,472	34,472
Total Income	2,900	2,000	3,020	41,570	22,909	36,674	40,550	35,203	36,700	85,020	60,112	76,394
Net Expenditure	334,940	214,959	333,714	223,090	51,560	224,309	102,620	45,880	102,470	660,650	312,399	660,493
										PREDICTED UNDERSPEND		-157

JOINT ARCHIVES GENERAL RESERVE

APPENDIX 2

22 November 2012

	Staffordshire County Council £	Stoke on Trent City Council £	Total £
Balance brought forward 1 April 2012	65,556	47,712	113,268
2012/13			
Alterations/Environmental Controls at Stoke		33,000	33,000
	<hr/> 65,556	<hr/> 14,712	<hr/> 80,268
Earmarked items			
Alterations/Environmental Controls at Stoke		9,788	9,788
Balance Available	65,556	4,924	70,480

JOINT ARCHIVES ACQUISITION RESERVE

Balance brought forward 1 April 2012	63,814	0	63,814
2012/13			
Manor Court Book and Hatherton Diary	1,472	0	1,472
Balance Available	62,342	0	62,342

Local Members Interest
N/A

**Staffordshire and Stoke on Trent Joint Archive Committee
22 November 2012**

**Staffordshire and Stoke on Trent Archive Service:
Review of Fees and Charges 2013-2014**

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 2013.

Report of Director for Place and Deputy Chief Executive (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 2011 some fees were held and others were increased where an increase had not occurred for some years. This year research fees have been held as they were increased last year.

6. Photocopying charges were increased last year and are increased again to bring copies of documents in line with prints from microform. In addition there

has been an increase to the charges for wills overseas copy orders to cover increased postage charges.

7. It is proposed to withdraw two services from April 2013. The first is express photocopy service for business users due to lack of use and difficulty in identifying business customers. The second is the duplicate parish register fiche service which will be phased out once the parish registers are available online.

8. There has been a thorough review of the scanning and photography services in view of new photocopiers available at Stafford and Stoke and to try to encourage more photography orders. The original pricing system was thought to be too complex and deterred enquirers from placing an order as image costs were prohibitive on large orders. Instead a move to a charging by the hour will be introduced with immediate effect. Photographic permits will be increased again to offset falling photocopy income.

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.

Report author:

Author's Name: Joanna Terry, Head of Archives
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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 joint agreement governing the work of the Joint Archive Service.

Resource and Value for money implications:

Overall the Joint Archive Service has income targets of £50,550 which breaks down to £7,550 for the City service and £43,000 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.

Risk implications:

At this point in the year income is under performing for research at Stafford 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, 2012/2013	Joanna Terry/Place/ x8370
Orders and income ledgers, 2012/2013	

STAFFORDSHIRE AND STOKE- ON- TRENT ARCHIVE SERVICE

REVIEW OF FEES AND CHARGES, 2013/2014

The current fees and charges and proposed changes are set out below. The proposed new charges would apply from 1 April 2013.

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>£25-00 per hour to include the cost of up to 4 copies and UK/EU postage</p> <p>Minimum charge- £12-50 to include the cost of 2 copies and UK postage</p> <p>£17.00 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. £17-00 for disabled people</p> <p>No change</p>	<p>Non-EU orders: increase</p> <p>£25-00</p> <p>Non EU postage charged additionally</p> <p>No change</p>	<p>Take up is still low so the fee is held this year. The fee is comparable to neighbouring archive services.</p>
2. Marriage Bond Searches	<p>£12-50 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</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 is set in line with the standard research fee.</p> <p>No change</p>

		additionally.		
3. Search and supply of copy of individual's baptism / marriage entry for official purposes	Successful search with copy supplied £8.00 Unsuccessful search £5-00	No change		The fee was increased last year.
4. Transcription fee for documents identified in online indexes	£7.00	EU orders No change £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 increased last year.
5. Certification fee	£12-50 per document	No change		The certification fee is linked to the research fee and was increased last year. Certifications are hand-written by the Head of Service and often at very short notice to meet administrative / ecclesiastical /legal requirements.
6. Copying Charges				
6. Photocopies identified and ordered in reading rooms	55p per copy A4/A3 (B&W)	EU orders: 60p per copy (50p + 10p VAT) £1.50 per copy A4/A3 colour (£1.25 + 25p VAT)	Non EU orders: 60p per copy £1.50 per copy A4/A3 (colour)	This fee was increased in 2010 and held last year. It is being increased this year to bring it in line with the charge for prints from microfiche.
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	Non EU orders: No change First copy £3-00 Successive copies on same order –	This is held this year having been increased in 2010.

		(£2.50 + £0.50 VAT) First class postage charged additionally. Successive copies on same order – no change £1-00 (£0.83 + £0.17 VAT)	£1-00 Non EU postage charged at current rates	
8. 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: £7.50 Flat rate of £7-50 including non-EU postage	The fee was last increased in Jan 2011. The fee is being increased for non-EU orders as postage costs have increased.
9. Express business photocopy service	£3-00 per copy for personal and postal customers, plus proportion of hourly research fee to cover staff time spent in one to one attention Postage charged	Flat rate of £3-00 (£2.50 + £0.50 VAT) per copy for copies produced for personal business customers, plus proportion of hourly research fee Postage charged additionally Proposed to withdraw it.		This service is rarely used as business customers are not always easy to identify. The postal copy service now reflects staff time and it is therefore proposed to withdraw this fee and apply the postal fee to private and business customers alike.

	additionally			
10. Microform print outs : self service in reading rooms	60p- self service	No change		This fee was increased in 2010 to take account of assistance given to customer and the increase in VAT. It is held this year to keep it in line with photocopies.
11. Microform print-outs by post	£2-00 for first copy incl postage 90p for each additional print-out	EU orders: £2-00 (£1.67 + £0.33 VAT) for first copy £1-00 (83p + 17p VAT) for each additional print out First class postage charged additionally	Non-EU orders: £2-00 for first copy £1.00 for each additional print out Non EU postage charged additionally	Last year the first copy price was increased. This year it is proposed to increase the additional print cost.
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	£3-75 per fiche inclusive of UK postage	EU orders No change £3-75 (£3.13 + £0.62 VAT) per fiche	Non- EU orders No change £3-75 per fiche plus non EU postage	The cost for this service will be held but its provision will be reviewed in light of plans to digitise parish registers and withdrawn once the registers are live on a commercial site.
14. Digital (scanned) images from original documents	£10-00 for first image and £5-00 for each subsequent image	EU orders £3-00 per image (£2.50 50p VAT)	Non EU orders £3-00 per image (£2.50 50p VAT)	The scanning and photography charges have been in place since 2009 and have been reviewed in light of the new photocopiers which allow basic scanning to be performed by reading room staff.

<p>Digital image from microform</p>	<p>£5-00 per image</p>	<p>Remove service</p>	<p>Remove service</p>	<p>More complex scanning and manipulation will be covered by the photography service.</p> <p>This service has had limited take up and requires an annual software licence to be paid each year (£150). In view of the digitisation of parish registers it is proposed to remove it from April 2013 and not renew the software licence.</p>
<p>15. In-house Photography Charges</p> <p>Page 19</p>	<p>£25 flat fee for photography only</p> <p>Additional charge of £12-50 per half hour on any order involving conservation team</p>	<p>EU customers</p> <p>No change £25-00 (£20.83 + £4.17 VAT)</p>	<p>Non EU customers</p> <p>No change £25-00</p>	<p>A reassessment of the photography service has been carried out comparing it to other services. It was felt that the pricing structure was complex and did not reflect the time taken to complete orders compared to materials. Therefore it has been changed to charge for time only including materials/images within this as many are supplied electronically. This offers better value and will hopefully lead to more enquiries for the service translating into orders.</p>
<p>16. Permit Fees for Use of Digital Camera</p>	<p>£6-50 daily fee £40-00 annual fee</p>	<p>£7-00 daily fee £50-00 annual fee</p>		<p>Last year just the daily permit fee was increased but as the number of shots which can be taken is unlimited it has been decided to increase both fees again. This is to offset declining photocopier income.</p>
<p>17. Photography on Archive Service premises</p>	<p>Proportion of additional staff time required to facilitate and supervise photography based on current research fee scale</p>	<p>No change</p>		<p>This charge is linked to the research fee.</p>

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.
PUBLICATION FEES- see over				

<p>19. Publication fees for the reproduction of documents in: exhibitions, hard copy or online publications or media broadcasting.</p>	<p>Sliding scale of charges according to the nature of the publication, print run or broadcast</p> <p>Community /academic journal publication/ website/ exhibition/ DVD: £10-00 for first item, plus £5-00 for each additional item</p> <p>Commercial publication: hard copy/exhibition/ website: £30-00 for first item, plus £10-00 for each additional item</p> <p>Commercial publication: hard copy/exhibition/ website and 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</p> <p>Multiple commercial publication e.g. cards £60-00 for print run of up to 1000; £10-00 for each additional 1000</p> <p>TV broadcast and onsite filming: standard fee set at £160 for world wide rights for first item; £60-00 for each additional item. Filming on site only £160 per half day.</p>	<p>No change</p> <p>No change</p> <p>No change</p> <p>No change</p>	<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>These fees were increased last year and are held this year.</p> <p>This fee has been clarified to cover onsite filming only.</p>
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	<p>Commercial DVD : £60-00 for first item: £5-00 for each additional items</p> <p>World wide web publication: £160 for first item; £60 for each additional item</p>	No change	
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OUTREACH SERVICES

20. Talks to / visits by external organisations and groups

£40-00 County/City
£45-00 out of county

Saturday group visits:
£45-00

£40-00 County/City groups
£45-00 Out of county groups

(£5 extra for out of county groups)
£45-00 group visit including tour of strongrooms
£50-00 group visit including tour of strongroom and also visit to conservation workshop

Per four hour session

£20 SCC meetings, adult education, local history and other societies, non-profit making local organisations or individuals

£58 commercial companies

These fees were last increased in 2008. External talks and group visits are prepared and given by senior staff in the Archive Service. They are heavily subsidised in terms of staff time both for preparation and delivery but are seen as an essential form of outreach activity and community engagement. Demand is very variable in any one year. Fees may be waived for retired / disabled groups at the discretion of the Archive Service. The proposed fees are in line with the Staffordshire Arts and Museums scale of fees. Group visits on Saturdays require additional staffing.

These fees were introduced last year and are held this year.

21. Use of meeting room (LARC) at Staffordshire Record Office

Local Members Interest
N/A

**Staffordshire and Stoke on Trent Joint Archive Committee
22 November 2012**

**Staffordshire and Stoke on Trent Archive Service
Update on Digitisation of key family history collections**

Recommendation(s)

1. That this report updating the Committee about the proposal to digitise key family history sources is received. The first report was brought to the committee in February 2012 and approved.

**Joint report of the Director for Place and Deputy Chief Executive
(Staffordshire County Council) and the Director of Adult and Neighbourhood
Services (Stoke-on-Trent City Council)**

2. Reasons for Recommendations

- World wide access to the Archive Service's most heavily used collections
- Generation of income to help support the care of these archives
- Meeting user demand for online access
- Enables the Service to devote more time to developing work with communities to raise awareness of archives that relate to their place and raise pride in their local heritage
- Ensures Staffordshire is not left behind as other archive services deliver access online in this way (London Metropolitan Archives, Dorset History Centre, Liverpool, Manchester, Warwickshire and Cheshire are amongst services which have already launched their content online).
- Meeting objectives of the government policy on Archives

Background

3. The scope of the project will cover digitisation of the most heavily used and name rich sources for family history. These will include:
 - Parish registers for the historic county of Staffordshire including Stoke on Trent and the Black Country. The cut off date for the project will be 1900 to avoid issues with Data Protection and protect privacy.
 - Marriage bonds and allegations for the Diocese of Lichfield which are held by Lichfield Record Office. These records are the papers which survive when a couple apply for a marriage licence to enable them to marry more quickly or with more status. These records date from 1617 to 1900.
 - Wills and inventories for the Diocese of Lichfield held at Lichfield Record Office. Alongside the parish registers these records are also a key source for family history recording information about families and the descendants of the testator. The wills date from 1521 until 1858 when the process of proving a will passed from the ecclesiastical courts to the civil courts and so this will be the cut off date.

- Probate Court Act Books 1532-1638 for the Diocese of Lichfield held at Lichfield Record Office. These records complement the wills and inventories.

4. Since June 2012 the Archive Service has continued to work on its proposal to digitise key family history resources. This work has been assisted by the County Council Procurement and Legal teams to develop an Invitation to Tender and Proposal Contract.

5. There has been a delay due to the Legal process required between the County Council and the Diocese. The Diocese will provide a letter to support the project to digitise the parish registers. This is following on from consultation with the parishes through the Archdeacons' visitation process in April 2011. No objections were raised by the parishes and this means the project will proceed on the basis of the consultation.

6. It is intended that the proposal will be posted on the County Council's website in November and commercial providers will be invited to bid against it. It is then hoped to appoint the successful bidder in December with a view to the contract starting as soon as possible. The length of the contract will be ten years with a break at seven years. There will be an option to add in other material to the digitisation project.

7. Estimates of likely income are difficult to provide as other similar archive services are bound by commercial confidentiality. However since June it is now anticipated that this will generate an additional £25-30,000 income for the service. It should also be noted that the launch of content online will also affect existing income generated through the provision of photocopies and research which is factored into these predictions.

8. The income generated will help provide sustainability for the Archive Service during the continuing difficult economic climate. The committee will be kept informed of progress of the project as it continues.

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Appendix 1

Equalities implications:

The digitisation of key sources accessible through a commercial website will offer alternative channels of access but not replace the free onsite Archive Service. The proposal stipulates free online access to be available at Archive Service sites.

Legal implications:

The proposal has been developed with the Legal Services team who have ensured that the Joint Archive Service contract with an external supplier is robust and offers the Service value for money.

Resource and Value for money implications:

The proposal places the most emphasis on achieving the best royalty deal for the Archive Service and will require guaranteed royalties for a limited period. The Head of Procurement has also been consulted to ensure that the Archive Service achieves value for money with the project. The project will require Archive Service staff time to manage it and ensure that the end product is of high quality.

Risk implications:

The cost and risks of digitisation, development of front end delivery will be on the commercial partner's side. The Archive Service will ensure that the contract enhances the reputation of the Service and its parent authorities through close involvement in the management and delivery of the project. The risks of individual parishes objecting to the project has been minimised through consultation with them through the Archdeacons and working with the Diocese.

Climate Change implications:

Direct delivery of online access to key sources will help to minimise some travel around the county.

Health Impact Assessment screening:

No significant implications.

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List of Background Papers

Papers	Contact/Directorate/ext number
Proposal to Digitise Staffordshire & Stoke on Trent Archive Sources	Joanna Terry/Place/ x8370
Local Customer Survey Nov 2011	
Taking Part Survey 2011	

Local Members Interest
N/A

**Staffordshire and Stoke on Trent Joint Archive Committee
22 November 2012**

**Staffordshire and Stoke on Trent Archive Service:
Proposals to relocate William Salt Library to Staffordshire Record Office**

Recommendation(s)

1. That this report informing the Committee about the proposal to relocate the William Salt Library to Staffordshire Record Office is received.
2. That the proposal to re-launch the two services and rebrand them 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

The reasons for recommending relocation of the William Salt Library include:

- The current building does not provide adequate storage and environmental conditions for the collections to modern standards.
- The Library is run in parallel with the Record Office but public access to the building is difficult.
- Relocating the Library offers opportunities to deliver access to archive and local studies collections in one redeveloped research facility. This facility will offer a single site with improved public access to the Library collections alongside those of Staffordshire Record Office.
- The new development will offer more cost effective public access to the county's historic collections.

Background

3. The William Salt Library is private library administered by a charitable trust since 1872. At its core is the collection of William Salt who amassed manuscripts, books, pamphlets, graphic material and ephemera relating to Staffordshire. It started life in a building in Market Square, Stafford but moved to the current site in Eastgate Street in 1919 due to lack of space. The Library continues to grow adding books, pamphlets and other items which relate to the history of Staffordshire.

4. The William Salt Library collections and building are owned by the William Salt Library Trust. The Trust is run under a Charity Commission scheme the purpose of which is to make the collections accessible to the public.

5. The Library receives substantial support from the County Council who provide the staffing the Librarian (Head of Archives & Heritage); Assistant

Librarian (0.8 fte) and maintain the fabric of the building. This agreement was formalised in 1994 by a 99 year lease between the two organisations. In return the council receives office accommodation for some of the Archive Service staff and has four county councillors on the Trust.

6. The building is a Georgian town house grade II* listed and has a number of structural defects as well as being entirely unsuitable for storing such a significant collection.

7. The William Salt Library Trust asked the Librarian (Head of Archives) to work up a business case for relocation of the collection following an extraordinary meeting of the Trust in July. At this meeting the Trustees considered the long term future of the Library.

8. The business case was presented to Trustees at the meeting of 15 October. As a result the Trustees asked for consultation with users to be carried out and a press release to be issued stating the Trust's intentions for the Library. Consultation is ongoing during November and a press release has been issued.

9. Property Services have been working on the proposals to come up with a design for the new reading room and also the addition of more mobile shelving at Unit QB to house part of the Library collection. The first proposals will be presented to the Trust in November.

10. The proposal is to move the collection from the Library and relocate it to Staffordshire Record Office and bring it together with the archive collections held there. This will mean splitting the collection as follows:

- A proportion of very frequently used and less valuable items on open access for readers to browse and be directed to by staff.
- A proportion of the collection which is frequently accessed located on site in the Staffordshire Record Office strongrooms.
- The least frequently accessed part of the collection will be located in the Archive Service Outstore at Unit QB.

11. The proposal also includes the re-design of the Staffordshire Record Office public and office areas to accommodate the collection and the staff from the Library. This is an opportunity to re-position and launch the service as 'Staffordshire History Centre' or similar concept catering for a wide audience in Staffordshire. It complements the digitisation project as this will change the way people use the Archive Service.

12. The work will be part funded by the sale of the William Salt Library building by the Trustees. This is dependent on the Trustees accepting a proposal and seeking permission from the Charity Commission to relinquish their asset (i.e. the building). Indications are that this is likely to be granted but depends on a secure scheme for the collection being developed. The Head of Archives is also considering whether the project would be suitable for grant funding to achieve a more comprehensive long term solution for the two services.

13. The proposal will mean that savings will be realised by not having to maintain the Library building. These are included in the Medium Term Financial Strategy and agreed by the Cabinet.

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Appendix 1

Equalities implications:

The current Library site does offer disabled access to its public service but it is somewhat limited. This proposal will improve access to the collections for a number of user groups.

Legal implications:

The proposal will mean an end to the lease between the Trust and the County Council and the negotiation of a new agreement to secure the collection for the future.

Resource and Value for money implications:

The project will enable savings on building maintenance and also more efficient use of the existing Staffordshire Record Office site.

Risk implications:

The main risks to the project are ensuring that the Trust remains on board and can fulfil its Trust Scheme on a new site. There are risks that the costs will outweigh the value of the current building.

Climate Change implications:

The Staffordshire Record Office site is a newer, more energy efficient building, than the William Salt Library and therefore should reduce energy consumption based on the two existing sites.

Health Impact Assessment screening:

No significant implications.

Report author:

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List of Background Papers

Papers	Contact/Directorate/ext number
Business Case for William Salt Library Relocation October 2012.	Joanna Terry/Place/ x8370