

Staffordshire and Stoke-on-Trent Joint Archives Committee

Thursday, 19 June 2014

2.00 pm

The Windsor Room, Stoke Town Hall, Glebe Street, Stoke-on-Trent. ST4 1HH.

John Tradewell
Director of Democracy, Law and Transformation
11 June 2014

A G E N D A

1. Appointment of Chairman and Vice-Chairman

The standing orders for the Joint Committee state that: -

“At its annual meeting the Joint Committee shall elect until the date fixed for the next following annual meeting a Chairman and Vice-Chairman from amongst its members (on a rotating basis alternatively between the two Council’s) but so that the Chairman and Vice-Chairman shall not be representatives of the same Council”.

At the Joint Committee meeting on 20 June 2013, Mr Mike Lawrence was appointed Chairman and Dr Janine Bridges appointed Vice-Chairman up to the annual meeting of the Joint Committee in 2014.

2. Apologies

3. Declarations of Interest in accordance with Standing Order 16

4. Minutes of the meeting held on 20 February 2014 (Pages 1 - 2)

5. Staffordshire and Stoke-on-Trent Archive Services: Annual Report 2013/14 (Pages 3 - 6)

Joint report of Deputy Chief Executive and Director for Place and Director of People - Adult and Neighbourhood Services

6. Joint Archive Service - Revenue Outturn 2013/14 (Pages 7 - 14)

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

7. **Project to Centralise Staffordshire Archives and William Salt Library in a new Gateway to the County** (Pages 15 - 26)

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

8. **Date of next meeting - 20 November 2014 at the County Record Officer, 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 exempt items)

Nil

Membership	
Mike Lawrence (Chairman)	Substitutes
Ian Parry	Ben Adams
Joy Garner	Mark Winnington
Michael Greatorex (observer)	

Minutes of the Staffordshire and Stoke-on-Trent Joint Archives Committee meeting held on 20 February 2014

Present: Janine Bridges (Vice-Chairman, in the Chair), Ian Parry and Michael Greatorex

Apologies for absence: Mike Lawrence

PART ONE

21. Minutes of the meeting held on 21 November 2013

RESOLVED – that the minutes of the meeting held on 21 November 2013 be agreed and signed by the Chairman.

22. Annual Service Plan 2013/2014: Predicted Outturn Performance

The Committee considered a joint report of the Director for Place and Deputy Chief Executive and the Director of Adult and Neighbourhood Services informing them of the predicted outturn against targets set in the Joint Archive Service's Annual Service Plan (Schedule 1 to the signed minutes).

The Service Plan sets the annual targets for the performance of Joint Archive Service. These targets work towards the overall achievement of the Archive Service's current three-year service objectives, which are set out in its Forward Plan, 2012-2015, approved by the Joint Archives Committee at its meeting on 23 February 2012. The key achievements included:

- (i) integrated onsite and online customer experience;
- (ii) innovative online presence which showcases Staffordshire's archives;
- (iii) engagement with Staffordshire's communities to strengthen their identity and place;
- (iv) celebrate and discover Staffordshire's history;
- (v) a sustainable high performing service which provides leadership for the Archives and Heritage sector;
- (vi) improving and promoting user access to Staffordshire's archive collections;
- (vii) delivering high quality care of Staffordshire's archive collections; and
- (viii) extend volunteer working to provide new opportunities for people to increase their skills and increase access to collections.

The Head of Archive explained what was involved for the Service to achieve approval as a Place of Deposit following a query from Mr Parry. The Committee noted that the way the archive service was being used was changing and Staffordshire was introducing new technology to keep pace with these challenges. It was show-casing good work nationally through high profile television programmes and had a reputation nationally as a good archive service. The Vice-Chairman in the chair thanked staff for the work they had done to receive the approval as a Place of Deposit as it was a significant achievement together with the work they had done to show-case Staffordshire.

The Committee noted that overall the performance of the Archive Service had remained strong with success in attracting grant funding resulting in several projects. Added to that work had progressed very well on the major change project to centralise the county sites. Finally the core work had not been neglected and had continued to make steady progress.

RESOLVED - That the report on the predicted outturn against the targets set in Joint Archive Service's Annual Service Plan be received and noted.

23. Predicted Outturn 2013/14 and Proposed net Revenue Budget 2014/15

The Committee considered a joint report of the Director of Finance and Resources and the City Director of Business Services detailing the current predicted outturn for 2013/14 for the Joint Archive Service and to consider the revenue budget position for 2014/15 (Schedule 2 to the signed minutes).

Members noted that the latest revenue outturn forecast showed an anticipated underspend of £6,275 at the end of the financial year which would be transferred to the general reserve at the end of the financial year. The current balance on the General Reserve was £73,573. The Archive Acquisition Reserve had a balance of £62,342 towards the purchase of new collections.

Members noted that the proposed revenue budget for 2014/15 was £681,140, an increase of 1.94% on the current year, and noted that under the Joint Archive Agreement the total cost of the service was currently apportioned between the two authorities at 77.31% (County) and 22.69% (City), based on the June 2011 population estimates. The proposed revenue budget had been apportioned on this basis and the County's proposed share of the costs was £526,590 and the City's £154,550. Both authorities had sufficient budgetary provision to meet these costs.

RESOLVED – (a) that the current predicted outturn for 2013/14 be noted;

(b) that the revenue budget proposed for 2014/15 be approved and submitted to the County Council for consideration.

24. Date of next meeting - 19 June 2014

RESOLVED – That the next meeting of the Staffordshire and Stoke-on-Trent Joint Archive Committee be held on Thursday 19 June 2014 at 10.30 am in Stoke-on-Trent at a venue to be confirmed.

25. Exclusion of the public

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.

26. Exempt minutes of the meeting held on 21 November 2013 (exemption paragraph 3)

RESOLVED – that the exempt minutes of the meeting held on 21 November 2013 be agreed and signed by the Chairman.

Chairman

Local Members Interest
N/A

**Staffordshire and Stoke on Trent Joint Archive Committee
19 June 2014**

**Staffordshire and Stoke on Trent Archive Service:
Annual Report 2013-2014**

Recommendation(s)

1. That this report informing the Committee about the annual report on the work of the Staffordshire and Stoke-on-Trent (Joint) Archive Service for the period April 2013 to March 2014 is received and approved.

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

Reasons for Recommendations

2. The accompanying Annual Report provides an account and review of the work and performance of the Staffordshire and Stoke-on-Trent Archive Service for the financial year, April 2013 to March 2014.

Background

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

4. The year 2013-2014 was the second in the current three-year planning cycle for the Joint Archive Service. This year's Annual Report shows both positive achievements and steady progress towards meeting the overall strategic objectives of the Archive Service within the current Forward Plan, 2012-2015. These objectives are:

- An integrated onsite and online customer experience
- An innovative online presence which showcases Staffordshire's collections
- Engagement with Staffordshire's communities to strengthen their sense of identity and place
- Celebration and discovery of Staffordshire's history
- A sustainable high performing service which provides leadership for the Archives Heritage Sector
- Improving and promoting user access to Staffordshire's collections

- Delivering high quality care of Staffordshire's collections
- Extended volunteer working in Archives & Heritage providing opportunities for people to increase their skills and help support access to collections

5. The Annual Report demonstrates a very productive year for the Joint Archive Service in terms of its performance, achievements and associated activity. The most notable successes have been: the delivery of two grant funded projects to catalogue the Bradford Archive and to digitise the Staffordshire Manorial Documents Register. In addition Stoke Archives has made significant progress cataloguing the Spode Archive. Building on the successful start of the Great War Centennial Commemorations the Service has continued to work with many local groups and organisations to build a programme of events. Begun with Arts Council funding this has been taken further with another project bid submitted to the Heritage Lottery Fund to digitise and index the rare Military Tribunal records. These projects all have one thing in common; they rely on volunteer support to make them happen and widen access to our collections.

6. The Archive Service has also embarked on an ambitious project to extend Staffordshire Record Office to enable to co-location of the William Salt Library and Lichfield Record Office collections on one site. This will allow the partnership to provide modern storage and searchrooms with additional facilities such as a user break out space to relax and consume refreshments and an exhibition space to show off the fine collections that the Service holds. The Service has also just started its digitisation project with D C Thomson (Find My Past) which will bring online access to the county and city's parish registers

7. The Service made good progress in the core areas of activity: improving access to collections; the public services; cataloguing; learning; preservation; and conservation. It was a particularly successful year in terms of outreach working with some very positive outcomes for communities with the continuation of the Rural Roadshow and popular Staffordshire History Day. A second archive exhibition, *Stafford: A proper little town*, celebrated 1,100 years of Stafford's history. With 710 visitors it compared well to the previous exhibition and showed that users are interested in seeing the collections on display alongside accessible interpretation. It supports the vision of how access will develop in the proposed new extension.

8. The year was also a challenging one as personal visits continued to fall by 1.3% overall but showed a slow-down compared to the previous year. This is in line with trends in other local archive services as users continue to prefer to access material remotely or photograph sources and carry on their research at home.

9. Online visits were similarly down by 8% to the main website compared to a 10% increase the previous year. However sites such as the Staffordshire Name Indexes continued to grow by 13%. Attendances at events were up by 30% mainly generated by the successful exhibition on Stafford. The biggest

increase was the number of volunteer hours given to the Service which was up over 30% as their involvement in a number of projects continues to grow. This is equivalent to an additional three members of staff or nearly £60,000. Use of the Service continues to change and we have begun to develop plans to adapt to new demands starting with the digitisation programme of popular sources. A review of the charging structure for photography services has seen orders more than triple. Sales of daily camera permits have also increased as users increasingly photograph material, or request copies, to carry out research at home.

10. The Joint Archive Service produced good performance results against its local targets for public service delivery and achieved a 99% customer satisfaction rating in the national Public Services Quality Group User Survey. It also extended its Customer Service Excellence award to gain another compliance plus and include the County Museum within the scope of the award.

11. Overall it was a very successful year for the Service continuing to meet high standards whilst also developing major plans to adapt to changing demands.

Appendix 1

Equalities implications:

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

Legal implications:

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

Resource and Value for money implications:

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

Risk implications:

None applicable.

Climate Change implications:

None applicable.

Health Impact Assessment screening:

No significant implications.

Report author:

Author's Name: Joanna Terry, Head of Archives
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List of Background Papers

Papers	Contact/Directorate/ext number
Annual Report 2013-2014	Joanna Terry/Place/ x278370

Local Member Interest
N/A

Staffordshire and Stoke-on-Trent Joint Archives Committee – 19 June 2014

Joint Archive Service – Revenue Outturn 2013/14

Recommendation(s)

1. a) That the Final Outturn report be received and accepted.
b) That approval be given for the Chairman to sign the Small Bodies return.

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

Reasons for Recommendations

2. That this report informing the Committee on the final net revenue outturn for the Joint Archive Service for 2013/14 is received and noted.
3. That the Small Bodies return is signed, when approved.

Background

4. The final net revenue outturn for the Joint Archive Service is an overall underspend of £9,145 at the end of the 2013/14 financial year. The current balance on the General Reserve is £95,148 which includes the 2013/14 underspend.
5. The Archive Acquisition Reserve currently has a balance of £62,342 for the purchase of new collections.

Final Outturn 2013/14

6. The final net revenue outturn for the Joint Archives Service is set out in Appendix 2 attached. The Service's overall net spend was £658,155 compared to the approved net revenue budget of £667,300 which produced an overall underspend of £9,145. This underspend has now been transferred to the General Reserve at the year end.
7. Core Services nominally underspend by £1,315 which is primarily due to savings achieved on supplies and services offsetting a small shortfall on miscellaneous income.
8. Staffordshire County Council achieved an overall underspend of £17,779 which is due to savings on both staffing costs and supplies & Services offsetting a minor overspend on transport. Final Income levels were also up by £7,986 compared to budget due to increased sales and fees charged.

9. The City Council underspent by £2,050, primarily due to savings on both staffing and travel budgets. This overall underspend represents the net effect of the cost of the installation of archive shelving in the new basement store at City Central Library. The Chairman and Stoke Cabinet member had previously authorised the use of £12,000 from the General Reserve for this project. The Stoke revenue budget is therefore shown in deficit in order that the funds from the Reserve can be applied to the shelving project as agreed.

Reserves

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

11. The General Reserve now has a balance of £95,148 (as set out in *Appendix 3*). It should be noted that the City Council recently spent £12,642 on its shelving project which fully utilised its Reserve in the current year. The inclusion of the above final 2013/14 carry forward has however provided a small £2,000 surplus for the City Council in the new financial year.

12. There is currently a balance of £62,342 on the second Reserve, the Archive Acquisition Reserve.

The Small Bodies Return

13. The Joint Archives Committee is required to complete a 2013/14 Small Bodies in England Annual return. This return has now been completed and is due to be reviewed by Internal Audit. The return will shortly be made available for the Chairman to sign, when approved.

Appendix 1

Equalities implications:

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

Legal implications:

The Joint Agreement budget is subject to an annual Small Bodies Return audit.

Resource and Value for money implications:

The Joint Agreement budget is monitored regularly throughout the year.

Risk implications:

Not applicable to this report

Climate Change implications:

Not applicable to this report

Health Impact Assessment screening:

Not applicable to this report

Paul Simpson
Director of Central Services

Andrew Burns
Director of Finance

Contact Officers

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Background Documents

Non Public: Joint and Other Archive Services 2013/14 and 14/15 Files.

Joint Archives Service
Outturn Position 2013-14

	Core Services		Staffordshire County Sites and Public Services		Stoke City Sites and Public Services		Total for service	
	Current Estimate 2013/14 £	Outturn 2013/14 £	Current Estimate 2013/14 £	Outturn 2013/14 £	Current Estimate 2013/14 £	Outturn 2013/14 £	Current Estimate 2013/14 £	Outturn 2013/14 £
Expenditure								
Employees	337,180	336,933	229,170	227,975	92,380	85,865	658,730	650,773
Training	1,200	777	0	0	870	1,819	2,070	2,596
Transport	1,900	2,028	200	303	300	167	2,400	2,498
Supplies and Services	5,750	4,147	28,070	19,369	19,150	34,657	52,970	58,174
Total Expenditure	346,030	343,886	257,440	247,647	112,700	122,509	716,170	714,041
Income								
Grants & Reimbursements							0	0
Sales			11,980	18,326			11,980	18,326
Fees & Charges			19,440	19,604	7,550	7,409	26,990	27,013
Miscellaneous	2,960	2,131	6,940	8,416			9,900	10,547
Transfers from reserve							0	0
Total Income	2,960	2,131	38,360	46,346	7,550	7,409	48,870	55,886
Net Expenditure	343,070	341,755	219,080	201,301	105,150	115,100	667,300	658,155
							VARIATION	-9,145

JOINT ARCHIVES GENERAL RESERVE**APPENDIX 3**

19 June 2014

	Staffordshire County Council £	Stoke on Trent City Council £	Total £
Balance brought forward 1 April 2013	73,573	12,430	86,003
2013/14			
Alterations/Environmental Controls at Stoke	0	0	0
	73,573	12,430	86,003
Transfer to/(from) reserve 31.3.14	19,575	-10,430	9,145
Balance Available	93,148	2,000	95,148

JOINT ARCHIVES ACQUISITION RESERVE

Balance brought forward 1 April 2013	62,342	0	62,342
2013/14			
Manor Court Book and Hatherton Diary	0	0	0
Balance Available	62,342	0	62,342

Local Members Interest
N/A

**Staffordshire and Stoke on Trent Joint Archive Committee
19 June 2014**

**Staffordshire and Stoke on Trent Archive Service:
Project to Centralise Staffordshire Archives and William Salt Library in a
new Gateway to the County**

Recommendation(s)

1. That this report updating the Joint Archive Committee on progress made be 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. The focus of this project is to bring together onto one site Archive Service collections from Lichfield and Stafford alongside those of the William Salt Library. This will enable both services to improve the visitor experience, preserve priceless archive material and expand record storage facilities to meet the current and future storage demands and also comply with the required British Standards.
3. At the Joint Archive Committee on 21 November 2013 a report was presented on proposals to relocate the William Salt Collection and Lichfield Record Office Archives to the Staffordshire Record Office site. This report is updating the Committee on the progress of the project since then.

Background

4. The County Council and William Salt Library Trust have been working together to assess options for the improvement of the storage and access of the William Salt Library Collection. The County Council has also been considering future storage and access for the Lichfield Record Office collections in the context of increasing online access, declining personal visits and a need to provide future storage with less than five years estimated space remaining. The William Salt Library is also almost full and requires more space with improved storage and public access.
5. The Archive Service signed a contract with DC Thomson in October 2013 to digitise key archive collections (parish registers, wills and marriage bonds). Access to these collections will be free at Archive Service sites and Staffordshire Libraries and provide more choice in addition to visiting

the Service in person. It also fits in with *Archives for the 21st Century*, the government's policy on archives produced by the National Archives. Its first recommendation is "*Built to last: Develop bigger and better services in partnership – working towards increased sustainability within the sector*".

6. Against this context a number of options were considered for providing more storage to enable collections to continue to expand, provide good onsite facilities for public access, engagement and outreach activities, volunteer projects, exhibition space and visitor facilities alongside the virtual access to collections.
7. Consultation was carried out in 2012 on an option which just looked at the William Salt Library but this was rejected on the basis of the consultation, lack of long term solution for storage, lack of support from the William Salt Trustees, and failure to take a strategic view on access to all archive collections held by the county.
8. An alternative option was developed which addressed all the issues for the Archive Service and William Salt Library. The current proposal seeks to extend the Staffordshire Record Office site to provide a new reading room and two floors of storage. This would enable both the Archive Service and the William Salt Library to deliver a modern public service with sufficient storage to accommodate collections from across the county archive service and allow 15-20 years growing space. It will allow the release of one County Council property and enables the Trustees of the William Salt Library to vacate their building. This will remove the County Council's commitment through a lease with the William Salt Library Trustees which includes an annual building maintenance cost of £75,000. The delivery of this project relies on a bid to the Heritage Lottery Fund and matched funding, primarily from the County Council. This was agreed by the Strategic Property Board in November 2013 and the design and feasibility study was then shared through public consultation with stakeholders in January 2014. The County Council Cabinet meeting on 19 February approved the submission of the stage 1 HLF bid.

Consultation

9. The public consultation opened on 6 January and ran until 31 January. Subsequent letters and submissions were included until 3 February. The consultation was publicised through the Archive Service website, public service sites, local newspapers, social media and also by writing to local members, Friends groups, volunteers, district council and borough council, Diocese of Lichfield and the National Archives. The consultation offered the opportunity to participate by completing a questionnaire online or in hard copy. Four drop in sessions were organised, two at Stafford and two at Lichfield, to enable the project team to talk to people about the project and explain the design and feasibility study which was displayed at all three sites within the project.

10. The questionnaire asked participants to indicate which facilities they already used and if not what would encourage them to use the facilities. People were also asked what they liked about the proposal or what they could suggest to improve it. They were asked for views on the proposed exhibition space and the Lichfield Local and Family History Centre and what they would like to see in these facilities.
11. Overall 241 responses were received. This included individuals and societies or groups outlining their view of the proposals. Support for the project came from the Diocese of Lichfield, National Archives, committee of Friends of Staffordshire and Stoke on Trent Archive Service (FoSSA), and several local societies (Berkswich, Haywood, N.Staffs Historians Guild, Landor, Leek). Equally there were a number of letters against the proposals including the Friends of the William Salt Library. An independent online petition was also set up to request that the Library building was retained which attracted 297 signatures by the end of February. However not all of these individuals submitted a formal response to the proposal.
12. The comments were assessed, analysed and categorised as either:
- Support
 - Against
 - Concern (some support but areas of concern)
 - Neutral (no overall view)
 - Blank (an empty online submission some of which were tests of the form)

The combined results (for Stafford and Lichfield) showed that 48% of respondents were in favour of the proposals with 27% against, 15% with concern and 7% neutral. When broken down into where people had responded this meant 64% were in favour at Stafford with 11% against and 18% at Lichfield in favour with 54% opposed to the proposal. Clearly respondents at Lichfield have concerns about the proposal and the change in service provision. However the approval rating at Stafford actually increased from 56% in favour overall in the November 2012 consultation to 64% in January 2014.

13. The comments are also summarised in Appendix 2 and can be further summarised under a number of themes:
- Having everything together under one roof is the main benefit and simplifies access.
 - There would be less travelling for users.
 - Modernising the service and providing additional facilities such as the break area, exhibition and events space was seen as important.
 - Retaining the knowledge of experienced staff was key.
 - Retaining the distinct identity of the William Salt Library was important.
 - There were a number of concerns expressed about the closure of the William Salt Library building and the Lichfield Record Office.

- Ensuring that the Lichfield Local and Family History Centre has good facilities, catalogues and online access to provide a suitable alternative for users in that area.
 - Changing the focus of the service and to promote it better to attract new types of user including a younger generation and schools was cited as an important factor.
 - Providing imaginative and interesting exhibitions on a range of topics and also to include local groups and societies in their production was welcomed.
 - The use of volunteers was welcomed but not over-reliance on them to deliver the service.
14. The Head of Archives and Heritage and Principal Archivist also attended the Lichfield City Forum to present the consultation and take questions. Several questions were put including concern at the closure of the record office and that online access would not substitute all of the current access at Lichfield. Since the Forum it has been agreed that the tithe maps at Lichfield will also be digitised by the Archive Service with a fundraising campaign led by the Friends of Staffordshire and Stoke on Trent Archive Service. This will increase the amount of Lichfield material accessible (currently 16% in our phase one digitisation accounting for 70% of original document production). The Bishop's Transcripts will be considered for a phase two commercial digitisation which will mean 35% of Lichfield collections and 90% of original documents produced would be digitised. This additional work will go some way towards enhancing the service available through the Local and Family History Centre.
15. The William Salt Library Trust has done additional work to look at ways in which the identity of the Library can be preserved in the proposed new building. This has included adding the restoration of the current Library shelving to the project so that it can be used in the new building to preserve the character of the Library. The trust are also keen to see other layouts for the public searchroom considered to provide a distinct space for the Library.
16. The response to the consultation was good with many constructive and positive suggestions to feed into the development of the project. The concerns raised have been noted by the project team and steps have already been taken to address some of them. This is a very significant change for the Archive Service and the William Salt Library but many accepted it as the way forward in the current climate of growing online access, falling personal visits and declining budgets. There will be further consultation if the project receives the Stage 1 Heritage Lottery Fund approval.

Heritage Lottery Fund bid

17. The County Council Cabinet approved the decision to submit a stage one Heritage Lottery Fund (HLF) bid at their meeting on 19 February 2014. The final stage one bid and supporting documents was submitted online and in hard copy on 10 April. The bid was a partnership bid between the Archive Service and the William Salt Library Trust. It outlined the proposals, the significance of the collections and the need for this project to happen now. It also explained the current situation for the Archive Service and Library expressing the risks to the Library Collection if it remained in the current building.

18 . A detailed description of what the project will achieve was a significant part of the bid. This included the building work but also articulated the overall vision for the project to transform the way the two services currently work by coming together in one building to offer a new service for users. It made reference to the digitisation projects, the Lichfield Local and Family History Centre, new exhibition space, and the need to engage with a wider range of users. It also referred to how storage conditions will be improved and the commitment by the Archive Service to apply for Archive Accreditation Standard. This standard is also applicable to the Library but this would be explored by the Trust during the development phase if successful.

19. There was a summary of the options analysis which had formed part of the Strategic Property Board business case. The other main section was demonstrating how this project meets the HLF outcomes for Heritage, People and Communities. This section drew on the business case and consultation to show how the extension would enable new activities to take place and provide a welcoming space for visitors to enjoy the collections.

20. The overall project budget is £4.3 million including the new build, refurbishment, professional fees, furniture and equipment, restoration of the William Salt Library shelving, move of collections, and delivery of activity and conservation plans.

Estimated Project costs are:	£4,302,274
HLF grant 88%	£3,789,714
SCC matched funding 8% (£412,060 approved by Cabinet includes contingency if other bids do not succeed)	£342,060
Other JAC Reserve 1%	£50,000
Other matched funding 2%	£ 85,000
In kind contribution 1%	£35,500

The matched funding includes the money earmarked by the County Council and Archive Service as well as in-kind contributions for volunteer time. In addition to FoSSA fundraising other sources of funding will be sought from the Wolfson Foundation (for the exhibition space) and the Staffordshire Local

Community Fund. Wolfson only accepts applications from charities so the application will be being submitted by the William Salt Library Trust.

21. The bid will be considered by the national HLF board on 22 July with a decision due later that month. In the intervening period until then it is likely that HLF may ask for more information or further clarification. Some information has already been supplied.

22. If the bid is successful at stage 1 a development phase grant will be awarded (just over £105,500 has been requested) and a Project Board and team convened to develop the project further. The development phase includes further consultation and engagement, especially with non-users of the service, to address some of the issues raised in the first consultation and look at new and innovative ways of making the collections available for residents and visitors to the county. A consultant will be appointed to assist with this work. The design of the new building will be put out to tender with the appointment of a contractor to deliver this element of the project up to the next stage required for the stage 2 submission of the bid. It is anticipated that this phase will take approximately 12 months to deliver.

23. If the bid is unsuccessful feedback will be sought from HLF on whether it is worth applying in a second round. If it is worth re-applying the bid will be amended and re-submitted. If not the whole project will be reassessed to see if elements of it can still be delivered within existing resources.

Conclusion

24. The consultation results have been used to shape the current proposal and support the stage 1 HLF bid and if the project succeeds at this stage further consultation will be carried out. The project team will aim to listen to concerns and, where possible, deliver practical solutions which develop the project up to the point of the stage 2 bid. The County Council is looking at the issues concerning the William Salt Library and Lichfield Record Office as a whole, rather than separately, to ensure that its resources are used most effectively. By working together in partnership with the William Salt Library Trust it is seeking to provide a stronger, more resilient service with more storage, new facilities for physical access, harness online access, and utilise staffing all on one site.

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. A partnership agreement has been signed between the Trust and the Council for the submission of the HLF bid only.

Resource and Value for money implications:

The project will enable savings to be made on building maintenance of approximately £75,000 and also make more efficient use of the existing Staffordshire Record Office site. The Service will also be able to find further efficiency savings of approximately £25,000 by running just one public access site rather than three.

Risk implications:

The main risk to the project is that the Heritage Lottery Fund bid may not succeed but the Head of Archives and Property Services Project Manager will look at alternatives if this should occur.

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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Room No: Staffordshire Record Office

List of Background Papers

Papers

Heritage Lottery Bid: 'Staffordshire Archives and William Salt Library combined in a new Gateway to the County's History'. April 2014

Appendix 2 Results of Consultation, Jan 2014

Appendix Two

KEY THEMES FROM CONSULTATION

Proposed Centralisation of County Archive Service and William Salt Library Collections Consultation Results

Consultation period 6 January 2014 - 3 February 2014

Drop-in sessions:

Stafford	13-Jan	10am - 7pm
Lichfield	14-Jan	2pm - 7pm
Lichfield	17-Jan	10am - 1pm
Stafford	27-Jan	1pm - 5pm

Stafford:	%	
Support	64%	99
Against	11%	17
Concern	11%	17
Neutral	8%	13
Blank	5%	8
TOTAL:		154

Lichfield:		
Support	18%	16
Against	54%	47
Concern	21%	18
Neutral	3%	3
Blank	3%	3
TOTAL:		87

Combined:	%
115	48%
64	27%
35	15%
16	7%
11	
241	

Positive/general/suggestions

- WSL should be better known and more accessible
- Three services under one roof, all in same place (some noted simpler less confusing) x36
- Keep same proportion of WSL books on open access x 5
- Better storage conditions x 13
- Retain knowledgeable staff x 8
- Skype link from Centre to SRO for help
- Less travelling required x 10
- SRO currently small an old fashioned compared to other offices and so good idea to merge with LRO , **modernise** x 8
- More camera stands by the windows and photography services, natural light x 2
- Wi Fi access
- Join CARN
- Like idea of 'common room' for break area to chat at lunchtime x 9
- Improving online access to information (including catalogues) x 9
- More digital services x2
- Integration of interrelated collections x 4; joined up services x 1
- Like separate area registering people x 2
- Like exhibition area as way of getting people who wouldn't normally visit RO to use it x 3
- Large map tables x 2

Appendix Two

- Separate space for WSL x 5
- Enhances the reputation of the Archive Service and County Council
- Make searchroom a large flexible space to enable use for events, study days, conferences, meetings
- Flexible space x 2
- Service more visible x 2
- Use WSL as a meeting place for societies
- Retain WSL shelving to keep 'old library' atmosphere
- Change focus of service to exhibitions, events, outreach to counter falling visits x 2
- Sensible solution to current cut backs to archive services round the country x 2
- Greater access to WSL collection with longer opening hours
- Have a shop
- Use volunteers to promote service
- Desk lamps
- Retain WSL name
- Retain access in Lichfield via LHFHC x 6
- Free parking
- Provide catalogues and indexes at Lichfield to prepare for visit to SRO
- Better microfiche readers for Lichfield centre

Exhibitions

- Buildings, castles, churches, mining history
- World War One
- Imaginative display of WSL collection, Stories for the Salt – link to weekly newspaper articles
- Family history x 4
- Local history x 3
- Probate records, maps x 2, newspapers, photos, census
- Interesting but not impenetrable
- Themed exhibitions x 2
- Parish registers, wills
- Parish histories
- Sutherland papers
- Industries x 3
- Famous people
- From local societies, community groups (x 6 , flexible space (x2) to use as function room with LARC
- Stoke
- Families
- School children's work
- Showcasing documents x 2
- Hospitals, health
- More like Stafford a proper little town or Out of Darkness
- Oldest items
- Archaeological excavations
- Audio, oral history
- New acquisitions

Appendix Two

- Interactive for young people
- Represent all parts of the county

Challenges/concerns

- Attracting younger generation
- School visits x 3
- Cost/ease of parking in town x 4
- Disruption of service during works
- Loss of identity for the WSL x 8
- Should not close WSL x3
- Should not close LRO x23
- Not close LRO but merge WSL and SRO x 4
- New site with better car parking x2
- Increased promotion of the services x 5
- Don't rely on volunteers too much x 2
- Is the space big enough for visitors
- Will document production suffer? Rapid access to documents
- Find another use for WSL x 4
- Concern about travelling too far
- What about WSL building
- Merge with St Mary's Heritage Centre Lichfield
- Noise
- Quicker to search separate collections
- Travel times especially from Derbyshire x4

