

## **Staffordshire and Stoke-on-Trent Joint Archives Committee**

Thursday, 16 July 2015

**2.30 pm**

County Records Office, Eastgate Street, Stafford

John Tradewell  
Director of Democracy, Law and Transformation  
8 July 2015

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### **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 its annual meeting in June the Joint Committee elected a Chairman and Vice-Chairman from amongst its members (on a rotating basis alternatively between the two Council’s) and this year the Chairmanship sits with Stoke-on-Trent City Council. Following changes to the Constitutions and Cabinet Portfolios at the County Council and City Council the representatives on the Joint Archive Committee had changed to Ben Adams (County Council), Mike Davies (Observer – County Council) and Olwen Hamer (City Council). Olwen Hamer was confirmed as Chairman and Ben Adams as Vice-Chairman up to the annual meeting of the Joint Committee in 2015.

#### **2. Apologies**

#### **3. Declarations of Interest in accordance with Standing Order 16**

#### **4. Minutes of the meeting held on 26 March 2015 (Pages 1 - 6)**

#### **5. Joint Archive Services: Annual Report 2014/15 (Pages 7 - 44)**

Joint report of the Acting Director for Place (Staffordshire County Council) and Director of People – Assistant Chief Executive (Stoke-on-Trent City Council)

#### **6. Joint Archive Service: Revenue Outturn 2014/15 (Pages 45 - 52)**

Joint report of the Director for Place and Deputy Chief Executive (Staffordshire County Council) and City Director of Resources – Assistant Chief Executive (Stoke-on-Trent City Council)

7. **Progress report on options for Staffordshire History Centre and Consultation**  
(Pages 53 - 74)

Joint report of the Acting Director for Place (Staffordshire County Council) and Director of People – Assistant Chief Executive (Stoke-on-Trent City Council)

8. **Minton Archive Project** (Pages 75 - 78)

Joint report of the Acting Director for Place (Staffordshire County Council) and Director of People – Assistant Chief Executive (Stoke-on-Trent City Council)

9. **Date of next meeting - Thursday 19 November 2015 at Stoke-on-Trent (venue to be confirmed)**

10. **Exclusion of the public**

The Chairman to move:-

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

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**PART TWO**

(All reports in this section are on pink paper)

<b>Membership</b>	
Ben Adams (Vice-Chairman)	<b>Substitutes</b>
Terry Follows	Janine Bridges
Ian Parry	Mike Lawrence
Mike Davies (Observer)	Mark Winnington

**Note for Members of the Press and Public**

**Filming of Meetings**

The Open (public) section of this meeting may be filmed for live or later broadcasting or other use, and, if you are at the meeting, you may be filmed, and are deemed to have agreed to being filmed and to the use of the recording for broadcast and/or other purposes.

**Recording by Press and Public**

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

### **Minutes of the Staffordshire and Stoke-on-Trent Joint Archives Committee meeting held on 26 March 2015**

Present: Ben Adams (Vice-Chairman) and Olwen Hamer (Chairman)

Apologies for absence: Ian Parry and Mike Davies

#### **PART ONE**

#### **18. Declarations of Interest in accordance with Standing Order 16**

No declarations at this meeting.

#### **19. Minutes of the meeting held on 20 November 2014**

**RESOLVED** – that the minutes of the meeting held on 20 November 2014 be agreed and signed by the Chairman.

#### **20. Staffordshire and Stoke on Trent Archive Service: Annual Service Plan 2014/15: Predicted Outturn Performance**

The Committee considered a joint report (Schedule 1 to the signed minutes) informing them of the predicted outturn performance against targets set in the Joint Archive Service's Annual Service Plan.

The Service Plan sets the annual targets for the performance of the Joint Archive Service. These targets work towards the overall achievement of the Archive Service's current three-year service objectives, which were 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 Committee commended the detail in the Appendices and the Vice-Chairman asked that a table showing where particular events were held and attendance numbers form part of the performance report. He also suggested that the title of the "rural roadshow" be reviewed and the Head of Archives would look into it. The Committee noted that the Joint Archive Service had done very well for grant funding for archiving and conservation work recently.

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

## **21. Joint Archive Service - Predicted Outturn 2014/15**

The Committee considered a joint report detailing the current predicted outturn for 2014/15 for the Joint Archive Service and to consider the revenue budget position for 2015/16 (Schedule 2 to the signed minutes).

Members noted that the latest revenue outturn forecast showed an anticipated underspend of £13,686 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 £95,148. The Archive Acquisition Reserve had a balance of £62,342, of which £4,800 had been used to purchase the Geoffrey Godden Collection, as agreed at the November 2014 meeting.

Members noted that the proposed revenue budget for 2015/16 was £702,168, an increase of 2.9% 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 77.4% (County) and 22.6% (City), based on the latest available population estimates. The proposed revenue budget had been apportioned on this basis and the County's proposed share of the costs was £543,478 and the City's £158,690. Both authorities had sufficient budgetary provision to meet these costs.

**RESOLVED** – (a) that the current predicted outturn for 2014/15 be noted;

(b) that the revenue budget proposed for 2015/16 be approved.

## **22. Staffordshire and Stoke-on-Trent Archive Service: Forward Plan Vision for Service 2015**

The Committee considered a joint report detailing the Forward Plan and Vision for Services 2015 (Schedule 3 to the signed minutes). The Joint Archive Service had worked to a three year planning cycle since its inception in 1997. The scope of this seventh plan had been extended to ten years as it would transform the service and would take more than three years to deliver some of the proposed changes.

The Vision covered the Joint Archive Service and the Museum Service for the County Council, known as 'Archives and Heritage'. It had also informed the creation of a vision for the William Salt Library Trust, which would be complementary and was due to be considered by the Trust at their annual meeting in May 2015.

As the Committee were aware the Archives Service consulted on a project to centralise its public sites in the county in 2014. An application to the Heritage Lottery Fund (HLF) was submitted to secure funding for this project but it was rejected in July 2014. Part of the feedback stated that the Service needed a clearer vision for the project. The Service was coming to the end of its current Forward Plan 2012-2015 so the timing to comprehensively review its activities and refocus was appropriate. A Project Board and Project Team were formed in August 2014 to advise and assist with decision making and consultants were appointed to help the project team to develop and submit a new bid to HLF in 2015.

The Committee received a powerpoint presentation detailing the Vision for 2015-2025. They discussed and noted details of the proposals set out in the report including: the development of the vision; results of the conversation; the amended vision and the conclusion and next steps. Minor changes would be made to the vision following that discussion. They also noted that this was a working document and the Archive and Heritage Service would review and update the document annually and a full review would be undertaken in 2018.

**RESOLVED:** (a) that Vision for the Service for the next ten years be approved, subject to minor changes to the document.

(b) that approval be given for the Service to develop delivery options based on the vision for stakeholders to be consulted formally in the summer of 2015.

### **23. Archive Accreditation and Customer Service Excellence Standards**

The Committee considered a report detailing the Archive Accreditation and Customer Service Excellence Standards (Schedule 4 to the signed minutes). The Archive Accreditation scheme was launched in 2013 after a development and pilot phase. It was the first such scheme for archives and complements the Museum Accreditation standard managed by Arts Council England. The Committee noted that there was no charge for assessment under the scheme and it covered all aspects of the work of an Archive Service and they also noted that it was a requirement for all Places of Deposit to achieve Accreditation by 2017.

The Customer Service Excellence (CSE) standard covers public and private sector organisations and focuses on driving up good customer care. It applied to some, but not all, parts of the work of the Archive and Heritage Service and there was an annual charge for re-assessment under the standard. The Committee discussed both standards and noted that CSE was well embedded in the Archive Service and these standards would not be abandoned if CSE was no longer applied for.

They also noted the requirement for the Archive Service to achieve Archive Accreditation as a Place of Deposit and that some of the work towards this had been done in developing the new vision. If approved, the Archive Service would carry out preparatory work in 2015 aiming for submission in 2016, dependant on advice from the National Archives about suitable timing.

**RESOLVED –** (a) that the recommendation for the Archive Service to work towards Archive Accreditation, be approved.

(b) that approval be given to the redirection of resources to achieve Archive Accreditation from achieving Customer Service Excellence.

### **24. Staffordshire and Stoke-on-Trent Archive Service : Digital Engagement Strategy Update and Case Study**

The Committee considered a report updating them on the Digital Engagement Strategy and a case study (Schedule 5 to the signed minutes). A Digital Engagement Strategy

was introduced in November 2014 to set a framework for the Service and its use of social media and digital communication.

Staffordshire and Stoke-on-Trent Archive Service had started to implement its Digital Engagement Strategy to ensure that new and existing channels of communication were used together and effectively to reach new audiences. The Strategy assesses the growth of social media and its impact, and also summarises current digital engagement and channels through: the main website; Staffordshire Past Track; Online catalogue; Staffordshire Name Indexes; Find My Past; Facebook; Twitter; and mailing lists.

The current channels had been retained but with a clear focus on their purpose and how they can be used to engage effectively. New objectives were set for using these channels, implementing new ones, and setting up a team to own the Strategy and deliver it. Since the Strategy was approved in November 2014 the Service had begun to embed social media and digital channels as a means of communicating with new audiences and created new performance measures to record this.

**RESOLVED** – (a) that the update report on the Digital Engagement Strategy for Staffordshire and Stoke-on-Trent Archive Service be received.

(b) that the new performance measures be approved.

## **25. Date of next meeting - 18 June 2015**

**RESOLVED** – That the next meeting of the Staffordshire and Stoke-on-Trent Joint Archive Committee be held on Thursday 18 June 2015 at 10.30 am in the County Record Office, Eastgate Street, Stafford.

## **26. 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.

## **27. Joint Archive Service: Acquisition of the Minton Archive (Exemption paragraph 3)**

The Committee received a joint report updating them on the acquisition of the Minton Archive (Schedule 6 to the signed minutes). They noted that the Minton Archive had an uncertain future since 2009 and the future preservation of the archive was now being secured through acquisition by the Art Fund and subsequent gift to Stoke-on-Trent City Archives.

The Minton Archive was a vast collection of papers and drawings which forms the archive of the pottery firm Minton. It spans two centuries (1793-1968) and includes the archive of Minton and Royal Doulton and the many significant ceramic manufacturing companies such as Shelley, Royal Albert, Paragon, Ridgway, Booths and the Lawley Group of potteries which Doulton acquired in the second half of the twentieth century. Some key items included: (i) drawings by Augustus Pugin, Christopher Dresser and Louis Solon; (ii) original pattern books; (iii) business records and other paperwork

relating to the firm; and (iv) similar records from Royal Doulton and other smaller potteries.

The Committee noted that the collection clearly had great significance for Stoke-on-Trent and Staffordshire but it was also a key ceramic firm with national and international relevance. The archive was wide ranging and offers great potential for research by academics, local and family historians and others researching the development of the ceramics industry in Stoke-on-Trent.

The Committee noted the ownership of the collection, the previous history of the Minton Archive, the current offer for sale and the timescales and next steps to complete the purchase by 31 March 2015, together with the proposed subsequent transfer of ownership to the Stoke-on-Trent City Archives.

As part of the negotiations for the acquisition the Archive Service had discussed a programme of cataloguing the collection to make it freely available for use by a variety of methods. This programme of work would form part of the Archive Service plans for the coming year.

**RESOLVED** – that the report on the acquisition of the Minton Archive be noted.

**Chairman**





Local Members Interest
N/A

### **Staffordshire and Stoke on Trent Joint Archive Committee – 16 July 2015**

#### **Staffordshire and Stoke on Trent Archive Service: Annual Report 2014-2015**

#### **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 the Acting Director for Place (Staffordshire County Council) and Chief Operating Officer – Resources Directorate (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 2014 to March 2015.

#### **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 2014-2015 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 completion of two grant funded projects to catalogue the Bradford Archive and to digitise the Staffordshire Manorial Documents Register. The Service was also successful with its bid to the Heritage Lottery Fund to digitise and index the rare Military Tribunal records.

6. This year Stoke Archives has received some really exciting new collections during the year which will form major projects in 2015/2016. The first was the Michelin Archive which was deposited in December 2014 after negotiations with the company. The collection will be catalogued through a collaboration between Michelin and volunteers (some ex-staff of the company) and support from archive staff to deal with this large and significant archive quickly. During March the City Archivist worked with the Art Fund to agree a deed of gift of the Minton Archive right at the end of March. A truly bumper year for Stoke and the Archive Service and contributing more high quality archives to ensure the Designated Collections status is well-deserved. Overall the Service increased the proportion of collections which has either a full or partial catalogue online by 1.2% up to 92.3% of all collections. This also includes the process of appraising collections prior to cataloguing to ensure only items worthy of permanent preservation are retained.

7. The greatest disappointment of the year was the rejection of the HLFbid to extend Staffordshire Record Office to co-locate collections from the Lichfield Record Office and William Salt Library. However the feedback from HLF was used to develop a new plan for the Service and, with the support of consultants, a new vision was developed. This time the plans for the future of the Service have been co-created with staff, users, partners, Friends groups, and volunteers. Delivery options have been developed which will be consulted on during the summer.

8. The Service launched the first phase of the Staffordshire Collection with Find My Past. Almost three million records went online in July 2014 at a launch and celebration event at Staffordshire Record Office for volunteers who work with the service. In the first six months over half a million records have been viewed. This will generate greater access and income for the Service.

9. 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 for the conservation team as they hosted an internship funded by the Clothworkers Foundation. Jenny Snowdon has been learning new skills from our experienced conservators and making a big contribution to the Bradford physical state of the Bradford Archive by working on that collection.

10. As online access was extended in July 2014 so the service saw further falls in personal visits to reading rooms by over 14%. However usages overall, virtual and remote visits, attendances at events and volunteer hours all increased significantly. 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.

11. Online visits were up by 7.6% to the main website with a dip in visits to the Staffordshire Name Indexes site. 55 new volunteers joined the Archive Service in the autumn to work on the Staffordshire Appeals project. In total 7,429 hours were given to the Service which equates to an additional 3.8fte members of staff or over £70,000. Use of the Service continues to change and we have developed a new vision which focuses on online delivery, active partnerships with volunteers and groups, new activities and events, social media, and moves away from building based services.

10. The Joint Archive Service produced good performance results against its local targets for public service delivery and achieved a 100% customer satisfaction rating in the national Public Services Quality Group User Survey. It also maintained its Customer Service Excellence award retaining its two compliance plus ratings.

11. Overall it was a very successful year for the Service continuing to meet high standards whilst also developing a new ten year vision 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:**

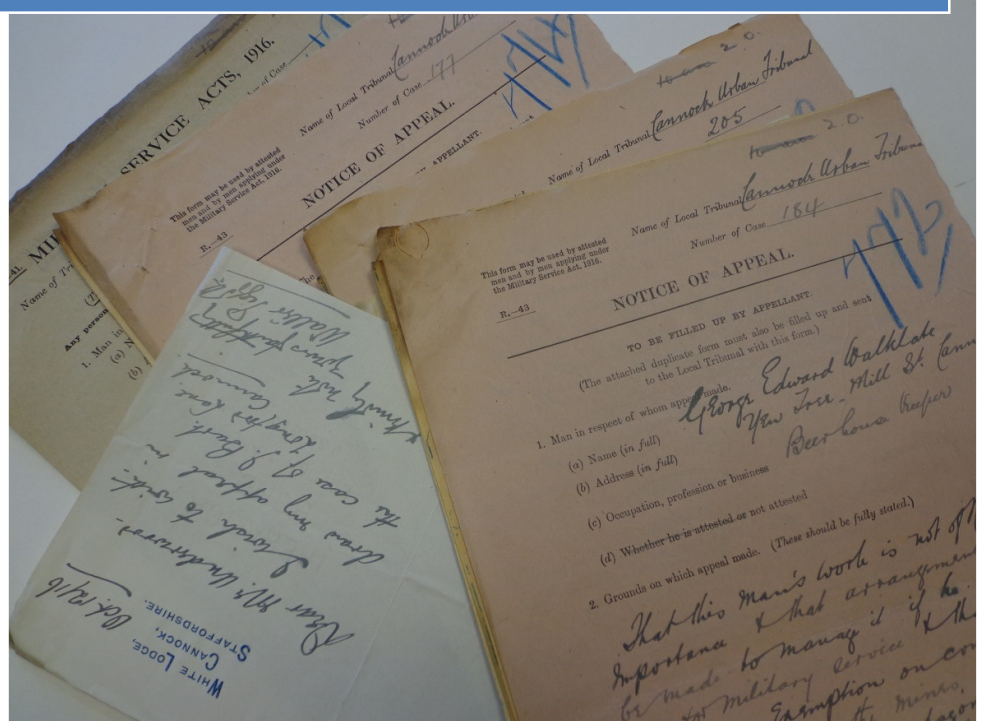
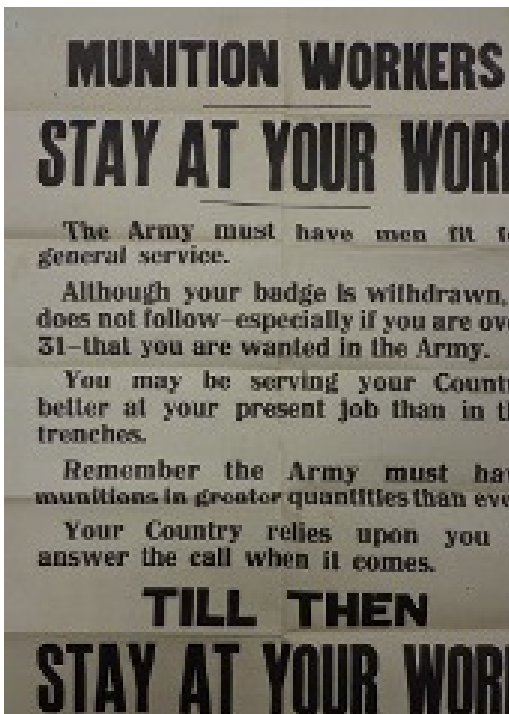
Author's Name: Joanna Terry, Head of Archives  
Telephone No: (01785) 278370  
Room No: Staffordshire Record Office

**List of Background Papers**

Papers	Contact/Directorate/ext number
Annual Report 2014-2015	Joanna Terry/Place/ x278370

# Annual Report 2014/2015

## Staffordshire & Stoke on Trent Archive Service



## Introduction

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Staffordshire and Stoke on Trent Archive Service holds over five miles of historic records dating from the 10<sup>th</sup> to 21<sup>st</sup> centuries. These collections cover virtually every aspect of life within Staffordshire and the city of Stoke on Trent and it is estimated that we have about 11 million items. The Archive Service is jointly funded by Staffordshire County Council and Stoke on Trent City council through a joint agreement since 1997.

This year the Archive Service has focussed on delivering a number of grant funded projects and developing its ten year vision for the future. These projects have involved strong collaboration with partners, users, volunteers, Friends groups and of course staff. The Service not only meets user demand it also supports the aims and objectives of its two parent authorities. The Archive Service supports the County Council and City Council by delivering a service and projects to engage local communities making them stronger and more aware of their history; supporting learning and delivering placements to enable people to develop new skills leading to better employment opportunities; and delivering a strong volunteer programme which also supports skills growth but crucially enables many older people to feel happier and more independent.

This report shows how the Archive Service has progressed during the last year and highlights its key achievements including completing grant funded projects to catalogue the Bradford Archive, to digitise the National Archives index to Manorial records held in Staffordshire, and attracting funding to digitise and index rare Great War Military Tribunal records. The Service also delivered the first phase of its project to digitise family history records with Find My Past.

This report also illustrates the power of archives to engage individuals and local communities with archives by attending some of our successful events such as the Staffordshire History Day or volunteering to help preserve archives and open up access.

Most importantly it records the volume, quality and significance of the work of all the staff in the Service as well as volunteers in ensuring the Archive Service continues to meet the demands of its users.

## Performance

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### Joint Archive Service Objectives 2012-2015

The Joint Archive Service works to a three - year service plan and 2014-2015 is the final year in the current Forward Plan for 2012-2015. Our objectives for the Service for this current three year cycle build on the work, carried out to build and improve the Joint Archive Service since its establishment in 1997. They 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

In order to make progress towards these strategic objectives, the Service works to detailed annual Service Plans with identified outcomes. Final performance against the targets for the 2014/2015 Service Plan was reported to the Joint Archives Committee prior to the end of the financial year.

### **Performance against Local Performance Indicators and Charter Targets**

The most satisfying measure of the Archive Service's overall performance is to be seen in the customer satisfaction rating which remains very high at 100% and is an increase on the previous year. It reflects the continuing high standard of customer care shown by front line staff in the Archive Service. The overall usage of the Archive Service increased by 18% mainly due to a higher number of virtual visits.

This year we saw an overall reduction of 14.6% in the numbers of personal visitors to the Archive Service. This is a much higher reduction than in previous years and part of an ongoing trend across archive services generally as users demonstrate a preference to access material online. More of our event visitors were at activities away from the offices this year too.

Our first instalment of parish registers went online in summer 2014, aiming to meet this demand and generate income. The effect is also shown in a 36% reduction in the number of parish register microfiche accessed onsite this year. As a result of this, we have replaced three microfiche readers in the searchroom with public access computers to reflect the changing nature of use. We also stopped our provision of copy register microfiche this year, but completed one outstanding order for a regular customer.

Purchase of daily and annual photography permits continues level, while reprographic services have again shown increasing numbers of photographic orders. This demonstrates the changing nature of research as users request images from us (or speedily create their own) to study later rather than carrying out all their research onsite over days. Research services saw a reduction in total use due to the availability of information online, but our new offer of a short 15 minute look-up was popular and meant that the actual number of individual research orders increased.

The number of original documents consulted decreased by 17% but the Archive Service still compares well with other non-metropolitan services. It ranks 11th out of 48 services in the CIPFA statistics for the number of items produced per 1,000 population, an improvement of 3 places on last year.

Online use of the Service has seen a mixed picture again this year, though overall the trend is upwards. Figures for visits to the main Service website where people can find out about visiting the service are up by about 8%. However visits to other online resources



such as the Staffordshire Name Indexes site showed a decrease, while for Staffordshire Places they increased. The online catalogue still has a high level of use, up by 2% this year and ranking 8<sup>th</sup> out of 48 other comparable services in the CIPFA statistics based on per 1,000 population. Statistics for the use of the Service's online and other resources is provided at Appendix 1.

## Major Projects: The power of archives to engage individuals and local communities with archives

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### Staffordshire Appeals: Great War Military Tribunal Appeals Archives

In 2014 Staffordshire and Stoke on Trent Archive Service received £37,600 from the Heritage Lottery Fund for a project based upon opening up access to one of its hidden gems, the rare survival of the Mid-Staffordshire Appeal Tribunal records. The project *Staffordshire Appeals: Opening access to Staffordshire's Great War Local Military and Appeal Tribunals* began this September. The records of all Military Appeal Tribunal records across the country were destroyed by order after the war but the chance survival of the Staffordshire collection makes these particularly significant. As we approach the centenary since their creation, we believe that this rare survival offers a real opportunity to learn more about war in Staffordshire. Not only about those who were called to the Colours, but on the world of Staffordshire's communities at that time, helping us to understand the stresses and strains on work and family life during 'the Great War'.

When we announced that we had received funding for their Great War project over 100 people offered their time. So great was the interest that the service had to stop taking new volunteers after the fourth day! This unprecedented interest has meant that the service has been able to do much more than we originally intended.



The first group to start has begun work on repackaging the documents. Other volunteers have been working on indexing and scanning the records as well as on local tribunal records.





One of our new volunteers, Nicola, scanning in our Appeal Tribunal records.

Thanks to the extra numbers of volunteers we will now be working the collections at Stoke and Lichfield Archives, the William Salt Library as well as extraction information from newspapers held across Staffordshire libraries. In addition we have set up two research groups.

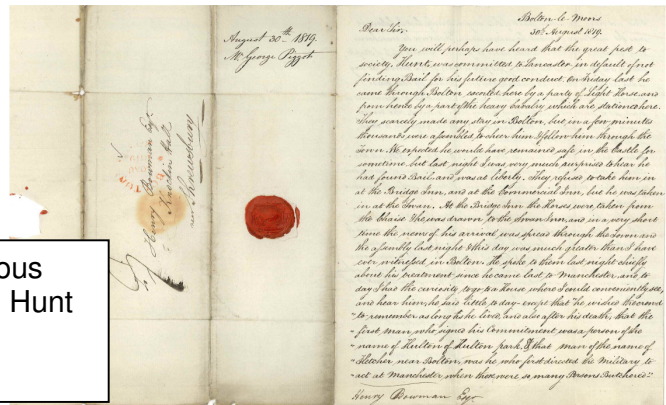


The Archive Service also supported a number of groups during the year who held their own events and obtained grant funding to deliver projects. This included Berkswich History Society, Ingestre and Tixall Local History Group and Kings Bromley Historians. All of our work with these groups is being showcased on the Staffordshire Great War website: [www.staffordshiregreatwar.com](http://www.staffordshiregreatwar.com)

### Completion of the Agents of Change Project

Hannah Dale (funded by the National Cataloguing Grants Scheme) completed her catalogue of the Bolton estate papers of the Earls of Bradford in September 2014. These papers, rich in

industrial and social heritage, add to the national importance of the Bradford Collection. One of the key discoveries is the significant eye-witness accounts of the events surrounding Peterloo, which we will use in 2019, the bicentenary.



Peterloo letter describing the rapturous welcome received by Henry 'Orator' Hunt in Bolton in 1819 after the events in Manchester

The Earl's agents commented on current events (Peterloo, industrial unrest, WW1), social issues (the spread of nonconformity, public health and cholera) and politics. The collection,

showing how urban expansion was shaped by Bolton's Staffordshire landowner and his agent, has already been used by a PhD student for a comparison with the development of Walsall. The catalogue now comprises 5,226 catalogue entries. As part of her work Hannah appraised the collection and weeded 20 boxes of material of no evidential significance or duplicated elsewhere.

It was rewarding for us to see Hannah make the transition from volunteer to member of staff, developing professional knowledge and skills with the support of the Archive Service. Hannah is now employed in a similar post at Gloucestershire Record Office.

### **Creating and Archive and Heritage Service fit for the future**

During the winter the Archive and Heritage Service began work with consultants and stakeholders to develop a ten year vision for the future. Using the feedback from the unsuccessful 2014 Heritage Lottery bid the management team started from a blank sheet of paper and invited stakeholders and partners to take part in a series of workshops to co-create the new vision. In February we asked the general public to get involved and give us their views on that vision. After amendments it was approved in March by the Joint Archives Committee.

The main proposals include:

- Involving more people in the services by working in partnership with users and trustees
- Creating a sustainable service that can be more resilient and able to care for the collections it holds.
- Improving the online service to offer access to more digitised collections and reaching people through digital media.
- Reaching more new people to enjoy and learn from and use the collections.
- Buildings that provide the right conditions for our collections and a service that retains its excellent rating for customer service

The vision is one of the building blocks that we need in place before we consider options for delivery and changes we need to make to the service.



A stakeholder workshop with staff, partners, and friends groups enthusiastically working to develop a new vision for the Service in December. More workshops have been held to develop delivery options working with a wider range of groups.

Further events and opportunities for people to have their say on the service delivery proposals will take place later this summer. This will help the Service finalise the preferred option and finally submit a new HLF bid in December.

### **Strategic support for local archive services**

During the summer the Head of Archives and Heritage discussed proposed to offer strategic support for Sandwell Community History and Archive Service. The contract was

agreed in July 2014 and generates £3,000 of income for the Archive Service. Support is offered in person and remotely mainly by the Principal Archivist. This is a three year agreement and was fully supported by the National Archives.

At the end of March 2015 a tender for conservation support for Walsall Archives and Local Studies was won by the Archive Service. This contract will be for nine months initially for two days per week will generate approximately £7-8,000 income in 2015/2016.

Based on these initial contracts the Service will look at other potential support activities for neighbouring services. Advice and support has also been provided for other services looking at digitising records with commercial partners.

## **Staffing the Archive Service and Developing Skills**

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There have been a few changes in staffing this year. Since April 2014 Marie Rayson left the Service as Deeds Service and Admin Support Assistant. Hannah Dale left in September 2014 when the Bradford Archive Project was completed. Sarah Charlton also left as archivist for the Manorial Documents Project when that completed in February. Rachael Cooksey was confirmed in post as Volunteer Coordinator and also appointed as Staffordshire Appeals Project Officer. Jenny Lewis returned from maternity leave to resume her post as Archive Assistant at Lichfield Record Office. Sue Bates-Hird retired from her role as Archive Assistant and was replaced by Henrietta Martinez also at Lichfield Record Office.

### ***Training***

Members of the Archive Service staff attended a wide range of training and development activity throughout the year:

ARA Conference (1), ARA Records Management (1), County Council Induction (1), Covers for Limp Vellum Bindings (1), Deaccessioning and Disposal (1), Discovering Collections, Discovering Communities (1), Forward Planning (1), Funding the Archive Sector (1), Health and Safety Audit and Evaluation (1), Meeting the Challenge of the New Curriculum (1), My Performance Conversation (3), Personal Awareness and Impact (1), Practical OAIS Digital Preservation (2), New accessions (11), The Digital future of Public Services (1), Tourism and Culture Staff Conference (4), Working with volunteers cleaning library materials (1).

Three members of staff also continued to follow the distance learning course in Archive management at University College Wales, Aberystwyth. One member of staff completed the course during the year gaining a distinction.

The Service also hosted a conservation intern, Jenny Snowden, funded by the Clothworkers Foundation. More detail on her work and training is available under the conservation section.

## **Volunteers: Involving people in delivering access to collections and learning new skills**

Our Tuesday volunteers groups remain vibrant and busy, just nine title awards remain to be indexed this year. Quarter Session rolls have been listed back to 1653 and are increasingly challenging. 7,462 names from Coroners Reports between 1849 and 1861 were indexed plus 2,600 entries for Prosecution Briefs. These records are going onto our online catalogue and are now available to search on our online index website, Staffordshire Name Indexes.



### **The Preservation volunteer group**

This is the second year re-boxing the Staffordshire Advertiser glass plate slides. This project is saving a large amount of space in the photographic strongroom and so far three shelves have been saved by condensing the collection into boxes that are much lighter and safer to handle. This year 35 out of 41 boxes of glass photographic plates have been packaged and re-housed in the new boxes. The volunteers are producing a list and descriptions as they proceed which will be a valuable resource to give access to the collection. They have spent some time cross referencing images from the glass slide collection with images used in actual published copies of the Staffordshire Advertiser.

### **At Lichfield Record Office**

The wills volunteers completed the indexing work on Consistory court wills 1761 to 1770. These indexed records are expected to be added to the Staffordshire Name Indexes site shortly, bringing the total number of wills there to over 100000. They have begun work on the next batch of 10 years from 1771, and some have started on the period 1630 to 1639, where the wills boxes are arranged alphabetically first and then by year.

Two NADFAS volunteers have continued their indexing work on modern diocesan faculties, received from the Diocesan Registry. While waiting for the next instalment of faculties, they have continued to work on unlisted faculty bundles from the late 1880s and early 1890s.

Volunteers have continued indexing and numbering 18<sup>th</sup> and early 19<sup>th</sup> century marriage bonds, for the main Consistory series. This will eventually enable information to be presented to an online audience through the Service's website. It has already ensured greater control and ease of use for the records themselves in the public search room at Lichfield.

### **At Stoke on Trent City Archives**

Stoke-on-Trent City Archives has hosted volunteers on the Great War Project, looking at the Sentinel newspaper, indexing the one surviving Stoke Military Tribunal Register, and researching the effects of the War on the pottery industry (Ruth Shaw, Val Cooper, Richard Benefer, Kathy Niblett). Graham Jones has continued to catalogue and geo-



reference the large photographic collection of Jim Morgan. Margaret Beard continues to index the Guardian's minutes of Stoke-on-Trent Poor Law Union and Pam Woolliscroft has made good progress on the cataloguing of Robert Copeland's papers within the archive of Spode Museum Trust. These papers represent not only his own researches but are also the result of his care to collect and preserve interesting company papers throughout his long association with the factory.

Our volunteers have contributed 7,429 hours in the last year which is an 18% increase. The increase was mainly down to the Staffordshire Appeals and the Manorial Documents Register Projects. We held a Christmas party to thank our volunteers across the Service for the work they have done with us.

## Placements

There were three school work experience placements at Staffordshire Record Office last year plus one at Lichfield Record Office and another at Stoke on Trent City Archives. Three young people seeking experience within the archive sector undertook extended placements with the service during the year. They were Becci Rushton, who worked on our theatre programmes and assisted greatly with moving our catalogue of local government records onto CALM; Georgina Atterbury who worked on the Spode factory sales catalogues and brochures and Alex Whewall who, before the start of the Great War Project, was helping index the tribunal register and a collection of letters kept by the secretary to the tribunal.

Stoke hosted one student from the Keele University history course for a term-long placement totalling 70 hours. Adam Pover worked on the records of George Edwards and Co., which relate to the process of flint milling and supply to the pottery industry. Over the year we have had taken a total of six University placements.

## Public Services: Involving people in service delivery

### Customer Service Excellence

In December 2014, the Archive Service was granted a renewal of the Customer Service Excellence award originally granted in 2010, with continuing rolling assessment due over the next three years. We retained our full compliance and our "compliance plus" awarded to us for our work with volunteers, under the criterion for friendliness and understanding of customer needs. Our external assessor was particularly impressed by our volunteers, with the level of support they provide and their enthusiasm.



The Government Standard

## Improving Onsite Services

This year we delivered 6 sessions on Making the Most of your Archive Service, 7 family history surgeries in Staffordshire Libraries and 45 one to one support sessions for Ancestry.com in Stoke on Trent Community Libraries.

The Family History Club continued to meet with 208 attendees and an active programme of talks.

We have also continued our exhibits of interesting documents at Staffordshire and Lichfield Record Offices.

## **Improving Online Services**

### **Digitisation Project**

Last year we announced that the Archive Service had appointed DC Thompson Family History (“Find My Past”) as its commercial partner for the “Staffordshire Collection” Digitisation Project. The project involves the digitisation and indexing of the following key family history sources held by the Archive Service, and their addition to the “Find My Past” website:

- Staffordshire parish registers to 1900
- Diocese of Lichfield wills to 1858
- Marriage allegations and bonds



Existing microform surrogates were digitised and indexed, and in July 2014 the indexes and images were made live on Find My Past. Filming of original register for which there was no suitable microform surrogate continued through 2014. It is anticipated that the second tranche of parish registers will be made live on Find My Past in July 2015.

Images from the Staffordshire Collection are freely available in record offices and libraries in Staffordshire and Stoke on Trent.

### ***Staffordshire Name Indexes Online***

The Staffordshire Name Indexes website continues to be heavily-used by researchers, and by family historians in particular. During the year the site has been reformatted to make it “mobile-friendly”. This new site will be made live by the end of July. It will contain two new indexes and a further expansion of the Wills index. We are grateful to our volunteer groups at both Staffordshire Record Office and Lichfield Record Office, without which this helpful website would not be possible.

The Staffordshire Weekly Sentinel newspaper published photographs of soldiers from the beginning of the Great War in August 1914. The photographs relate not only to those killed in action, but to the missing, wounded and prisoners. The index enables researchers to quickly locate and obtain copies of newspaper entries.

The index to Coroners' reports to the court of Quarter Sessions covers only a brief period (1850-1861), but it is significant as the Coroners' own records for the period have not survived. The reports were drawn up to justify the expenses claims that the Coroners submitted to the court.

The index to Lichfield Diocese wills is particularly popular with people tracing their roots not only in Staffordshire, but also in Derbyshire, Shropshire and Warwickshire. We have added a further 10 years-worth of names, so that it now runs from 1640 to 1770.

### ***Gateway to the Past Online Catalogue***

The online catalogue, "Gateway to the Past", continued to expand further during the year. 25,500 new catalogue entries were added to the database, as a result of the cataloguing of newly acquired accessions, back-cataloguing work and the continuing editing of legacy catalogues.

In addition, 550 "name authority records" (mini-biographies), mainly for nationally and locally significant people, and for authors on local history, were added to the catalogue.

All of this work is crucial in opening up information about collections held by the Archive Service.

### ***Joint Archive Service Website***

For many researchers our website, forming part of the County Council's website, is their first contact with the Archive Service. The site is highly-rated, receiving the highest possible 4-star rating from SOCITM (Society of Information Technology Management) in their annual audit.

During the course of the year, in addition to the general service information, the site has regularly updated to enable service users to remain up-to-date with the latest information on three major projects:

- development of the Archive and Heritage Service Vision
- the "Staffordshire Collection" Digitisation Project, and
- the Friends of the Staffordshire and Stoke on Trent Archive Service Tithe Map Digitisation Project

Overall visits to the Archive Service website have increased by 7.6% up to 74,912 and visits to the online catalogue, Gateway to the Past, also increased by 1.6% to 134,340. The rest of our online resources including websites such as the Staffordshire Name Indexes, Staffordshire Places and online exhibitions increased by 2.3% to 51,073.

**Social media**



During the last year we have drawn up a Digital Engagement Strategy for the service. We did this because of the huge range of options available to a service such as ours and a strategy helps us identify where best to put our resources. For the moment we have chosen to concentrate on growing our Facebook page and have begun to use Twitter. The aim is to increase engagement with the wider community and to find new ways for us to highlight our collections and the work that we do. So far we feel that this has gone very well, a notable successes so far being the ‘Christmas Truce’ letter which made the news nationally and internationally.



<p><b>Statistics</b></p> <p>Facebook Reach 46,189 (+167%)</p> <p>Twitter Impressions 120,500 (not measured previous year)</p>
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***Publications and Service Information***

Publications this year unsurprisingly featured both world wars quite highly, tying in with events held elsewhere in the service. A Brief Guide to Staffordshire’s War Memorials, was produced for sale at the Roadshow event and the WW1 Study Day and is now on sale in the Reading Room. This was developed from a guide originally published online, in response to requests for a “traditional” version that could be purchased. We also updated our older ‘Staffordshire at War’ Pack (WW2) to include some new material, and revised the ‘Staffordshire & the Great War’ Pack to tie in with the WW1 Centenary, again including some new material.



A new 'Music in the Archives' pack (along with a new mini-publication looking at organs in the archives) was also produced to tie in with a Reading Room showcase display.

### Using the Archive Service

This year we saw an overall reduction of 1.3% in the numbers of personal visitors to the Archive Service. This is a slowing down of the reduction compared to previous years and is still part of an ongoing trend across archive services as users continue to access material online.

The number of original documents consulted increased by 1.7% and the Archive Service compares well with other non-metropolitan services. It ranks 14 out of 59 services for the number of items produced per 1,000 population.

Reprographic services have shown increasing numbers of copies and orders. After a review of the charging for photography work we have seen orders triple. Purchase of daily photography permits has continued to grow. This shows the changing nature of research as users request copies/images from us to study later rather than carrying out all their research onsite. Research services saw a slight reduction in use due to the continued effect of the financial climate and availability of information online.

Online use of the Service has seen a mixed picture this year. Figures for visits to the main Service website where people can find out about visiting the service are down by about 8%. However visits to other online resources such as the Staffordshire Name Indexes site showed an increase of 13%. The online catalogue still has a high level of use ranking 7<sup>th</sup> out of 59 other comparable services in the CIPFA statistics based on per 1,000 population. Statistics for the use of the Service's online resources is provided at Appendix 1.

### Consulting Users and Partners

The Service surveyed its users as part of the national Public Services Quality Group user survey this year in August 2014 to measure customer satisfaction. The survey enables us to benchmark our performance against others, regionally and nationally, as well as analysing our own performance against key targets. The results this time indicated an overall 100% user satisfaction rate (on the basis of those rating our service either good or very good, the top two ratings), based on returns from 264 people surveyed during a period of three weeks across the Archive Service.

Headings have been changed since the previous PSQG survey in 2012. For the identical categories of service provision and delivery surveyed, the results were as follows:

Opening hours	80%
Physical access	98%
Visitor facilities	87%
Waiting time for production of original documents	99%
Microform facilities	95%
Copying services	96%
Quality of staff advice	100%
Friendliness and helpfulness of staff	100%

Across the service overall, these areas all show a pattern of improvement against the 2013/14 figures. The opening hours question, where disappointment with the reductions across the service dramatically skewed the results in 2012, saw the largest gains this time, up 11%. Although making the smallest gain, the increase from 99% to 100% in the final two categories, which reflect directly on staff attitude (and overall perception of the Service) was also particularly satisfying.

We were encouraged by the fact that the public remain supportive of our staff and service – with opinions such as “Thank you for such a well-planned system which enables us to make effective use of your resources”, “I travelled a fair distance to get here and got much more done than I thought possible. This was due to the considerable help given by the people working here” and “Excellent helpful staff and very knowledgeable. I work at the Sentinel and regularly send customers over here to use the archives. Very good service and I will tell others this as well”.

We can also identify from these surveys broad elements of economic benefit for our communities. So, of surveyed visitors, 7% paid for overnight accommodation, 20% visited other places of interest in the area and 13% ate out locally. There was also a strong write-in vote under “other” for shopping, a category not included in the main run of options this year, unfortunately. More than 60% of our visitors are local residents, but we should not underestimate the value of family history tourism reflected in the nearly 40% of our visits from the rest of the UK and overseas, while accepting that this will reduce as more of the family history sources that we hold become available online.

### **Complaints, comments, compliments**

During the year the Service received one complaint. The complaint concerned wording on the Staffordshire Name Indexes website about the provision of transcripts of documents. The wording was amended to make the definition of a transcript clearer. The Service also received two comments and 159 compliments.

The following examples speak for themselves:

*Many thanks for the very prompt and efficient service. The images have downloaded with no problem and are of great quality.*

*Many thanks for the reply to my recent request for information regarding my great grandmother in the Tamworth Union Workhouse. Your reply has more than confirmed that my research was correct and it has enabled me to understand so much more about the life of this poor lady.*

*I have omitted to say a very big thank you to you and the rest of the team for the excellent Road show day last Saturday. I have had nothing but praise for the whole event. The standard and content of the displays was truly professional.*

## Delivering access to a range of Learning, Recreational and Cultural activities for Staffordshire's people and communities

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### Events and Exhibitions

A noticeable shift this year has been an increased emphasis on using digital means to promote our events, this has proved very successful meaning we no longer have to mass produce fliers for each event.



Last year's Roadshow took place at Codsall with nearly 350 people in attendance and very positive feedback from the local community.

The **Staffordshire History Day** goes from strength the strength. The partnership with Keele University and the Centre for West Midlands History (University of Birmingham) means we can access a wide audience and delivers a series of interesting lectures. This year we had a fascinating talk on 'Staffordshire men at Agincourt' and another on 'Rediscovering Thomas Anson' as well as updates from the worlds of Archives, Museums and Archaeology.

In September we held a WWI Study Day **Remembering How Staffordshire Went to War** this was done with staff from across the Archive and Heritage Service as well as two community groups, Lev Wood, of the Blythe Bridge & Forsbrook Historical Society and Peter Chamberlain, from the Eccleshall Great War Project. It was a really interesting day and a new way for us to deliver a study day in partnership with community groups.

This year's Study Day held in partnership with the Victoria County History was **The Early Modern Village in Staffordshire**, a successful day taking us through the sources with examples of the types of employment people may have found in rural Staffordshire.

### Schools, higher education and adult learning

We continued to support the Keele Local History Certificate, which this year also included undergraduates from Keele which led to increased numbers on the course and meant for lively and interesting discussions. We have also held sessions for Birmingham City Universities 'Teacher Training' as well as a group from Stafford College. We have worked with three schools over the last year although this continues to be a difficult environment.



*Busy reading room full of enthusiastic students*

### **Research group**

Over the last year the Community Research Group has continued to work with Dr Nigel Tringham supporting his work on the next Victoria County History volume which will have Tamworth as its focus. The group have collected and researched original sources and looked in detail at occupations across the ages and a marathon exercise using the census data for Tamworth for a demographic exercise.

We have continued to support the Tamworth History Group which meets once a month at Tamworth Library. The meetings are friendly and relaxed affairs. Some people attend every session, others just pop in. The meetings alternate between those sharing their research and an invited guest speaker. Meetings have been on the topics of: the Library, Tamworth Castle and the Staffordshire Archive and Heritage Service facilities. The enthusiasm and pooled knowledge helps those who attend develop their own interests. The discoveries of Settlement papers at St Editha's as well as information on WW1 have been areas of exploration for members.



*Tamworth History Group at Tamworth Library*

## **Collections Management and Development**

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### **Accessions and Cataloguing**

The range of records deposited with the Joint Archive Service continues to reflect the many and varied aspects of life and work in the County and the City. A full list of the Annual Accessions for the calendar year 2014 is available on the Archive Service website.

This year 129 separate accessions were received from private and external official sources. Additionally we received 15 accessions from within the County Council. Although this is slight a drop in the total number of accessions normally received within an average

year, it by no means indicates a drop in the quantity. The total volume of all collections received across the service was 492 boxes or 14.76 cubic metres, an increase on last year. This figure is dominated by two very large accessions at Stoke on Trent: records of the City Council from various departments, and particularly the Michelin Archive (see below for further details).

Active collecting activity was further reflected by a total of 83 additional contacts from or to members of the public and local organisations holding records but where, as yet, no records have been deposited, or where people have been referred to different repositories. This is a slight rise from the previous year. Taken together with the number of accessions received, this amounts to a total of 212 approaches or contacts concerning collections for the year, from external sources.

We have continued to put as much resource into cataloguing as possible because, without it, the public cannot access the collections in our care. The two very large collections mentioned above have affected our normal cataloguing percentages. Cataloguing of the Michelin collection will be progressed during a separate project involving staff and volunteers. Excluding that collection, we achieved 34.28% (in terms of volume) of newly deposited collections across the Service being fully catalogued. This year has also been notable for the large quantity of material that had to be appraised and extracted prior to final accessioning and cataloguing. This accounts for a huge additional 21 cubic metres (700 boxes) which has been appraised during the year, a very time-consuming process, which gives a percentage of total material catalogued or weeded as 67%. Additionally we have put a basic summary of most other uncatalogued new accessions into our online catalogue, as standard practice, so that the public can be made aware of them.

The year's cataloguing figure balanced against the total material received shows an overall improvement in the proportion of archives with either a full or partial finding aid online to 92.31% across the Service, compared to 91.19% last year, showing that cataloguing of new and older collections plus the inputting of old paper lists has kept up with the quantity of new accessions.

### **Manorial Documents Register Project**

The Manorial Documents Register Project, funded by The National Archives, was completed in March 2015. It was led by Project Archivist Sarah Charlton, who had previous experience of similar projects in other counties.

The project included a number of different strands of work:

- Identification of manors, and rejection of "reputed manors" for which there is insufficient evidence. 295 manors in 139 parishes were proved, while a further 115 reputed manors were unproven.
- Creation of "authority records" for manors, detailing the evidence for their status as manors and their administrative history. 410 manor authority records were created for both proven and unproven manors.
- Listing of surviving records for each of the manors in standard form. Records have been identified for 235 manors, and the database now includes 5,437 entries, more than double the number of entries on the old register.
- Running events to publicise the Manorial Documents Register to local and family historians and the wider community, once the other work has been completed.



During the course of the project Sarah gave three talks to interested groups, and following its completion ran a workshop on using manorial documents.

Sarah was very ably assisted by nine volunteers in various of these tasks, though principally in the detailed listing of manorial records.

One item of particular note is what may well be the earliest record to be included in the Manorial Documents Register – a survey of the manors owned by Burton Abbey, which dates from between 1114 and 1128, including information extracted from Domesday Book, written in the same script.

### **Staffordshire Record Office accessions**

We have continued to receive the usual wide variety of records reflecting all aspects of Staffordshire life. This year has seen a wide range of material type across all accessions.

The Charity Commission has been transferring items that belonged to former local charities. The highlights of the latest accession (7351) are a vestry minute book for Cheddleton parish dated 1820-1883, a large and very detailed Inquisition into charity lands at Church Eaton dated 1639 (before a sworn jury of "good and lawful men" of Staffordshire), a will relating to Sheen Free School in the 18<sup>th</sup> century, and two church record books for Tamworth Baptist Chapel 1797-1864 including a rare register of births and namings of children. Other charity records have come from Barton-under-Needwood including records of "garden allotments", the rents for which were distributed to the poor (D7383).

We have taken in old clients' papers from Gardners solicitors of Rugeley, consisting of title deeds and personal legal documents (D7378). Some of the deeds date back to the 17<sup>th</sup> century, while the personal items range between probate matters, small business agreements, and adoption.

Other title deeds this year relate to lands in Cheadle, Tamworth, Great Wyrley, Marchington, and Tillington (D7355, D7392, 7373, 7389 and D7365 respectively). The Great Wyrley deeds include a will bequeathing a set of tea-making "equipage" in 1798. We also received a curious agreement in which an "expensive and burthensome" woman has been forced to surrender the lease of her cottage to the overseers of Maer in 1778 (7391).

We have received two primary school collections: admission registers for Henry Chadwick School in Mavesyn Ridware, 1915-1997 (D7360), and various records for Rushton Spencer including log books, admission registers and photographs, 1876-2001 (D7398), the latter admissions including notes about war service and evacuees. Records of the Rushton and Horton "home-coming" gift to WWII service personnel are also preserved in this school collection, listing names and units in which local people served.

Also relating to the wars, we received a set of family papers which included recipes and food information from a cookery teacher in WWI, and material about buildings used for war and emergency purposes in WWII (7376).

Two former County asylums are represented across three accessions of records: 1940s staff records for Burntwood, which during the Second World War was a vast Emergency Hospital with nearly 900 staff (7370); for St George's in Stafford we have two further casebooks which have undergone conservation work (7369), and miscellaneous administrative records including items relating to WWI service patients, WWII air-raid precautions, and an activities scrapbook from the 1980s (D7386). The latter accession also includes some miscellaneous items from the former Stone workhouse including WWI dietary tables.



Nineteenth century Anglican parish registers have continued to be deposited by local churches, from Biddulph Moor, Croxden, Denstone, Kings Bromley and Newborough (D7371, D7205, D7366, D7367 and D7368 respectively). We also took in a copy of the Wombourne tithe map and award (D7372), and a large collection from the Cannock Team of Churches (D7394). Nonconformist churches were represented by additional deposits for the Staffordshire District of the United Reformed Church (D7356), Armitage Congregational (later URC) chapel, Weston Methodist Church (D7387), and the Quakers (D7396).

We continue to be grateful to local historical societies who facilitate deposits. This year we received local deeds through Great Wyrley History Society (7373), hospital staff records (as above) from Burntwood Chase Heritage Group, Cheadle mining drawings from Blythe Bridge, Forsbrook and Dilhorne History Society (D7395), recent minutes from Staffordshire Archaeology and History Society (7400), and from Betley History Society we took in letters written by Thomas Fletcher Twemlow to his mother at Betley Court, 1840-1842 (7402).

As usual, the interesting oddities that appear continue to surprise us. This year we have taken in a 1916 pamphlet "How to rear a baby" (7382), a letter about a Russian snuff-box previously owned by Emperor Alexander I of Russia in 1814, a friend of Sir Charles Bagot (D7350), and a group of very miscellaneous items including a Christmas goose, a dog

cart, and a barrel of bees (7374). Perhaps the most curious are papers illustrating the early years of NHS dentistry, including claims for lost or damaged false teeth with detailed letters of explanation about house fires and various accidents (7361), which were found in a shop attic in Stafford during renovation.

### Staffordshire County Council accessions

County Council accessions this year included minutes of various committees, school governors' minutes and the new sealed Rights of Way documents. The most exciting official accession was for the Police Collection, a 'defaulters register' which records the misdemeanours of Police Officers, 1904-1923, and the punishments they were given. The majority of offences were drink-related, including a case of dismissal for an officer suffering from delirium tremens and another officer passing water in the mess room fire grate (surely drink related?). As the volume covers 1914-1918 a number of wartime issues arise such as theft of food from a Military Camp, supplying beer to a soldier, insulting a lady tram conductor, and black marketeering.

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Date	No. of report	Rank	Class	Name	Dist	Matters of Offence	Name of Officer reporting	Decision
	38	PC	1	Smith, Geo. M <sup>20</sup>	B	Unsatisfactory transactn over a pump.		To be removed at his own cost.
Nov 30	39	PC	1	Jagg, Fred. M <sup>20</sup> Woolley	A	Absent from a Conference point	Parsons, John Sergeant	Fined 10/- 30. 11. 15
Dec 1	40	PC	3	Rowne, Alfred Keele	B	Drunk on duty	29 Nov 15 Morris, John Sergeant	Fined 7/6 1. 12. 15
Dec 20	41	PC	1	Evans Ernest James Metcher	A	Driving insulting language to a Lady Tram Conductor Dec 18	Bloor, Samuel Sergeant	Fined 5/- to be removed 20. 12. 15
Dec 24	42	PC	1	Ankers, Will. H <sup>20</sup> Gadecy Hall	A	Drinking in a Public House	15 Dec 15 Johnson James Superintendent	Fined 5/- 24. 12. 15
Dec 28	43	PC	1	Nice, Albert Creston	C	Drunk in his house when he should have been on duty	24 Dec 15 Ladner, R. J. Sergeant	Fined 7/6 28/ 12. 15
Dec 29	44	PC	1	Dandy John Smallhouse	C	Using provocative language to his Sergeant	25 Dec 15 Owen Charles Sergeant	Fined 5/- to be removed 29. 12. 15

This volume compliments an earlier register which is indexed on the Staffordshire Name Indexes website. The new volume has now been indexed and will be added to the Name Indexes website in 2015.

### Lichfield Record Office

Lichfield Record Office received a wide range of records this year, from sources old and new. The Diocese and specifically the Diocesan Registry has always been the prime source for deposit of records in Lichfield. This year, we took in recent Consistory court registers 1962 to 1997 and episcopal register 1988 to 1994 both the most recent examples in long runs of records, stretching back to 1524 and 1296 respectively. We also accepted minutes and closure files from the diocesan Redundant Churches Uses Committee 1988



to 2006 and further diocesan Pastoral Committee minutes for archdeaconries 1992 to 2009.

Education records were well represented this year too. The diocese celebrated in 2011 the 200<sup>th</sup> anniversary of the creation of the National Society for Promoting Religious Education which aimed to provide schools for poor children by founding a church school in every parish. A project invited current diocesan church schools to create a school log and the results for 49 schools from Bilbrook to Yoxall are now deposited with us.

From one specific school, Lichfield St Michaels CE school this year deposited its old school log books from 1869 onwards and admission registers from 1904, a key record for looking at the life and activity within a local community.

Local clubs and societies are still a fruitful source of deposits. In the case of Lichfield Festival, we received additional records from 2008 onwards, adding to sequences of records already held. St Johns Lodge of Lichfield, which had previously deposited records from the current Lodge (no 1039, starting in 1864) found earlier volumes for a previous incarnation of the lodge from 1833 (no 431) and deposited those too.

Finally, from a private collector in Oxfordshire, we received a gift of papers (built up by purchase at auctions and from a dealer), largely title deeds, relating to the estates in and near Lichfield formerly belonging to the family of Dr John Floyer, the 17<sup>th</sup> century medical pioneer, who introduced the practice of pulse rate measurement and worked in Lichfield, and his descendants.



## Stoke on Trent City Archives

### New Accessions:

The past year has seen a marked increase in the accessioning of local business records at Stoke-on-Trent City Archives. We have added many records relating to the pottery industry to our holdings, such as further records of the British Ceramics Confederation and predecessor bodies Collection (SD 1671). We have also received the Research papers, correspondence, photographs and slides of K. David Richardson relating to G. F. Bowers and Co. (pottery manufacturer), Tunstall, 1970s to 1990s (SD 1675); a trade Catalogue for Thomas Dean and Sons Ltd., Potters of Black Works, High Street, Tunstall, circa 1937 to circa 1947 (SD 1681); and a Trade Catalogue for Barker Brothers Limited, Meir Works, Longton (manufacturers of China and Earthenware), circa 1922 (SD 1697).

In October we received an unusual item, a Pottery Turner's Album, dating between 1890 and 1892 (SD 1684/1), we hold very few records of turners so it is an interesting addition to our holdings. A basic definition of a turner's role in the pottery production process is to turn the dried clay ware to the required outline before firing. This volume was William Millward's personal Pattern Book/Album; he was employed as a turner at the Doulton Factory in Burslem. He used this volume as a reference, to record measurements for items he had worked on as well ideas for new products, variations and improvements. It contains

printed and hand drawn shapes for a whole array of items, everything from vases and jardinières to milk warmers, teapots and toilet ware. This large volume was in a very fragile state when it arrived with us, but thanks to the skilful work of Archive Service's Conservation Team it is now available for consultation. The work of the Conservation Team on this volume was reported as several Conservation Face Book posts.



Pottery Turner's Album, 1890-1892 (SD 1684/1) before and after conservation work.

We have purchased a very attractive Pattern Book of Art Deco pottery (SD 1685) dating between 1936 and 1939, but we have been unable to identify the factory from which it originated, all we have been able to establish is that it would have been produced by a substantial company as they produced hotel ware, badged ware and for home and export markets. Another purchase included two more pattern books, a Samuel Alcock and Co. Pattern Book and a further unidentified pattern book (SD 1687), from the collection of the noted ceramic historian Geoffrey Godden.

Moving forward in time to the Second World War, we were pleased to receive a Plan of Messrs. Booths Ltd., Tunstall Amended Scheme of Air Raid Shelters, produced by Ford and Slater Architects, Burslem dated 1939 (SD 1679); and also 'The Adventures of a Nobody in the WAAF, 1941-1946' by Jean Butler (nee Wright) and family history of the Wright family (SD 1691), it is a war time account of a Potteries girl who began her war work distributing gas masks in Newcastle-under-Lyme, working in a canteen serving soldiers tea and as a bank clerk in the Clearing House of Banks which had been evacuated from London to Trentham Hall; she then joined the WAAF, eventually becoming a Cypher Officer. This account documents her wartime experiences in North Staffordshire, Scotland, Cornwall, Manchester, the Wirral, Egypt and Cyprus.

#### **Michelin Collection (SD 1680) and Michelin Volunteer Project:**

Throughout the year the Archives worked closely with the Heritage manager at Michelin Tyre plc to arrange and package the extensive records of the British branch of the company onsite at the factory. This work culminated in December 2014 with the deposit of the archive at the City Archives. The highlights of the collection are the Michelin guides and maps, the company magazine Bibendum and thousands of photographs the factory site, apprentices, retirements and events. A volunteer group consisting of former and current Michelin employees have just begun listing and indexing this material. We intend that this is the beginning of an enduring relationship with the company, which has many

links into the social, sporting and industrial history of the city. We hope it will also serve as a model for future collaborations with archive holders around the county.



City Archivist Chris Latimer and Corporate Image Specialist & UK Heritage Manager Christine Reynolds with an item from the Michelin Collection.

## Cataloguing Progress

### Embedding new practices

The new approach to meeting backlog targets by obtaining grants and training volunteers to assist professional staff is now embedded and continues to yield results.

Archive Service professional staff continue to coordinate work on the Bradford Collection and catalogue sections which demand professional skills and knowledge. This year a further 1,239 new catalogue entries were added to Gateway to the Past, mainly manorial records to tie in with the Staffordshire Manorial Documents Register project. The collection now has over 13,000 entries online with a further 6,000 draft entries in preparation. Our success in attracting grant funding for this large collection helped us to gain a further grant from the Clothworkers Guild for conservation work.



Volunteers and the Bradford Collection: This year Dorothy Lloyd has done sterling work in identifying the family photographs of people and places, which will enable us to add them to the catalogue more quickly. June Ellis continues to transcribe the family letters, including the Waterloo letters, which she helped to advertise locally. A group of volunteers from Weston Park visited the Record Office in November, including Joy Pownall, who is

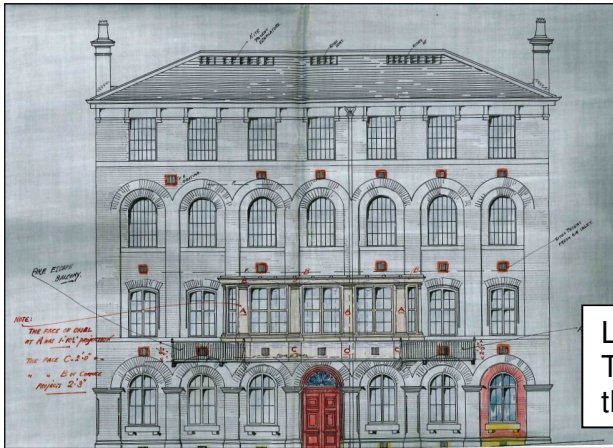
now indexing servants' wages books. We continue to liaise with the Weston Park Foundation regarding staff development and research.

### New approach enables students to contribute to backlog reduction

For the first time this year we have trained students on placements in the use of CALM cataloguing software in order to save staff time in importing and editing their work. While time-consuming initially, the trials showed that for long placements this is time-efficient and we plan to roll the training out with selected volunteers next year. Straightforward



collections in the backlog have been identified as suitable projects and some 790 descriptions of building plans from the district council collections have been added to the catalogue with the help of students from Keele and Staffordshire Universities. The example of this work will be used in framing our application for another cataloguing grant next year.



Leek Liberal Club by Larnier Sugden. The floor plans show social rooms and the club's own print works.

In all, including the work on the Agents of Change Project, the backlog has been reduced by 12% with 6,417 catalogue entries added to Gateway to the Past.

Preparation is underway for two new grant applications: the first to the Wellcome Trust, a potential new source of funding for the Archive Service in April; and the second to the National Cataloguing Grants Programme in May.

### Potteries Pre-Federation Local Authority Records Cataloguing Project

A catalogue listing the Potteries Pre-Federation Local Authority records (SA/LG) is now available on our on-line catalogue Gateway to the Past thanks to the dedicated work of volunteer Becci Rushton with the assistance of archivist Louise Ferriday. These are the records of the local authorities of Tunstall, Burslem, Hanley, Stoke-upon-Trent, Fenton; Longton and Smallthorne. Many of these records are the only surviving contemporary chronological account of the development and improvements made in what is now the City of Stoke-on-Trent from the mid-19<sup>th</sup> century to the early 20<sup>th</sup> century; they also tell us about buildings and institutions that are often long gone. These early local authorities (which include the Commissioners, Local Boards of Health, Burial Boards, and Borough and District Councils) started with few powers but by 1910 were responsible for everything from collecting rates to sanitation (including the control of contagious diseases), the generation and distribution of electricity to the City, dealing with burials resulting in the opening of civil cemeteries, firefighting and policing (in the form of Watch Committees).

### Services to the County Council and other Public Bodies

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

indexing of deeds of new properties and other legal documents; the identification and retrieval of deeds and other records for officers in the County Council for day to day business activity; and provision for the ongoing security of the County Council's legal documents.

Figures for the previous year, 2012/2013, are given in brackets.

Number of deed packets retrieved and issued 1,214 (1,223)

Number of new deed packets accessioned and indexed 595 (468)

Number of requests for information from deeds and minutes taking more than 15 minutes: 13 (19)

Volumes of SCC committee minutes catalogued 14 (40)

Sets of School Governors' minutes catalogued 338 (139)

Under the Public Records Acts, the County Archive Service provides a storage and retrieval service for the Staffordshire magistrates' courts and the two HM Coroners in the county. In the course of the year, there were 12 (2) individual retrieval requests for previous conviction information from the Stoke-on-Trent Justices Clerks Office.

## Preservation and Conservation

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The Conservation Section completed a very productive and varied programme of conservation work for the year.

### Conservation

The conservation team deliver a programme of work across the three offices in the Archive Service and also the William Salt Library. As part of the Staffordshire Record Office programme there are two specific collections being worked on to support current and past grant funded projects:

- **Sutherland Collection Conservation Programme.** This is the second year working of on the map collection. 46 maps were treated, being cleaned, flattened, lined and infilled in missing areas as required. To improve their long term preservation and to aid access, all were stored hanging in map cabinets.
- **Bradford Collection Conservation Programme.** The Bradford programme has received a considerable boost from the Conservation Internship. It is designed to give training and experience in both theory and practice of conservation to archive collections and our intern Jenny Snowdon started in September 2014. She is an MA graduate in conservation from the University of the Arts London, specialising in archive material. She worked for nine months at the National Archive before coming to Staffordshire Archive Service. The first few months saw intensive training for Jenny from our Senior Conservator on the treatment of parchment and paper based documents and archival book bindings.



Jenny is now competent in most forms of treatment and is making good progress on some of the most badly damaged items in the collection with the purpose of making them accessible to users of the Archive Service. She has made a significant contribution to the number of items treated by the conservation section over the six months she has been with us. She is also conducting a box by box preservation survey of the collection, this will be an invaluable tool to help inform our conservation and preservation programmes in the coming years.

- **Stoke on Trent City Archives Conservation Programme.** A wide variety of material has been conserved this year including, maps, plans and volumes including an important Throwers pattern book from the late 1800's.

### Exhibitions and outreach

Both conservators have worked with archivists to mount and prepare several exhibitions throughout the year:

- Displays produced of the original Congreve WWI 'Truce letter' for SRO Reading Room, also facsimile copies of the letter for both The National memorial Arboretum and for Stowe-by-Chartley Church.
- For County Buildings; 'A Revolution in Roads' and 'Staffordshire Remembers' (WWI).
- For Staffordshire Record Office Reading Room The Fauld Explosion (WWII), Music in the Archives.

The conservators also provided the popular papermaking activity at the Roadshow in Codsall.

### Conservation statistics

Paper leaves treated	1805
Parchment membranes repaired	31
Maps and Plans repaired and bound	81
Volumes Bound	27
Items mounted for Exhibition	93
Items encapsulated and laminated	200
Miscellaneous items treated	44
Seals	3

### Developing skills in the conservation field

The Senior Conservator is an instructor on the Archives and Records Association training scheme for Conservators.

- April 2014, under the ARA training scheme for Conservators, Tony King from Essex Archive Service, received one week training in 'Book Conservation'.



- August and September 2014 Margaret Brooks from Pembrokeshire Archive Service, received four weeks training in Paper Conservation.
- August 2014, the Senior Conservator gave a presentation on 'Ethical challenges in the treatment and binding of archival volumes', to the annual conference of The Archives and Records Society.
- September 2014, both Conservators gave a one day training session to Yuki Russell of Norfolk Record Office on the treatment of Iron Gall Inks.
- September 2014 saw the start of the internship programme for conservation of the Bradford collection, training was given to Jenny Snowdon on parchment and paper conservation.

## Conclusion

The Archive Service has had a very busy year and some challenging projects. It has continued to harness the support the volunteers can offer to enhance the work that the Service can achieve. A new approach continues to be used to tackle the backlog of uncatalogued collections using a mixture of professional supervision, grant funding and volunteer support.

The Staffordshire Appeals project has attracted a large number of new volunteers to the Service who are delivering a wider range of activities than originally envisaged with the project. The launch of nearly three million archive records online with Find My Past was a really significant step for future access to popular family history records.

Developing the new vision was a very significant piece of work which will set the direction for the future. The Service has started to re-examine the way it works with partners to move towards 'Active Partnership' where volunteers, groups, Friends and users are involved in developing and delivering aspects of the Service. Despite the setback on the first HLF bid in 2014 there is now renewed vigour around the project and, most importantly, many more groups involved in creating the vision and appraising the options for delivery. In December 2015 a new bid will be submitted which will hopefully succeed in 2016.

**Joanna Terry**  
**Head of Archives & Heritage, June 2015**

## Appendices

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1. Public service statistics, local performance indicators and charter targets, 2014/2015
2. Statistics for use of online resources, 2014-2015
3. Acknowledgements

**Part 1**  
**Public Service Statistics – Financial Year 2014 /2015 (2013/2014 in brackets)**

	<b>STAFFORD</b>	<b>LICHFIELD</b>	<b>STOKE</b>	<b>BURTON</b>	<b>TOTAL</b>
<b>PERSONAL USE OF ARCHIVE SERVICE</b>					
Total number of individual visits	6,490 (7,309)	2,558 (3,331)	3,171 (3,651)	262 (334)	12,481 (14,625)
Total number of new registrations and renewed registrations	615 (751) 201 (241)	235 (307) 145 (130)	124 (161) 94 (111)	N/A N/A	974 (1,219) 440 (482)
Total number of documents produced	11,397 (12,578)	7,516 (10,537)	1,349 (1,550)	N/A	20,262 (24,665)
Total number of Ordnance Survey maps produced for consultation	1,541 (1,801)	Not applicable	452 (828)	26 (9)	2,019 (2,638)
Total number of local studies items produced for consultation	Not applicable	Not applicable	1,766 (2,089)	162 (288)	1,928 (2,377)
Total number of microfilms/ fiches/CDRoms consulted	10,251 (16,071)	1,284 (3,095)	12,716 (18,794)	652 (836)	24,903 (38,796)

Annual Report 2014-2015

**DISTANCE USE OF ARCHIVE SERVICE**

Total number of postal enquiries	129 (184)	44 (52)	22 (21)	N/A	195 (257)
Total number of email enquiries	2,054 (2,315)	1,051 (1,111)	601 (758)	N/A	3,706 (4,184)
Total number of telephone enquiries	2,716 (3,251)	1,371 (1,805)	1,566 (1,773)	Not recorded	5,653 (6,829)

**REPROGRAPHICS SERVICES**

Total number of photocopies/microprints supplied and total number of orders (including scanning)	1,395 (2,634)	6,776 (6,900)	458 (219)	N/A	8,629 (9,753)
Total number of duplicate fiche supplied and total number of orders	400 (480)	744 (750)	83 (77)		1,227 (1,307)
Total number of duplicate fiche supplied	52 (1,341)	Not applicable	Not applicable	N/A	52 (1,341)
and total number of orders	1 (15)	Not applicable	Not applicable		1 (15)
Total number of photographic orders	100 (77)	Not applicable	Not applicable	N/A	100 (77)
Total number of annual photographic permits issued	12 (14)	7 (7)	3 (2)	N/A	22 (23)
Total number of daily photographic permits issued	270 (261)	153 (168)	30 (36)	N/A	453 (465)
Total number of self-service microprints	1,136 (1,062)	430 (430)	N/A (N/A)	N/A	1,492 (1,492)

Annual Report 2014-2015

**RESEARCH SERVICES**

Total hours of research for the public and total number of orders	162.75 (194)	62 (94.5)	11.75 (13)	N/A	236.5 (301.5)
	262 (228)	94 (104)	11 (6)		367 (338)

**ONLINE USE OF ARCHIVE SERVICE**

Total number of webpage visitor sessions	Not applicable	Not applicable	Not applicable	N/A	74,912 (69,614)
Total number of visitor sessions to online catalogue	Not applicable	Not applicable	Not applicable	N/A	134,340 (132,230)
Total number of visitor sessions Staffordshire Places website	Not applicable	Not applicable	Not applicable	N/A	19,682 (16,446)
Total number of visitor sessions on Staffordshire Name Indexes website	Not applicable	Not applicable	Not applicable	N/A	21,442 (23,068)

**Find My Past**

Number of users who viewed a Staffordshire record					36,761
Number of Staffordshire records viewed.					705, 562

**OUTREACH ACTIVITY**

Total number of attendees at Archive Service events	Not applicable	Not applicable	Not applicable	N/A	3,709 (3,693)
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Total number of volunteer hours

N/A

7,429  
(6,266)

**Part 2**

**Performance Monitoring against Charter Targets– Financial Year 2014/2015 (2013/2014 in brackets)**

		<b>STAFFORD</b>	<b>LICHFIELD</b>	<b>STOKE</b>	<b>BURTON</b>
Postal / email enquiries (simple)	Reply within 5 working days	100% (100%)	99% (100%)	98% (98%)	N/A
Postal / email enquiries (complex)	Reply within 20 working days	100% (100%)	100% (100%)	100% (100%)	N/A
Photocopy orders	Reply within 8 working days at Stafford Reply within 6 working days at Stoke Reply within 8 working days at Lichfield	100% (100%)	93% (88%)	100% (100%)	N/A
Document production	Within 20 minutes	99% (99%)	95.4% (95.3%)	100% (100%)	N/A
Accession receipts	Sent out within 12 days	100% (97%)	95% (96%)	100% (100%)	N/A



## Archive Service Local Performance Indicators 2014/2015

Local performance indicator	Outturn 2013/2014	Target 2015/2016	Outturn 2014/2015
<b>Use of Archive Service</b>			
1. Usages of the Archive Service - Personal visits - Online visits - Email, postal and telephone enquiries and orders	282,991	320,000	334,193
<b>Engagement with the Archive Service</b>			
2. Attendances at - Events and celebrations - Talks by our staff - Educational and community group visits to our offices	3,693	3,500	3,709
3. Number of volunteer hours	6,266	7,000	7,429
<b>Customer satisfaction</b>			
4. Percentage of users expressing satisfaction with overall services and facilities (= very good/good survey marks)	99%	99%	100%
<b>Collecting activity</b>			
5. New archival collections and unconcluded negotiations with donors or depositors	222	220	212

## Acknowledgements

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Without the support, dedication and sheer hard work of our staff and volunteers the Archive Service could not deliver such a wide range of work all towards the aim of bringing archives to the widest audience possible. The support from members of the Joint Archive Committee is also very much appreciated. I would like to thank everyone for their contribution in 2014-2015.

### Staff

Staffordshire Record Office: Matthew Blake, Sarah Charlton, Rachael Cooksey, Ben Cunliffe, Hannah Dale, Howard Dixon, Andrew George, Tim Groom, Cara Hughes, Rebecca Jackson, Beryl Jones, Sue Lynch, Catherine Nichols, Richard Nichols, Julie O'Neill, Marie Rayson, Jenny Snowden, Liz Street, Bev Sutherland.

Lichfield Record Office: Sue Bates-Hird, Kevin Briggs, Anita Caithness, Jenny Lewis, Henrietta Martinez, Joanne Peck.

Stoke on Trent City Archives: Liz Cooper, Louise Ferriday, Chris Latimer, Moira Lewis, Mandy Pover.

William Salt Library: Dominic Farr.

### Volunteers (118)

Phil Adams, Judy Aston, Georgina Atterbury, John Babb, Kerry Baily, Gerry Barton, Margaret Beard, Bethan Beauchamp, Becky Colclough, Lauren Bedford, Richard Benerfer, David Brass, Jan Bray, James Brough, Patrick Brough, Pat Brown, Ann Bugge, Quentin Butler, Margaret Butters, Mary Carpenter, Andy Carver, Adrian Chetwynd-Talbot, Val Cooper, Douglas Crump, Jenny Crump, Hannah Dale, Martin Elkes, Nesta Farrow, Ann Fisher, Betty Fox, Val Gannon, Callum Gater, Judith Gilbert, Sue Gregory, Jim Hadlow, Samantha Handley, Claire Hannon, Chris Hassall, Sandra Hassall, Kay Hay, Christine Hill, Diana Hill, Caroline Hillman, Diane Hitchcock, Val Hollins, Barbara Hughes, Ruth Humphreys, Emily Huxley, Sonia Johnson, Bob Jones, Graham Jones, Lesley Jones, Vicki Justin, Lauren Kay, Nicola Kent, John King, Janet Kisz, Randle Knight, Susan Large, Barry Laver, Mary Leather, John Leech, Martin Livette, Dorothy Lloyd, Matthew Lord, Di Lote, Julia McBride, Charlotte McDermott, Paul Meller, Christine Millard, Christine Miller, Alison Mitchell, Irene Moir, Mavis Moore, Linda Moseley, Ben Murphy, Kathy Niblett, Christine Norman, Lyn Norman, Neil Norman, Roger Osborn, Wendy Osei-Annor, Denise Peel, Mary Phillips, Adam Pover, Joy Pownall, Liz Preedy, David Prescott, David Price, Glenys Richards, Ceris Roberts, Dave Rogers, Sue Rowley, Becci Rushton, Ruth Shaw, Rose Sawyers, Matthew Sharman, Jacqui Simkins, Allison Smith, Stephen Smith, Norma Squire, Charlotte Stafford, Margaret Strachan, Ann Sumner, Jim Sutton, Jan Tasker, Wendy Thain, Tom Thornton, Richard Totty, Penny Twibill, Anne Wenlock, Alex Whewall, Heather Wilhelms, Ray Wilson, Vicky Wood, Barry Woodside, Pam Woolliscroft, Natasha Yardley.

### Friends of the Archive Service (FoSSA)

Our thanks to the committee and members for their support throughout the year: Paul Anderton, Dianne Barre, Faith Cleverdon, Andrew Dobraszczyc, Sue Gregory, Val Gannon, Malcolm Price, Glenys Richards, Pam Sambrook, Jim Sutton, Richard Totty.

The Friends launched a fundraising campaign last October to digitise the Staffordshire Tithe maps and so far have raised over £5,500 towards the £20,000 target. Sue Gregory and Richard Totty also represented the Friends at project meetings and workshops to develop a new vision for the Archive and Heritage Service.

**Joint Archive Committee 2014-2015**

Elected members of Staffordshire County Council: Mr Mike Lawrence (Vice-Chair), Mr Ben Adams (Vice-Chair), Mr Ian Parry, Mr Michael Greatorex,(Observer), Mr Mike Davies (Observer).  
Substitute members: Mr Mike Lawrence, Mr Mark Winnington

Elected members of Stoke on Trent City Council: Ms Joy Garner (Chair), Ms Olwen Hamer (Chair).  
Substitute member: Mr Adrian Knapper

<b>Local Members Interest</b>
N/A

## Staffordshire and Stoke-on-Trent Joint Archives Committee – 16 July 2015

### JOINT ARCHIVE SERVICE – FINAL OUTTURN 2014/15

Joint Report of the Acting Director for Place (Staffordshire County Council) and the Director of Adult and Neighbourhood Services (Stoke on Trent City Council)

#### **1. Purpose of Report**

- 1.1 That this report informing the Committee on the final net revenue outturn for the Joint Archive Service for 2014/15 is received and noted.
- 1.2 That the annual Small Bodies return is signed, when approved.

#### **2. Summary**

- 2.1 The final net revenue outturn for the Joint Archive Service is an overall underspend of £20,706 at the end of the 2014/15 financial year. The current balance on the General Reserve is £120,655 which includes the 2014/15 underspend.
- 2.2 The Archive Acquisition Reserve has recently purchased the Geoffrey Godden Collection for £4,800 and now currently holds a balance of £57,542 for the purchase of new collections.

#### **3. Recommendations**

- 3.1 That the report be received and accepted.

#### **4. Final Net Revenue Outturn 2014/15**

- 4.1 The final net revenue outturn for the Joint Archives Service is set out in Appendix 2 attached. The Service's overall net spend was £661,544 compared to the approved net revenue budget of £682,250 which produced an overall underspend of £20,706 (a £13,686 underspend was previously reported to the March Archives Joint Committee). This underspend has since been transferred to the General Reserve.
- 4.2 Core Services budget nominally overspent by £4,520 in 2014/15. This overspend was primarily due to additional costs shown against supplies and services which has been partially offset by small savings achieved across transport and training costs, plus a small surplus on miscellaneous income. This overspend is due to the recent £4,800 purchase of the Geoffrey Godden Collection for the City of Stoke on Trent Archives where the initial purchase cost of the Collection is charged to the revenue account, but then funded from the Joint Archives Acquisition Reserve at the year end when balances are transferred.

- 4.3 Staffordshire County Council achieved an overall underspend of £15,528 against its budget. This underspend was achieved from savings on both staffing costs and the supplies and services budgets offsetting a nominal £2,000 income shortfall on fees and charges.
- 4.4 The City Council underspent its budget by £9,698 in 2014/15. This underspend was achieved by small savings across staffing, training; supplies & services and travel budgets which were partially offset a shortfall of fees & charges income of £2,000.

## **5. Reserves**

- 5.1 There are currently two reserves held by the Joint Archives Service, these being the General Reserve and the Archive Acquisition Reserve.
- 5.2 The General Reserve now has a balance of £120,655 as shown in Appendix 3 which is inclusive of the 2014/15 underspend of £20,706.
- 5.3 There is currently a balance of £57,542 on the second Reserve, the Archive Acquisition Reserve following the recent purchase of the Geoffrey Godden Collection for the City of Stoke on Trent Archives for a discounted price of £4,800.

## **6. The Small Bodies Return**

- 6.1 The Joint Archives Committee is required to complete a 2014/15 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 Joint Committee Chair to sign, when approved.
- 6.2 It should be noted that this is the final year that the annual Small Bodies in England return has to be completed by the Joint Committee.
- 6.3 From 1<sup>st</sup> April 2015, the new Local Audit and Accountability Act 2014 means that Joint Committees will no longer be required to have their accounts separately prepared and audited. Government have made this change as the appropriate parts of the financial results of Joint Committees are reported in the accounts of their constituent bodies and so are audited by auditors appointed by those local bodies.

## **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.

## **Appendix 1**

### **Equalities implications:**

No significant implications.

### **Legal implications:**

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

### **Resource and Value for money implications:**

The Joint Agreement budget is monitored regularly throughout the year.

### **Risk Implications:**

No significant implications.

### **Climate Change Implications:**

No significant implications.

### **Health Impact Assessment screening:**

No significant implications.

### **Report author:**

Author's Name: John Broad, Senior Finance Business Partner

Telephone No: (01785) 854861

Room Number: Staffordshire Place 2, Floor 2

### **List of Background Papers:**

Joint and other Archive Services 2014/15 files





Joint Archives Service  
Outturn Position 2014-15

	Core Services		Staffordshire County Sites and Public Services		Stoke City Sites and Public Services		Total for service	
	Current Estimate 2014/15 £	Outturn 2014/15 £	Current Estimate 2014/15 £	Outturn 2014/15 £	Current Estimate 2014/15 £	Outturn 2014/15 £	Current Estimate 2014/15 £	Outturn 2014/15 £
<b>Expenditure</b>								
Employees	344,890	344,794	232,370	223,211	95,070	86,737	672,330	654,742
Training	1,200	565	0	0	870	0	2,070	565
Transport	1,900	642	200	238	300	63	2,400	943
Supplies and Services	5,740	12,399	28,070	19,660	19,150	16,620	52,960	48,679
<b>Total Expenditure</b>	<b>353,730</b>	<b>358,400</b>	<b>260,640</b>	<b>243,109</b>	<b>115,390</b>	<b>103,420</b>	<b>729,760</b>	<b>704,929</b>
<b>Income</b>								
Grants & Reimbursements							0	0
Sales			11,980	13,585			11,980	13,585
Fees & Charges			19,440	16,134	6,190	3,918	25,630	20,052
Miscellaneous	2,960	3,110	6,940	6,638			9,900	9,748
Transfers from reserve							0	0
<b>Total Income</b>	<b>2,960</b>	<b>3,110</b>	<b>38,360</b>	<b>36,357</b>	<b>6,190</b>	<b>3,918</b>	<b>47,510</b>	<b>43,385</b>
<b>Net Expenditure</b>	<b>350,770</b>	<b>355,290</b>	<b>222,280</b>	<b>206,752</b>	<b>109,200</b>	<b>99,502</b>	<b>682,250</b>	<b>661,544</b>
							<b>VARIATION</b>	<b>-20,706</b>



**JOINT ARCHIVES GENERAL RESERVE****APPENDIX 3**

21 May 2015

	Staffordshire County Council £	Stoke on Trent City Council £	Total £
Balance brought forward 1 April 2014	93,149	2,000	95,149
	<hr/>	<hr/>	<hr/>
	93,149	2,000	95,149
Transfer to/(from) reserve 31.3.15	16,051	9,455	25,506
Balance Available (as at 31 March 2015)	<b>109,200</b>	<b>11,455</b>	<b>120,655</b>

**JOINT ARCHIVES ACQUISITION RESERVE**

Balance brought forward 1 April 2014	62,342	0	62,342
<b>2014/2015</b>			
The Geoffrey Godden Archives	-4,800	0	-4,800
Balance Available (as at 31 March 2015)	<b>57,542</b>	<b>0</b>	<b>57,542</b>



Local Members Interest
N/A

### **Staffordshire and Stoke on Trent Joint Archive Committee – 16 July 2015**

#### **Staffordshire and Stoke on Trent Archive Service: Progress report on Staffordshire History Centre and Consultation**

#### **Recommendation(s)**

- 1a. That the progress report is noted for information.
- 1b. That the Joint Archive Committee approves use of the Archive Service reserve to fund support for the analysis of consultation results.

#### **Report of Acting Director for Place (Staffordshire County Council) and Chief Operating Officer – Resources Directorate (Stoke on Trent City Council)**

#### **Reasons for Recommendations**

2. The Archive Service Project Team and consultants have delivered the two stakeholder workshops during May with recommendations on the preferred options from nine that were originally identified.
3. Consultation on four of the nine options recommended by the Project Board and based on the stakeholders views will start on 19<sup>th</sup> June.

#### **Background**

The Archives and Heritage Vision was approved at the Joint Archive Committee on 26<sup>th</sup> March 2015. The William Salt Library Vision was approved by the Trust at their Annual General Meeting on 11<sup>th</sup> May 2015. Both bodies agreed the next stages of developing delivery options and consulting formally in the summer.

5. On the 9<sup>th</sup> March a stakeholder workshop was held to identify options for the delivery of the Vision. Nine options were identified and subsequently written up and developed to be appraised by a wider group of stakeholders in May. The consultants have now analysed the results of the workshops and supplied a report (see Appendix 2) with recommendations on which options to consult on.

#### **Stakeholder workshops**

6. Two stakeholder workshops were held on 15<sup>th</sup> May and 18<sup>th</sup> May. The first was in Stafford and the second was in Lichfield. At both workshops the invitation list was widened to include representatives from more groups and from a wider area in the county. The format and delivery of the workshops was identical for both groups although naturally different questions and issues arose.



7. The nine options were created by the stakeholder group in their March meeting and were designed to deliver the vision taking into consideration:

- 40% cuts in operation budgets due from this year;
- To achieve professional ‘accreditation standards’ it needs to show that its storage is up to national standard and that has space to store future collections;
- Staffing and resources are currently based around serving people in record office and not towards developing the online offer which has significantly higher usage;
- To secure funding, support and to deliver a professional service, it needs to attract MORE users and NEW types of users, in addition to retaining current users.

8. The nine options were:

<p>1. Staffordshire History Centre project with external funding</p> <ul style="list-style-type: none"> <li>• With Activity programme*</li> </ul>	<p>2. New Lichfield Record Office, new storage at Stafford Record Office &amp; close WSL building.</p> <ul style="list-style-type: none"> <li>• With Activity Programme</li> </ul>	<p>3. Staffordshire History Centre project via HLF with offsite storage (i.e. option 1 with off-site storage)</p> <ul style="list-style-type: none"> <li>• With Activity programme</li> </ul>
<p>4. Staffordshire History Centre - Without HLF funding</p> <ul style="list-style-type: none"> <li>• no activity programme</li> </ul>	<p>5. Staffordshire History Centre plus museum storage &amp; exhibition, with external funding. (i.e. Option 1 plus Museum)</p> <ul style="list-style-type: none"> <li>• With Activity programme</li> </ul>	<p>6. Replace Lichfield Record Office with an access point. Reductions across remaining. No external funding bid</p> <ul style="list-style-type: none"> <li>• No activity programme</li> </ul>
<p>7. Retain all sites &amp; achieve savings by heavy cuts in staffing and opening hours.</p> <ul style="list-style-type: none"> <li>• No activity programme</li> </ul>	<p>8. Replace Lichfield Record Office with an access point &amp; close WSL building. Store collections in Salt mine.</p> <ul style="list-style-type: none"> <li>• No activity programme</li> </ul>	<p>9. Staffordshire History Centre Project on a new site. Replace Stafford and Lichfield Record Office with access points</p> <ul style="list-style-type: none"> <li>• With Activity programme</li> </ul>

\* Activity Programme: delivery of projects with groups and partners, community engagement, exhibitions, events.

After the initial presentation to attendees and description of the nine options people were split into three groups. Each group appraised the options in batches of three at a time using selection criteria (again identified in March see Appendix 2) until each group had looked at all nine. Each option was scored by the group and reported back at the end of the session.

## Results of the workshops

<i>Option</i>	<i>Option no.</i>	<i>Stafford workshop score</i>	<i>Stafford workshop ranking</i>	<i>Lichfield workshop score</i>	<i>Lichfield workshop ranking</i>	<i>total score</i>	<i>ranking by total score</i>
<b>Staffs History Centre + funding bid</b>	1	92	<b>1</b>	83	<b>1</b>	175	<b>1</b>
<b>New Lichfield RO, new storage Stafford RO<sup>1</sup>, close WSL<sup>2</sup></b>	2	30.5	<b>9</b>	34	<b>8</b>	64.5	<b>9</b>
<b>Staffs History Centre + funding bid + offsite storage</b>	3	76.5	<b>3</b>	63	<b>4</b>	139.5	<b>3</b>
<b>Staffs History Centre without funding bid</b>	4	38	<b>6</b>	31	<b>9</b>	69	<b>8</b>
<b>Staffs History Centre + Museum</b>	5	80.5	<b>2</b>	70.5	<b>2</b>	151	<b>2</b>
<b>Lichfield RO closed, reductions across others, no funding bid</b>	6	41	<b>5</b>	40.5	<b>7</b>	81.5	<b>6</b>
<b>Retain all sites, heavy cuts to achieve savings</b>	7	37.5	<b>7</b>	43	<b>6</b>	80.5	<b>7</b>
<b>Lichfield RO closed, WSL Building closed, storage in Salt Mines</b>	8	37	<b>8</b>	45	<b>5</b>	82	<b>5</b>
<b>Staffs History Centre on new site, access points Stafford &amp; Lichfield</b>	9	59	<b>4</b>	66	<b>3</b>	125	<b>4</b>

10. The Stafford workshop ranked the options in the following order, high to low – 1,5,3,9,6,4,7,8,2

The Lichfield workshop ranked the options in the following order, high to low – 1,5,9,3,8,7,6,2,4

With the scores added together, the overall order of ranking is – 1,5,3,9,8,6,7,4,2.

Options 4 and 8 are the main anomalies between the 2 groups (option 4 ranked 6<sup>th</sup> in Stafford and 9<sup>th</sup> in Lichfield; option 8 ranked 8<sup>th</sup> in Stafford and 5<sup>th</sup> in Lichfield).

The 2 groups picked out the same top 4 options (with just places 3 & 4 in a different order). Option 2 with a new Lichfield Record Office was in the bottom 2 for both groups.

11. A couple of variations were suggested. One was to look at a revenue-based bid to start digitisation of the collections before any capital works to ensure public access was prioritised before any collections are moved. Another was to consider no capital development other than moving all storage off-site to address the conditions and long-term space. This variation would concentrate on external revenue funding for an activity and digitisation programme.

### Options for formal consultation

<sup>1</sup> RO Record Office

<sup>2</sup> WSL William Salt Library

12. Based on the outcome of the Stakeholder Workshops and recommendation from the Project Board the options selected to consult on during the summer are:

- Option 1– Create the Staffordshire History Centre Project with external funding. This was the preferred option of both groups.
- Option 5 – Staffordshire History Centre plus museum storage/exhibition & Lottery funding (i.e. Option1 plus Museum). This ranked second from both groups.
- Option 7 – Staffordshire Archives and Heritage – retain all sites & achieve budget savings required. This represents the no change option but still implements the savings required.
- Option 9 – Staffordshire History Centre with HLF funding on a new site. This ranked fourth overall.

13. The above options are described in detail in appendix two to this report. Both the Project Board and Archive Service project team felt that consulting on six options would be too much information for non-users and service users to comment on. This was also the view of the Corporate Engagement team. Therefore option three was removed as it was similar to option one but provided storage offsite. Option six was removed as it was also similar to option seven but seven best represented the no change option.

## **Consultation**

14. Our consultants have developed the survey questions and the methodology for delivering drop in sessions and focus groups. The focus will be on the activities first rather than the buildings and on targeting non-users.

15. The online survey will be hosted on the County Council consultation web page. A paper survey will also be provided which will be available from Archive and Heritage Service sites and main district libraries. Eight drop in sessions will be held at other venues and events around the county. A depositors' forum and a focus group with parents at a library during the summer reading challenge will also be delivered.

16. The consultation will start on 19<sup>th</sup> June immediately after the Joint Archive Committee. A press release has already been issued to inform people about the new vision and that consultation is due to start in the summer. Members and Chief Officers from the County Council, District Councils, and MPs will be informed in writing about the start of the consultation.

17. Information about the consultation is being added to the Vision page on the Archive Service website and continues to be updated as new information is available for members of the public.

## **Next steps**

18. The results of the consultation will be collated and analysed during the remainder of August. The Insight team are currently at capacity and unable to assist with the analysis of the results. The Project Board recommended requesting funding from the Joint Archive Service General Reserve to ask the consultants to complete the analysis and feedback the results to the Project Board, stakeholders and partners. This additional work would cost an estimated £3,000 to cover approximately 6-7 days of work.

19. The preferred option will be identified and the design brief developed. The brief will then be issued as part of a competitive design process to identify a preferred design before submission of the bid in December.

20. Final sign off from the Joint Archive Committee and the Strategic Property Board will be obtained during October/November. The legal issues concerning the William Salt Library Trust and the lease of the building to the County Council will also be progressed to ensure a workable solution is identified before the bid is submitted.

## **Appendix 1**

### **Equalities implications:**

The consultation will be widely advertised and promoted across the county with drop in sessions and events to attract participation. Paper and online versions will be available.

### **Legal implications:**

Discussions have started between the County Council and William Salt Library Trust regarding the lease and the potential for a new agreement between the two bodies.

### **Resource and Value for money implications:**

The Vision and development of delivery options will be used to help restructure and transform the Archive and Heritage Service to ensure that it has the right roles and skills for delivery and sustainability in the future. It will enable delivery of savings identified in the MTFs of £155,000 and take into account future anticipated savings. Staff and trade union representatives will continue to be engaged in the development of this work and consultation will be entered into as appropriate

### **Risk implications:**

The vision is not fully funded and depends on securing external funding, income generation and other fundraising. All of the delivery options include making the savings required. There are options for implementation without external funding.

**Climate Change implications:**

The Vision balances online access and physical access to services and collections to offer options for remote use and not necessarily travel to multiple locations. Any new buildings will be compliant with modern standards for energy efficiency and minimise impacts on climate change.

**Health Impact Assessment screening:**

The Vision offers opportunities for volunteers to get involved and add value to the service with support and accredited training programmes from staff. Volunteering provides many social benefits for individuals which can impact positively on health.

**Report author:**

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

**List of Background Papers**

Papers	Contact/Directorate/ext number
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Appendix 2: Results of stakeholder workshops and list of options.

# Report to Staffordshire History Centre Project Board- Options Appraisal with the Stakeholder Group

## Introduction

This report outlines the appraisal of 9 options for the Staffordshire History Centre project by representatives of invited stakeholder groups in both Stafford and Lichfield in May 2015.

This process followed on from the regular meetings of a stakeholder group between December and April this year to develop a vision for the Heritage and Archives Service, and from there to identify a number of options to deliver the vision. The 9 options developed cover a wide range, from those which require no additional funding, to others which require substantial external funding.

The options were discussed by stakeholders in the context of budget savings that need to be made by the service, as well as the need to improve storage conditions at Lichfield Record Office and the William Salt Library for the service to comply with Archives Accreditation standards. Current usage levels were also presented, alongside the national trend away from personal visits to Record Offices in favour of digital use.

## Options

The 9 options for the delivery of the vision for the service were created with the stakeholder group in March 2015. The options cover a deliberately wide range of scenarios. The full detail of each option is at appendix 1, with headlines below:

1. Staffordshire History Centre project with HLF funding • With Activity programme*	2. New Lichfield Record Office, new storage at Stafford Record Office & close WSL building. • With Activity Programme	3. Staffordshire History Centre project via HLF with offsite storage (i.e. option 1 with off-site storage) • With Activity programme
4. Staffordshire History Centre - Without HLF funding • no activity programme	5. Staffordshire History Centre plus museum storage & exhibition, with external funding. (i.e. Option 1 plus Museum) • With Activity programme	6. Replace Lichfield Record Office with an access point. Reductions across remaining. No external funding bid • No activity programme
7. Retain all sites & achieve savings by heavy cuts in staffing and opening hours. • No activity programme	8. Replace Lichfield Record Office with an access point & close WSL building. Store collections in Salt mine. • No activity programme	9. Staffordshire History Centre Project on a new site. Replace Stafford and Lichfield Record Office with access points • With Activity programme

Figure1: Headline descriptions of the 9 options appraised

\* Activity Programme: delivery of projects with groups and partners, community engagement, exhibitions, events, digitisation, volunteering.



## Process

The stakeholders were involved in 2 workshops – 17 people attending in Stafford on 15 May, and 18 attending in Lichfield on 18 May, including a number of staff from the service.

The workshop involved a presentation updating the group on the work so far, including the vision, and then a look at the 9 options. The group were divided into 3 smaller groups who then looked at each option in detail, listing its pros and cons, and then scoring it marks of out 5 against a list of 7 criteria as follows –

- Is it deliverable within the Service budget
- Is it likely to be funded by Staffordshire County Council
- Is it likely to be funded by the Heritage Lottery Fund (note – more useful to read as ‘is it attractive to external funders’)
- Is any change to the status of the William Salt Library building likely to have the support of the WSL Trustees
- Does it offer value for money
- Is it sustainable in the long term
- Does it deliver the vision for the service

The scores for each criteria were added and a total score out of 35 allocated to each option. No weighting was given. As each of the 3 groups fed back their scores, a total score for each option representing the full workshop score was given and the priority order of the options was assessed. Individuals were given the opportunity to suggest rejecting any options or voting for their favourite.

## Stakeholder Group Findings – Pros and Cons of the Options

Stakeholders were asked to discuss each option by examining the Pros and Cons of each option. These have been transcribed and can be found at Appendix 2.

*Worth Funding; Exciting; Progressive*

Option 1

*Less clear timeline - when do we have to consider external storage?*

Option 3

*Makes Sense; Pressure on Stafford Site; It's the wrong option.*

Option 5

Feedback from each of the groups at both locations was similar for each option. Extracts:

*Retains Service in Lichfield; Doesn't satisfy the needs of the service; Not the best option.*

Option 2

*This is a suicide mission; No activity programme= no new audiences = dying duck*

Option 4

*Ideal; Delays – finding site; Unaffordable; Time span; Vision good*

Option 9

## Stakeholder Group Findings – Scoring the options

The scores given to each option at each workshop are shown below, with ranking in bold –

<i>Option</i>	<i>Option no.</i>	<i>Stafford workshop score</i>	<i>Stafford workshop ranking</i>	<i>Lichfield workshop score</i>	<i>Lichfield workshop ranking</i>	<i>total score</i>	<i>ranking by total score</i>
<b>Staffs History Centre + funding bid</b>	1	92	<b>1</b>	83	<b>1</b>	175	<b>1</b>
<b>New Lichfield RO, new storage Stafford RO<sup>1</sup>, close WSL<sup>2</sup></b>	2	30.5	<b>9</b>	34	<b>8</b>	64.5	<b>9</b>
<b>Staffs History Centre + funding bid + offsite storage</b>	3	76.5	<b>3</b>	63	<b>4</b>	139.5	<b>3</b>
<b>Staffs History Centre without funding bid</b>	4	38	<b>6</b>	31	<b>9</b>	69	<b>8</b>
<b>Staffs History Centre + Museum</b>	5	80.5	<b>2</b>	70.5	<b>2</b>	151	<b>2</b>
<b>Lichfield RO closed, reductions across others, no funding bid</b>	6	41	<b>5</b>	40.5	<b>7</b>	81.5	<b>6</b>
<b>Retain all sites, heavy cuts to achieve savings</b>	7	37.5	<b>7</b>	43	<b>6</b>	80.5	<b>7</b>
<b>Lichfield RO closed, WSL Building closed, storage in Salt Mines</b>	8	37	<b>8</b>	45	<b>5</b>	82	<b>5</b>
<b>Staffs History Centre on new site, access points Stafford &amp; Lichfield</b>	9	59	<b>4</b>	66	<b>3</b>	125	<b>4</b>

The Stafford workshop ranked the options in the following order, high to low – 1,5,3,9,6,4,7,8,2

The Lichfield workshop ranked the options in the following order, high to low – 1,5,9,3,8,7,6,2,4

With the scores added together, the overall order of ranking is – 1,5,3,9,8,6,7,4,2.

Options 4 and 8 are the main anomalies between the 2 groups (option 4 ranked 6<sup>th</sup> in Stafford and 9<sup>th</sup> in Lichfield; option 8 ranked 8<sup>th</sup> in Stafford and 5<sup>th</sup> in Lichfield).

The 2 groups picked out the same top 4 options (with just places 3 & 4 in a different order). Option 2 with a new Lichfield Record Office was in the bottom 2 for both groups.

A couple of variations were suggested. One was to look at a revenue-based bid to start digitisation of the collections before any capital works to ensure public access was prioritised before any collections are moved. Another was to consider no capital development other than moving all storage off-site to address the conditions and long-term space. This variation would concentrate on external revenue funding for an activity and digitisation programme.

## Recommendation / Next steps

It is recommended that the 9 options are shortlisted to form a more cohesive set to use in the next phase of public consultation about the project over the summer. It is important to include an option that best represents ‘no change’ – in this case option 7 which retains all sites. However,

<sup>1</sup> RO Record Office

<sup>2</sup> WSL William Salt Library

there *has* to be change to make the budget savings required, so this option cuts back on staffing and opening hours to find the savings.

The option list could be cut back to remove options 8,4, and 2 – all of which scored poorly with the groups and with the Officers. This leaves 6 options for public consultation:

1. Staffordshire History Centre project with HLF funding • With Activity programme*	3. Staffordshire History Centre project via HLF with offsite storage (i.e. option 1 with off-site storage) • With Activity programme
5. Staffordshire History Centre plus museum storage & exhibition, with external funding. (i.e. Option 1 plus Museum) • With Activity programme	6. Replace Lichfield Record Office with an access point. Reductions across remaining. No external funding bid • No activity programme
7. Retain all sites & achieve savings by heavy cuts in staffing and opening hours. • No activity programme	9. Staffordshire History Centre Project on a new site. Replace Stafford and Lichfield Record Office with access points • With Activity programme

If these options were shortlisted, our consultation would ask people which aspects of each option they supported. We would then consider each option further by looking at how each option would effect customer service and offer. For example for each option we could ask users and potential users about :

- Their level of interest in the activity programme, eg. community engagement, volunteering, digitisation, events, exhibitions.
- Their level of interest in visits to the Record Office sites without an activity programme.
- Their expected level of use of Record Offices without access to all documents (in the case of off-site storage).
- Their expected level and type of digital access.
- Whether the projected opening hours would suit consultees
- The level and type of need of expertise that users and potential users might want to access (in person and online)
- The location of record offices and how it would affect the use of the office.
- The requirements of users and potential users for access points, eg. open hours, content, staffing, location.

## Appendix 1 – The 9 Options

### Option 1– Create the Staffordshire History Centre Project with external funding

This option will enable the service to work in Active Partnership with its community to secure the future of its Nationally Designated collections, widen the number and range of people using the collections and to provide people with new ways to connect with archive and museum collections. It will also support the service to be more sustainable in a variety of ways, including research and planning for fundraising, income generation and digital preservation.

It will achieve this by:

- Creating an expanded programme of activity including:
  - Expanded and improved learning programme
  - Expanded volunteering programme, including accredited volunteering and offsite volunteering
  - County-wide activity programme
  - Create new, improved website with more services online and more opportunities to participate online.
  - Marketing, publicity & branding programme
  - Create exhibition/browsing space in the building
  - Develop new partnerships for delivery
- Sustainability and resilience development programme, to achieve Accreditation
- Redeveloping current Stafford Record Office to store collections currently held at Lichfield Record Office and William Salt Library. This would provide new public areas for exhibition, activity, volunteering and research and provide storage to put collections currently at Lichfield and William Salt Library in correct conditions AND allows for the acquisitions of new collections for around a 20-25 year period. Retain Stoke on Trent office.
- New service browsing space would be estimated to be open 37 hours per week and during at least 21 hours (ideally more) providing a searchroom service for archive/rare book access. Staff run.
- Replace the current Lichfield Record Office with a new access point to the collections would be created at town centre venue in Lichfield. This would consist of :
  - Access to collections via digital and microfilm.
  - A digitisation on demand service.
  - Programme of events and projects.
- Joining the current William Salt Library (WSL) building to the redeveloped Stafford Record Office to provide new space for exhibition, activities and volunteering. The new areas will retain a large percentage of the WSL books on open access and aims to transfer some of the atmosphere of the WSL to the new site.
- The upper floors of the William Salt Library Building would be used for income generating activity to support the collection & cover running costs.
- Restructuring the service's staff structure – including new posts to deliver community engagement, volunteering, online content etc.

Issues with this option:

Would need a solution to the issues around the William Salt Library lease.

Funding for this option:

SCC contribution; Heritage Lottery Fund grant: Fundraising; Match funding from volunteer time; Match funding from partners. This option would require a bid to HLF at a national level, which is more difficult to achieve than a regional bid (ie. regional = grant request of under £2million.)

## Option 2 – Staffordshire Archives and Heritage – changes: funding reductions, close William Salt building, new Lichfield Record Office & expansion at Stafford via HLF

This option will enable the service to work in Active Partnership with its community to secure the future of its Nationally Designated collections, widen the number and range of people using the collections.

It will achieve this by:

- Creating an expanded programme of activity including:
  - Expanded and improved learning programme
  - Expanded volunteering programme, including accredited volunteering and offsite volunteering
  - County-wide activity programme
  - Create new, improved website with more services online and more opportunities to participate online.
  - Marketing, publicity & branding programme
  - Create exhibition/browsing space in the building
  - Develop new partnerships for delivery
- Redeveloping current Stafford Record Office to hold records currently held in the William Salt Library. This would provide additional storage in correct conditions AND allows for the acquisitions of new collections for around a 20-25 year period, but not provide space for exhibitions and volunteer activity.
- A new record office would be created in Lichfield. Retain Stoke on Trent Office.
- The William Salt Library Building would be used for new purposes.
- Both Stafford and Lichfield Record Offices would be open for a more limited number of hours per week, currently estimated as 6 hours for Lichfield and 15 hours for Stafford.
- The site in Lichfield may also contain a Staffordshire Hoard exhibition
- Restructuring service's staff structure – including new post to deliver community engagement.
- Applying to HLF for funding in a phased programme to develop the Stafford and Lichfield sites over a long period of time

### Issues for this option:

Finding a use for the WSL building that meets WSL Trust & Charity Commission needs.

Uncertainty of securing funding for 2 buildings each with shorter opening hours & fewer resources than existing.

Takes longer to achieve and would cost more as a result. There would be a chance that the later phases would not be achieved. May be difficult to find a suitable site in Lichfield.

Option does not secure sufficient savings. Land purchase will increase costs.

Reductions in opening hours may be seen as reducing the service below a viable level & threatens ability to achieve Accreditation

Running two capital projects may be difficult for the service and is unlikely to result in a higher level of outcomes.

The service retains its concentration on running buildings. It would not be possible to refocus staff away from providing a searchroom service to providing access in different ways.

### Option 3 – Staffordshire History Centre with offsite storage & HLF funding (ie. option 1 but with off-site storage)

This option will enable the service to work in Active Partnership with its community to secure the future of its Nationally Designated collections, widen the number and range of people using the collections and to provide people with new ways to connect with archive and museum collections. It will also support the service to be more sustainable in a variety of ways, including research and planning for fundraising, income generation and digital preservation.

It will achieve this by:

- Creating an expanded programme of activity including:
  - Expanded and improved learning programme
  - Expanded volunteering programme, including accredited volunteering and offsite volunteering
  - County-wide activity programme
  - Create new, improved website with more services online and more opportunities to participate online.
  - Marketing, publicity & branding programme
  - Create exhibition/browsing space in the building
  - Develop new partnerships for delivery
- Sustainability and resilience development programme.
- Developing a new offsite store to house a variety of archive collections. Collections would no longer be stored or accessible at Lichfield Record Office and William Salt Library. This allows for the acquisitions of new collections for around a 20-25 year period. Retain Stoke on Trent Record Office.
- New service building would be estimated to be open 37 hours per week and during at least 21 hours (ideally more) providing a searchroom service.
- Replacement of Lichfield Record Office with a new access point to the collections created in town centre Lichfield. This would consist of :
  - Access to collections via digital and microfilm.
  - A digitisation on demand service.
  - Programme of events and projects.
- Joining the current William Salt Library building to the redeveloped Stafford Record Office to provide new space for exhibition, activities and volunteering. The new areas will retain a large percentage of the WSL books on open access and aims to transfer some of the atmosphere of the WSL to the new site.
- The upper floors of the William Salt Library Building would be used for income generation activity to support the collection.
- Restructuring staff structure – including new posts to deliver community engagement, volunteering, online content etc.



#### Issues with this option:

Compared to option 1 up front capital costs are less (needs investment to make a unit suitable for specialist storage) but has an ongoing revenue cost.(i.e. rent for storage)

Requires the search for a new storage site which will delay the programme.

Does not provide a good level of access to collections and will require staff time refocused to retrievals.

Funding for this option: Ongoing rental, fundraising, SCC funding and HLF grant

### Option 4 – Staffordshire History Centre without Lottery funding

This option will enable the service to work in partnership with its community to secure the future of its Nationally Designated collections.

It will achieve this by:

- Expanding the current Stafford Record Office to store collections currently held at Lichfield Record Office and William Salt Library. This would provide new public areas for exhibition, activity, volunteering and research and provide storage to put collections currently at Lichfield and William Salt Library in correct conditions AND allows for the acquisitions of new collections for around a 20-25 year period. Stafford Record Office to be open 21 hours per week. Retain Stoke On Trent office.
- Replace Lichfield Record Office with a new access point to the collections created in town centre Lichfield. This would consist of :
  - Access to collections via digital and microfilm.
  - A digitisation on demand service.
  - Limited Programme of events and projects.
- Joining the current William Salt Library building to the redeveloped Stafford Record Office to provide new space for exhibition, activities and volunteering. The new areas will retain a large percentage of the WSL books on open access and aims to transfer some of the atmosphere of the WSL to the new site.
- The upper floors of the William Salt Library Building would be used for income generation activity to support the collection.
- Restructuring staff structure
- No investment in activity programme or digital services

#### Issues for this option:

This option would require long term investment in fundraising.

It does not allow for investment in developing new audiences or providing new services and means of engaging with archives. This means that the end product is less likely to reach new audiences.

It would be more difficult to fundraise for a building without the activity programme – and it has a massive funding gap. (ie. £millions)

This option would require a new SCC decision which may be difficult to achieve given it fails to deliver on access & engagement, or find new users.

#### Funding for this option:

Staffordshire County Council and external fundraising.

## Option 5 – Staffordshire History Centre plus museum storage/exhibition & Lottery funding (i.e. Option1 plus Museum)

This option will enable the service to work in Active Partnership with its community to secure the future of its Nationally Designated collections, widen the number and range of people using the collections and to provide people with new ways to connect with archive and museum collections. It will also support the service to be more sustainable in a variety of ways, including research and planning for fundraising, income generation and digital preservation.

It will achieve this by:

- Creating an expanded programme of activity including:
  - Expanded and improved learning programme
  - Expanded volunteering programme, including accredited volunteering and offsite volunteering
  - County-wide activity programme
  - Create new, improved website with more services online and more opportunities to participate online.
  - Marketing, publicity & branding programme
  - Create exhibition/browsing space in the building
  - Develop new partnerships for delivery
- Sustainability and resilience development programme.
- Redeveloping current Stafford Record Office to store collections currently held at Lichfield Record Office, William Salt Library AND Shugborough. This would provide new public areas for exhibition, activity, volunteering and research and provide storage to put collections in correct conditions AND allows for the acquisitions of new collections for around a 20-25 year period. Retain Stoke-on Trent Record Office.
- Stafford building would be estimated to be open 37 hours per week and during at least 21 hours (ideally more) providing a searchroom service.
- Replace Lichfield Record Office with a new access point to the collections created in town centre Lichfield, consisting of:
  - Access to collections via digital and microfilm.
  - A digitisation on demand service.
  - Programme of events and projects.
- Joining the current William Salt Library building to the redeveloped Stafford Record Office to provide new space for exhibition, activities and volunteering. The upper floors of the William Salt Library Building would be used for income generation activity.
- Restructuring staff structure – including new posts to deliver community engagement, volunteering, online content etc.

### Issues for this option:

This is an expensive option and therefore more difficult to fundraise for. This solution would require more match funding and lead to a national level bid to the HLF (again, more difficult).

The Stafford site does not have the space to deliver this option without off-site storage. It would also be expensive to fund exhibitions within the William Salt Library building due to the nature of the building.

## Option 6 – Staffordshire Archives and Heritage - changes: funding reductions and replace Lichfield Record Office with an access point

In this option the service would replace Lichfield Record Office with an access point elsewhere in the town centre. William Salt Library building would be retained as a collections storage site. Savings would be made by reducing staffing and opening times drastically across all sites. A funding bid would not be made to the HLF. Service would be open 21 hours at Stafford and access to the WSL collections would be via Stafford Record Office reading room (i.e. advance notice). Reduced outreach programme.

### Issues for this option:

Collection storage and conditions are not addressed.

Could be issues re fulfilment of WSL lease

Would be more difficult to achieve Archive Service Accreditation

Sustainability of the service reduced

## Option 7 – Staffordshire Archives and Heritage – retain all sites & achieve budget savings required

In this option the service would retain all its current sites. It would replace current air conditioning at Lichfield Record Office. William Salt Library building would be retained as a collections storage site, with access via the Stafford Record Office (advance ordering). Savings would be made by reducing staffing and opening times substantially across all sites. It is likely that Stafford Record Office would be open around 15 hours a week and Lichfield Record Office 6 hours a week. A funding bid would not be made to the HLF. There would not be an expanded activity programme.

### Issues for this option:

The service retains its concentration on running buildings. It would not be possible to refocus staff away from providing a searchroom service to providing access in different ways.

Uncertainty of securing funding for 2 buildings each with shorter opening hours & fewer resources than existing.

Reductions in opening hours may be seen as reducing the service below a viable level & threatens ability to achieve Accreditation

Does not address future storage issues.

SCC would need to fund a new storage and access point at any new Lichfield Library in the future.

Could be issues re WSL lease fulfilment

Archive Service Accreditation would be more difficult to achieve.

## Option 8 – Staffordshire Archives and Heritage – changes: Funding reductions, replace Lichfield Record Office with an access point and close the William Salt Library building. Store collections in Cheshire Salt Mine

In this option the service would replace Lichfield Record Office with an access point. William Salt Library building would be closed as a collections storage and access site. Collections from Lichfield and William Salt Library would be stored in the Cheshire Salt Mines. Savings would be made by reducing staffing and opening times drastically across all sites. A funding bid would not be made to the HLF.

### Issues for this option:

This option places an ongoing revenue cost on rental of storage which may be hard to maintain

Items stored offsite would only be retrievable after 48 hours' notice. Would it be possible to only store digitised material off site?

Future use for William Salt Library needs to be identified.

This option does not deliver the vision or achieve the level of savings required.

## Option 9 – Staffordshire History Centre with HLF funding on a new site

This option would develop a History Centre on an entirely new site in the county, either developing an existing building or a new-build. It would include an engagement and activity programme with an application made for HLF funding.

This option will enable the service to work in Active Partnership with its community to secure the future of its Nationally Designated collections, widen the number and range of people using the collections and to provide people with new ways to connect with archive and museum collections. It will also support the service to be more sustainable in a variety of ways, including research and planning for fundraising, income generation and digital preservation.

It will achieve this by:

- Creating an expanded programme of activity including:
  - Expanded and improved learning programme
  - Expanded volunteering programme, including accredited volunteering and offsite volunteering
  - County-wide activity programme
  - Create new, improved website with more services online and more opportunities to participate online.
  - Marketing, publicity & branding programme
  - Create exhibition/browsing space in the building
  - Develop new partnerships for delivery
- Sustainability and resilience development programme.
- Building a new Staffordshire History Centre on a completely new site. The collections storage and access at Lichfield Record Office, Stafford Record Office and William Salt Library would be moved to the new building. New access points would be created in Lichfield and Stafford.

The William Salt Library building would be used for income generation. Lichfield Record Office would be closed and Stafford Record Office would be sold. The new building would provide public areas for exhibition, activity, volunteering, research, provide storage to put collections in correct conditions AND allows for the acquisitions of new collections for around a 20-25 year period. Retain Stoke on Trent Record Office.

- New access points to the collections would be created, consisting of:
  - Access to collections via digital and microfilm.
  - A digitisation on demand service.
  - Programme of events and projects.
- Restructuring staff structure – including new posts to deliver community engagement, volunteering, online content etc.

#### Issues for this option:

The future uses of William Salt Library, Lichfield Record Office and Stafford Record Office buildings would need to be secured before a bid for funding was made.

2 access points would be created and need to be funded.

Likely to take longer to happen as there may be a lengthy search for a difficult to find town centre site.

Not an efficient use of existing good quality storage at Stafford, which may be difficult to sell.

This option will be expensive and will require more match funding and a more difficult national level bid to HLF.

## Appendix 2 Summary of Pros and Cons for each option by Workshop Participants

### Option 1: Staffordshire History Centre project with HLF funding

<i>Pros</i>	<i>Cons</i>
Clear plan for WSL , feasible Ideal plan.	Mixed feelings about access acknowledged
Consolidation on one site- storage. Good future, chance for activities	Restricted footprint - needs creative design
Retails historic footage. Outreach not bolt on but integral. Max £ benefit out of existing buildings. Good opps for attracting new users. Main street access. Town centre location. Space could generate income in short term - storage for other people?	New staff
Worth funding	WSL lease
Meets vision	William Salt Library Building issues
Deliverable	HLF funding - national level
Acceptable to WSL	
Exciting	
All of the good stuff - activities etc	
All collection in correct conditions, growing space	
Exhibition space. All on one site	
Retains the William Salt Library Building	
Large % on open access	
HLF funding	
Best opening hours	
Achieve accreditation	
Progressive	

### Option 2: New Lichfield Record Office, new storage at Stafford Record Office & close WSL building.

<i>Pros</i>	<i>Cons</i>
Retains 2 record office with limited access	Not best option for WSL (no plan) or economically
	Essentially 2 projects. Land costs high in Lichfield
Managing staff more complicated	Managing staff more complicated
Retains service in Lichfield	Less Browsing. Harder to research. Less user friendly
Expanded volunteering programme	Harder to attract users. Higher?
Expanded learning programme using HLF money	HLF capital funding for 6 hours opening seems highly unlikely
Expanded activity programme	WSL issue
	Narrow service focus; doesn't satisfy the needs of the service
	Opening hours minimal

	Hard to achieve HLF funding
	Still on 2 sites
	Closure of William Salt Library to the public
	Competition for volunteers

Option 3: Staffordshire History Centre project via HLF with offsite storage

<i>Pros</i>	<i>Cons</i>
More room for physical access? Cheaper extension? Question of scale?	Expertise- Capital required
More room for physical access? Cheaper extension? Question of scale?	
All of the good stuff- Activities	May have impact access, remove duplications
Best Opening hours	A semi-permanence about it
Retains WSL building	Less clear timeline - when do we have to consider external storage - outgrown space
Large% on open access	Needs new storage site for least used material
Up-front capital costs less	Time on production increased
HLF funding - maybe regional bid	William Salt Library issues

Option 4: Staffordshire History Centre - Without HLF funding

<i>Pros</i>	<i>Cons</i>
Retains docs in proper conditions	No activity programme
Not reliant on HLF for funding	Investment no benefit
All records on one site in right conditions	Limiting service
Can combine collecting	"This is a suicide mission"
Keeps William Salt Library Building for exhibitions activities	No activity programme = no new audiences = dying duck
Accrue digitise collection	Reliant on other organisations for too much. Vulnerable. Fundraising constant.
	No HLF money
	No investing in collections

Option 5: Staffordshire History Centre plus museum storage & exhibition, with external funding. (i.e. Option 1 plus Museum)

<i>Pros</i>	<i>Cons</i>
Reduction in buildings maintenance	More expensive
Makes sense for photographs to come over/ephemera	Pressure on Stafford site - no expansion space
	Doesn't tally with the demand for access to museum resources ( reverse) Don't need such rigorous storage requirements
Oral and photographic	It's the wrong option, because the museum collection don't have to be in the same place as the museum



Onsite offer would be better	
Same as option 1 but joint cultural offer	Same as option 1 but funding more difficult. Stafford Site not really big enough

Option 6: Replace Lichfield Record Office with an access point. Reductions across remaining. No external funding bid

<i>Pros</i>	<i>Cons</i>
Some outreach	Not practical - would still cost money, no good for service and risk to collections
Cheap	Worst case scenario
	Cutting with little visible gain
	Too Many why bother
	Not all collections in correct conditions, no growing space
	No activity
	Only open 21 hours
	No access to William Salt Library Building
	No accreditation

Option 7: Retain all sites & achieve savings by heavy cuts in staffing and opening hours.

<i>Pros</i>	<i>Cons</i>
A "stand by" option	Still risk to buildings
None	Minimum of service and receding reputation issues
Decay and Decline - no new collections	No long term solution - only? Time
Cheap	More likely option if not external funding
Manageable within current resources	Large costs for LRO for minimal service
	Decay and Decline - no new collections
	Opening hours minimal
	No HLF investment
	Accreditation dubious
	Potential issues release of William Salt Building
	No outreach programme
	No additional storage
	No open access to William Salt Collections

Option 8: Replace Lichfield Record Office with an access point & close WSL building. Store collections in Salt mine.

<i>Pros</i>	<i>Cons</i>
Storage conditions very good	Concern Everything being delivered from off site
Can be done sooner, may save capital costs	Less responsive, build in additional costs for retrieval - revenue costs e.g. transport
Solves storage problems	Not good for resources/records themselves necessarily
Good for digitised material	No activity/other access that can be revenue raising
	Minimum service option

	Access weaker
	Its useful only for parts of the collection
Collections in Correct conditions	No HLF funding
	Lichfield and William Salt Library docs only available at 48 hours' notice
	High revenue cost
	Closure of William Salt Building
	Need to Sell William Salt building

Option 9: Staffordshire History Centre Project on a new site. Replace Stafford and Lichfield Record Office with access points

<i>Pros</i>	<i>Cons</i>
Vision	Delays- finding site etc
All collections in correct condition, space for growth	Little benefit from sale of site
Activity& online programmes	Need to find (purchase?) new site
Sustainability programme	Needs most capital of all options - v difficult
Visitor facilities	Need to identify how to dispose of existing buildings
Ideal - purpose built (may not need such a large access point)	Unaffordable
Risk what next Stafford Record Office	Staffing cuts
	High capital cost
	Still question of suitable site - easy to access
	Risk what next Stafford Record Office
	Lose existing investment
	Time span
	Doesn't include museum

<b>Members Interest</b>
N/A

**Staffordshire and Stoke on Trent Joint Archive Committee  
16 July 2015**

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**Minton Archive Project**

**Recommendation(s)**

1. That the report is noted for information.

**Report of the Acting Director for Place (Staffordshire County Council)  
and Chief Operating Officer – Resources Directorate (Stoke on Trent  
City Council)**

**Reasons for Recommendations**

2. The gift of the Minton Archive to the Staffordshire and Stoke-on-Trent Archive Service by the Art Fund has created opportunities and obligations which the Archive Service is collectively undertaking under the title of the Minton Archive Project. This activity is funded, where there are costs, by the Art Fund. This report is to inform the committee of the acquisition of the archive and the progress made since acquisition.

**Background**

**Context to the archive collection**

3. The Minton Archive is the designation of the very large archive of the Royal Doulton and Minton the many significant ceramic manufacturing companies which Doulton acquired in the second half of the twentieth century
4. It clearly has great significance for Stoke on Trent and Staffordshire but it is also a key ceramic firm with national and international relevance. The archive is wide ranging and offers great potential for research by academics, local and family historians and others researching the development of the ceramics industry in Stoke on Trent.

**Acquisition**

5. The complex ownership and custodial history of the archive was reported to this committee at its meeting of 26 March 2015. Subsequently The Art Fund completed the purchase of the archive from WWRD(Waterford Wedgwood Royal Doulton) for £1.65M on 31 March 2015 and by immediate gift transferred ownership to the Archive Service. This transaction was not a simple donation however and the Archive Service and the City Council took on the following obligations as conditions of the gift

- To identify all the material at Barlaston that fell within the scope of the sale as it had not been possible to carry out a full audit or inventory process beforehand
- To consolidate the archive at Stoke on Trent City Archives from the various locations (Bonhams warehouse, Wedgwood Museum stores, other locations at Barlaston) at which it had been kept
- To transfer the existing typescript catalogue of the Minton portion of the archive into the Archive Service's electronic online catalogue, Gateway
- To undertake sufficient work on the larger, uncatalogued part of the collection comprising the records of Royal Doulton to be able to accurately estimate how much further work would be required to catalogue it to the same level of detail as the Minton part
- To mount a display at the Potteries Museum and Art Gallery in the autumn of 2015
- To reach agreement with WWRD on a framework for loans and exhibitions

6. In addition, the City Council may not sell the archive and should it ever cease to provide an Archive Service, then ownership and all licenses of the IPR would revert to the Art Fund.

7. The Art Fund has made available £30,000 pounds to cover removal costs, packaging costs, display costs and the funding of a Digital Development Officer post for four days per week for 6 months.

8. Stoke-on-Trent City Archives has redistributed public facing and administrative duties so that the Archivist can concentrate wholly on the Minton Project.

### **Progress to May 2015**

9. The portion of the archive at Bonhams returned to Stoke-on-Trent on 24 May. This received coverage in the Sentinel and Radio Stoke and was recorded by the Art Fund's photographer

10. With the help of volunteers, 30% of the typescript catalogue has now been turned into usable electronic format and work begun on inputting into the online catalogue.

11. The portion of the archive at Barlaston must be moved before the end of July when the current Museum stores are to be demolished. There is a very large quantity of records here and Archive Service staff are currently working two days per week in the stores in order to pack and box list the material.

12. Discussions with WWRD and with Potteries Museum and Art Gallery (PMAG) on displays are at still an early stage.

13. On 1 June an experienced photographer and electronic media worker was transferred from the Potteries Museum and Art Gallery in order to work as a Digital Development Officer. He will initially support the work of transfer and catalogue creation but will also explore and promote the archive through digital channels and test solutions that might form part of future bids to external funders for further access and cataloguing work on the collection.

14. During the six month project the Stoke on Trent City Archivist and Archivist will assess the Minton Archive for further funding bids to enhance access, interpretation, digitisation and research potential of the collection. The County Archive team will work with Stoke to identify suitable funders and draft bids drawing on existing experience across the Joint Archive Service. Similarly the Archive Service will also continue to work with the Potteries Museum to identify collaborative grant funded projects. Potential funders will include: National Cataloguing Grants Scheme, Heritage Lottery Fund, Arts Council England and other charitable trusts.

## **Appendix 1**

### **Equalities implications:**

The Minton Archive will be available at Stoke on Trent City Archives free of charge. Access will be provided in a number of ways to ensure different audiences are aware of it.

### **Legal implications:**

The agreement with WWRD for future display and exhibition of the collection is to be concluded within a year of the Deed of Gift

### **Resource and Value for money implications:**

Extra costs are being borne by the Art Fund. The concentration of Stoke-on-Trent City Archive's resources on this important archive is only possible because external support is available

### **Risk implications:**

None

### **Climate Change implications:**

No significant implications.

### **Health Impact Assessment screening:**

No significant implications.

### **Report author:**

Author's Name: Chris Latimer, City Archivist  
Telephone No: (01782) 238403  
Room No: Stoke-on-Trent City Archives

## List of Background Papers

Papers

Contact/Directorate/ext number

Deed of Gift between the Art Fund and Stoke-on-Trent City Council.