

Staffordshire and Stoke-on-Trent Joint Archives Committee

Thursday, 16 June 2016

10.30 am

Staff meeting Room (Floor 1), City Centre Library, Bethesda Street, Hanley, Stoke-on-Trent, ST1 3RS

John Tradewell
Director of Strategy, Governance and Change
8 June 2016

A G E N D A

1. Appointment of Chairman and Vice Chairman

The standing orders for the Joint Committee state that: -

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

At the Joint Committee meeting on 16 July 2015, Mr Ben Adams was appointed Chairman and Mr Terence Follows appointed Vice-Chairman up to the annual meeting of the Joint Committee in 2016.

2. Apologies

3. Declarations of Interest in accordance with Standing Order 16

4. Minutes of the meeting held on 18 February 2016 (Pages 1 - 4)

5. Joint Archive Services: Annual Report 2015/16 (Pages 5 - 40)

Joint report of the Deputy Chief Executive and Director for Families and Communities (Staffordshire County Council) and Chief Operating Officer – Resources Directorate (Stoke-on-Trent City Council)

6. Joint Archive Service: Revenue Outturn 2015/16 (Pages 41 - 44)

Joint report of the Director of Finance & Resources (Staffordshire County Council) and the Chief Operating Officer – Resources Director (Stoke-on-Trent City Council)

7. Staffordshire History Centre update (Pages 45 - 48)

Joint report of the Deputy Chief Executive and Director for Families and Communities (Staffordshire County Council) and Chief Operating Officer – Resources Directorate (Stoke-on-Trent City Council)

8. Date of next meeting - Thursday 17 November 2016 at Stafford

9. Exclusion of the public

The Chairman to move:-

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

PART TWO

(All reports in this section are on pink paper)

Membership

Terry Follows (Vice-Chairman) Gill Heath
Ian Parry

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 18 February 2016

Present: Ben Adams (Chairman), Terry Follows (Vice-Chairman), Ian Parry and Mike Davies (Invitee/Observer)

PART ONE

16. Declarations of Interest in accordance with Standing Order 16

No declarations at this meeting.

17. Minutes of the meeting held on 22 October 2015

RESOLVED – that the minutes of the meeting held on 22 October 2015 be agreed and signed by the Chairman.

18. Annual Service Plan 2015/16: Predicted Outturn Performance

The Committee received a joint report detailing the predicted outturn against the targets set in Joint Archive Service's Annual Service Plan (Schedule 1 to the signed minutes). They noted that the Archive Service had made very good progress against its targets this year.

The Service Plan sets the annual targets for the performance of the Joint Archive Service. The targets work towards the overall achievement of the Archive Service's current three year service objectives, which were set out in its new Forward Plan, 2015-2025, approved by the Joint Archives Committee at its meeting on 26 March 2015. The key achievements for the year were: (i) acquisition of the Minton Archive and first phase of access achieved; (ii) strengthened partnerships with William Salt Library Trust and Keele University; (iii) development of the Staffordshire History Centre project and submission of stage 1 Heritage Lottery Fund bid; (iv) partnership with Find My Past had delivered 90% of the material online; (v) 92% of archive collections have a description in the online catalogue; and (vi) Staffordshire Pasttrack website re-platformed and launched.

The areas for concern during the year had been: focus on the Staffordshire History Centre project had resulted in fewer events being delivered and had delayed work on achieving Archive Accreditation; usages was lower than the previous year as physical visits continued to decline and virtual visits were affected by the Pasttrack website work; only 82% of collections were stored in the correct conditions; and approaches for new collections had remained static.

Members noted that the Staffordshire History Day had been moved to coincide with the new Staffordshire Day on 1 May. They were also pleased to note that the Joint Archive Service was not only renowned for the quality of its collections but also members of staff were called upon to talk at national conferences.

RESOLVED – that the report be received and noted.

19. Predicted Outturn 2015/16 and Proposed Review Budget 2016/17

The Committee received a joint report informing them of the predicted outturn for 2015/16 and details of the net revenue budget for 2016/17. (Schedule 2 to the signed minutes).

At the October 2015 Joint Archive Committee, approval was given to use a further £50,000 of the Archives General Reserve (initially £50,000 had been approved and previously ear marked) to increase the Joint Archives 'match funding' contribution to £100,000 in total towards the current Heritage Lottery Fund (HLF) bid. At this stage, if the full £100,000 was utilised to support the forthcoming HLF bid then the balance on the Archives General Reserve would reduce to £22,659 subject to any year end revenue balance transfer (underspend or overspend) from the current Joint Archive Agreement budget.

The Committee noted that the Joint Archive Service budget for 2015/16 was currently predicted to be underspent by £5,990 and any underspend would be transferred to the General Reserve at the end of the financial year. The General Reserve would have a balance of £22,659 (net funding committed) and the Archive Acquisition Reserve, which enables the Joint Archive Service to purchase collections for the benefit of archives users in both the City and the County, currently holds a balance of £57,542.

Members noted the 2016/17 revenue budget of £731,050 had been increased by 4.1% when compared to the net revenue budget plan for the current year. Under the Joint Archives Agreement, the total cost of the service was currently apportioned between the two respective local authorities and was revised in mid 2014 to reflect the latest available population levels across the county. This had resulted in the percentage share to the City Council at 22.59% and the County Council at 77.41%. The proposed 2016/17 budget had been apportioned on this basis giving the City's share at £165,150 and the County's share at £565,900.

The Chairman asked about the potential changes to the Archives Service over the next few years and the implications for the revenue budget, with the closure of the Lichfield Office and the HLF bid for the Staffordshire History Centre. He asked that a projected draft budget for the next three years be submitted to the June meeting, for information. A Member also commented on the amount of the predicted underspend and asked that a review of the revenue budget be undertaken to look at whether the budget could be reduced for future years. The result of this review would be reported back as part of the Revenue Outturn 2015/16 report at the June meeting.

RESOLVED – (a) that the predicted outturn for 2015/16 be received and noted;

(b) that the net revenue budget for 2016/17 be approved, subject to the outcome of the review.

20. Report on Staffordshire History Centre consultation findings and preferred option for development

The Committee received an update on the final bid to the Heritage Lottery Fund (HLF) for the Staffordshire History Centre (Schedule 3 to the signed minutes).

The draft bid had been shared with the Project Team, Project Board, partners and HLF Development manager and amendments had been made based on the feedback. The final bid has been brought together as an illustrated brochure which was referred to in the main application. Various letters of support for the bid have been received.

The HLF bid was submitted on 11 February 2016. The bid would be assigned to a grants officer who will make the case for presentation to the HLF West Midlands Committee and the National HLF Board and a decision would be made in May 2016. Following the decision the Service would either proceed to the development phase of the project or reassess the fall back options to continue with the remodelling of the Service.

The Chairman expressed his appreciation for the work undertaken on the project by the archive staff.

RESOLVED – that the final bid to the Heritage Lottery Fund (HLF) for the Staffordshire History Centre be noted.

21. Minton Archive Project

The Committee received a joint report informing them of the forthcoming publicity about the acquisition of the Minton Archive (Schedule 4 to the signed minutes).

Members were aware that the Minton Archive was gifted to the City of Stoke-on-Trent by the Art Fund and would be held at the Stoke-on-Trent City Archives. The completion of the Minton Archive Project in December 2015 had brought an end to the first phase of work. Stoke-on-Trent City Archives undertook to complete the following, project funded up to £30,000 by the Art Fund: (a) to complete an audit, create a box-list and basic online catalogue for material for the Minton Archive and associated collections; (b) to mount a display of material from the Minton Archive and associated collections at the Potteries Museum and Art Gallery (PMAG); and (c) through these activities make the Minton Archive and associated collections accessible to the general public and raise the profile of the Minton Archive and the Joint Archive Service.

The Committee were aware that the Minton Archive was an important national asset and there was a need to make it accessible to the wider public not just academic world. To maintain the impetus given by the project the City Council had made the post of Digital Development Officer permanent on the Stoke-on-Trent City Archives establishment. This would ensure that the website would continue to grow and develop (link to the website – www.themintonarchive.org.uk). The Archive Service were seeking further grant funding from various avenues to continue with the conservation and catalogue work on separate parts of the Collection. A sum of £100,000 (with £76,000 remaining) had been ring-fenced within the Futures Fund established by the Art Fund to support the

Minton archive specifically, and it was felt that the most efficient use of this generous support would be to provide match funding when applying to other grant giving bodies.

The Chairman expressed his appreciation for the work undertaken by Chris Latimer on the project and commended the celebration event.

RESOLVED – that the report be noted.

22. Date of next meeting - 16 June 2016 at the City Centre Library, Bethesda Street, Hanley, Stoke-on-Trent, ST1 3RS

RESOLVED – That the next meeting of the Staffordshire and Stoke-on-Trent Joint Archive Committee be held on Thursday 16 June 2016 at 10.30 am at the City Centre Library, Bethesda Street, Hanley, Stoke-on-Trent, ST1 3RS.

Chairman

**Staffordshire and Stoke on Trent Joint Archive Committee
16 June 2016**

**Staffordshire and Stoke on Trent Archive Service:
Annual Report 2015-2016**

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 2015 to March 2016 is received and approved.

Report of Deputy Chief Executive and Director for Families and Communities (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 2015 to March 2016.

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 2015-2016 was the first in the current three-year planning cycle for the Joint Archive Service. This year's Annual Report shows some significant achievements towards meeting the overall strategic objectives of the Archive Service within the current Forward Plan, 2015-2018. These objectives are:

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

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 acquisition and first phase of cataloguing the Minton Archive and the successful stage 1 Heritage Lottery bid for the Staffordshire History Centre. The Service has had more successes with grant funding secured from the National Manuscripts Conservation Trust (for the Minton Archive), Wellcome Trust (to catalogue medical officer of health records) and two collaborative doctoral awards (to research and improve catalogues of environmental records). The Service also continued its successful Heritage Lottery Funded project, Staffordshire Appeal, to digitise and index rare Military Tribunal records.

6. This year Stoke on Trent City Archives had the exciting task of transferring the Minton Archive into its strongrooms and started the first phase of cataloguing work. This is the largest collection the City Archives holds and with support from the Art Fund the service could second its archivist, Louise Ferriday, to carry out the cataloguing of the Minton records only within the archive. Supported by the Digital Development Officer, Andrew Dawson, and a number of volunteers the catalogue was launched online with its own web front end which included many images of documents from the collection. A successful conservation grant means work will start on conserving the collection in 2016. A further cataloguing bid has been submitted to complete the remaining part of the collection.

7. Overall the Service increased the proportion of collections which has either a full or partial catalogue online up by 0.5% up to 92.69% of all collections. This also includes the process of appraising collections prior to cataloguing to ensure only items worthy of permanent preservation are retained.

8. During 2015 – 2016 significant progress was made on proposals to change the delivery of the County Archive and Heritage Service and William Salt Library. The results of the consultation in 2015 showed over half of respondents supported proposals for the service to operate from one site. The preferred option to re-develop the Staffordshire Record Office and William Salt Library site was further developed with Roberts Limbricks Architects into a design for the Staffordshire History Centre. The bid was submitted in February 2016 with the successful stage 1 pass in May.

9. The Service launched the second phase of the Staffordshire Collection with Find My Past. Another three million records went online in August 2015 to add the remaining parish registers. By December the Lichfield Diocesan marriage bonds and allegations and the wills were also added. This has significantly increased the amount of material available to search online with 1,578,646 Staffordshire records viewed during the year.

10. 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 cataloguing teams as they made progress in adding more information into the online catalogue with the help of grant funding and volunteers. The front end of the catalogue, Gateway to the Past, was also upgraded which was a significant

piece of work. It means the catalogue has simplified search templates and can display images and catalogues more easily online.

11. As online access was greatly extended in 2015 so the service saw further falls in personal visits to reading rooms by 4%, as people choose to access material online. However usages overall and volunteer hours all increased significantly. Attendances at events were less this year as the Service concentrated on major consultations and developing the HLF bid.

12. Online visits were down by 3.9% to the main website but increased by 1.6% to the catalogue, Gateway to the Past. The number of volunteers remained high at 119, and a total of 8,641 hours were given to the Service which equates to an additional 4.4fte members of staff. As use of the Service continues to change we have moved to more promotion online particularly using social media. The number of Facebook likes increased by 61% to 907 and Twitter followers up by 104% to 1,228.

13. The Joint Archive Service produced good performance results against its local targets for public service delivery and achieved a 98% customer satisfaction rating in the local User Survey.

14. Overall it was a very successful year for the Service continuing to meet high standards whilst also making significant progress on a new model for delivery via the Staffordshire History Centre.

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:

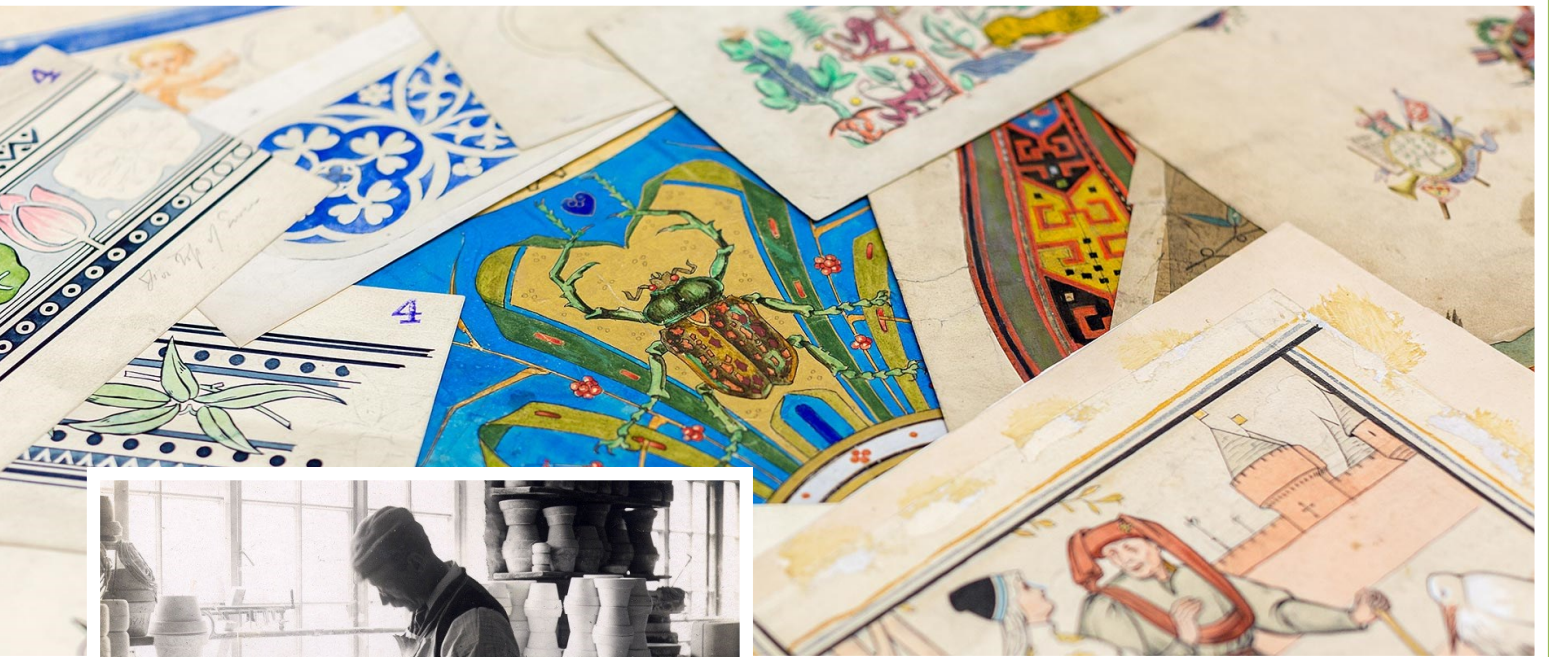
Author's Name: Joanna Terry, Head of Archives
Telephone No: (01785) 278370
Room No: Staffordshire Record Office

List of Background Papers

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

Annual Report 2015/2016

Staffordshire & Stoke on Trent Archive Service



Introduction

Staffordshire and Stoke on Trent Archive Service holds over five miles of historic records dating from the 10th to 21st 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 a major Heritage Lottery Fund bid to deliver the vision for the Service for the future. The Service has also continued to progress work to care for collections and make them accessible with the Minton Archive at Stoke on Trent representing a significant part of this work.

These projects have involved strong collaboration with partners, users, volunteers, Friends groups and of course staff. The Service supports the aims and objectives of its two parent authorities 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
- 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. 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

Joint Archive Service Objectives 2015-2018

The Joint Archive Service works to a three - year forward plan and developed a ten year vision in 2015. 2015 – 16 is the first year of delivery of the new vision. The key objectives are focussed on:

- ❖ Developing An Active Partnership Approach.
- ❖ Delivering Resilience and Sustainability.
- ❖ Reaching and engaging with a wide range of people and building new audiences.
- ❖ Sharing knowledge across the UK.
- ❖ Increasing our Online presence and remote access.

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 2015/2016 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 Archive Service's overall performance against the customer satisfaction rating has remained high at 98% although a slight drop from 100%. It reflects the continuing high standard of customer care shown by front line staff in the Archive Service. The overall useage of the Archive Service increased by three times mainly due to much higher social media use and visits to Staffordshire resources on the Find My Past website.

This year we saw an overall reduction of 4.8% in the numbers of personal visitors to the Archive Service. This is a smaller 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 such as the Roadshow and History Day.

Our second instalment of parish registers went online in summer 2015 and effect is shown in a 35% reduction in the number of parish register microfiche accessed onsite this year. We continue to monitor use of the microfiche and public access computers to plan for changes in these resources as we develop the Staffordshire History Centre.

Purchase of daily photography permits increased with a slight decrease in annual ones. Reprographic services have again shown decreasing 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 20% reduction in total use due to the availability of information online.

The number of original documents consulted increased by 12% the Archive Service compares well with other non-metropolitan services.

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 down by about 4%. Visits to other online resources such as the Staffordshire Name Indexes and Staffordshire Places site showed a decrease. However there were large increases in use of the Service's social media and resources available on the Find My Past website. Statistics for the use of the Service's online and other resources is provided at Appendix 1.

Major Projects: The Minton Archive Project

The last year has been quite extraordinary for Stoke-on-Trent City Archives, as in March the City of Stoke-on-Trent was presented with the wonderful Minton Archive Collection by the Art Fund. The Minton company records form part of the archive collection of Royal

Doulton plc, which preserves records of many companies including such famous names as Adderley, Booth, Davenport, Paragon, Ridgway, Royal Albert, Shelley and more. The Minton Archive is the name given to the whole of this collection. It is intended that the records of the other companies in this collection will be the focus of future externally funded projects.

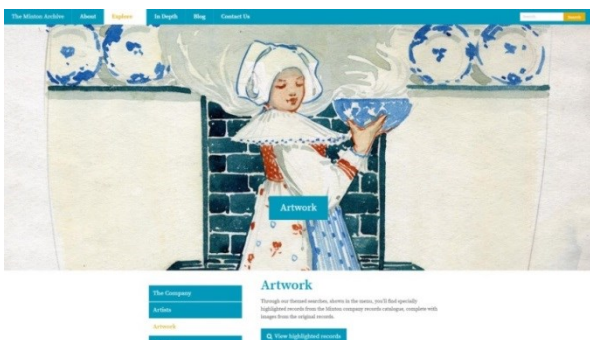
Initial work on this very large collection has concentrated on the Minton company records. An enormous amount of work went into organising the collection in our stores and putting the catalogue onto the Archive Services online catalogue 'Gateway to the Past' (the collection having already been catalogued by archivist Alyn Giles Jones over nearly three decades).



We were assisted by a very hard working and committed team of volunteers, without whom we would not have been able to make the catalogue available online as quickly as we did. Work began on the collection in April and the full catalogue (comprising of over 5000 catalogue entries) was available online by the end of November! Enabled by the catalogue, through these records, users can find out about how the factory was managed, the beautiful art work which formed part of the production process, how the ware was produced, marketed and sold, who was employed by the factory and what they did.

An example from Class letter PPP. Folio number 32. Persian tiles: paintings, all coloured (Art and Design Section) (SD 1705/MS1799)

Inspired by working with the collection, the team also set themselves the task of virtually bringing the collection to life via a new website www.themintonarchive.org.uk which hosts the catalogue. Some of the entries are illustrated with images which in some cases allow you to read the actual document. Visitors to the site can use themed searches to find image highlights from the Minton company records catalogue. What is currently featured on this site is just a taster of what the collection contains, encouraging users to take their search further by visiting Stoke-on-Trent City Archives to see the original documents. The site also features blog posts with more information on particular records, how the collection works and how to get the most out of catalogue searches.



Example from the Minton Archive website: www.themintonarchive.org.uk

The Minton Archive was presented to Stoke on Trent City Archives by the

ArtFund

It was also supported by:

Wolfson Foundation) with substantial support from the National Heritage Memorial Fund and significant additional donations from Staffordshire County Council, The Pilgrim Trust, the Bamford Charitable Foundation, the bet365 Foundation, William A. Cadbury Charitable Trust, Sir Siegmund Warburg's Voluntary Settlement, J Paul Getty Jr Charitable Trust and many other generous supporters.

In addition, working with the Potteries Museum & Art Gallery, the team put together the “Welcome Home! A Celebration of the Minton Archive” display, which ran from 26th September 2015 to 27th March 2016 at the Potteries Museum. This interactive display reunited original Minton Archive material, images and physical objects from the Museum collection; illustrating the journey of production, from design to the finished piece.

Work will continue on the collection, we are pleased to report that the National Manuscripts Conservation Grants Trust have granted us funding for conservation work on part of the collection, this work is scheduled to take place in 2016/17.

Creating an Archive and Heritage Service fit for the future

During 2015-2016 Archive and Heritage Service developed a number of options for delivering its new vision. Following stakeholder workshops in May nine possible options were reduced down to four deliverable options.

Extensive consultation was carried out from June – August 2015 to seek feedback on the options. The results of the consultation confirmed that over half of respondents’ preferred option was to redevelop the Staffordshire Record Office/William Salt Library site and create the Staffordshire History Centre.

In September the Princes Regeneration Trust facilitated a workshop for the William Salt Library Trustees to identify options to redevelop the site and provide the required storage, access, facilities and repurpose the current Library building. The workshop included representatives from: Trustees, Friends, County Council Property staff, Archives & Heritage staff, consultants, architects, and Stafford Borough Council planning and conservation staff. The outcome of the workshop fed into a new brief to create the Staffordshire History Centre linking the two buildings and providing:

- New purpose built storage and expansion space for 25 years
- A single access point to visit the Centre
- An exhibition space
- Space to browse book collections
- Flexible space to accommodate more volunteers and events
- A social space for users to eat, drink and discuss research
- A new use for the Townhouse and Cottage as office space and a residential let.

Roberts Limbrick Architects were appointed to produce the designs. These were consulted on during November 2015 and finalised at the end of the month.

Staffordshire County Council agreed Heads of Term for a new partnership agreement with the William Salt Library Trustees pending the outcome of the Heritage Lottery Fund bid.



The final HLF bid was submitted in February 2016 and the application was considered in May with a very successful outcome. A stage 1 pass has been awarded meaning nearly £4 million has been earmarked for the County Council to develop the Staffordshire History Centre. Work will continue on this exciting project in the forthcoming year.

Strategic support for local archive services

The Archives and Heritage Service has continued to offer strategic support for Sandwell Community History and Archive Service. The service has also renewed the contract to provide conservation support for Walsall Archives and Local Studies. These contracts bring in additional income for the Service and provide valued support for neighbouring services.

Staffing the Archive Service and Developing Skills

Since April 2015 Jenny Snowden left in September after completing her conservation internship and gained a new post at the British Library.

During the internal secondment of Louise Ferriday to the Minton project (June - November 2015), Stoke Archives was greatly assisted by the regular timetabling of Jill Nicholson, Library Assistant at the City Central Library, to take on the full range of archive reading room duties.

Following the success of the Minton Project, and in particular the innovative use of image content on the Minton website, it was decided that the post of Digital Development Officer, which had been funded externally during the project should become a permanent post within Stoke Archives. Andrew Dawson, who had been undertaking this work within the project was appointed after an open competition. He started as a full time employee from 1 January 2016. Stoke Archive's staffing establishment thereby by rose to 5.1 f.t.e.

Training

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

Accessions Training (10), ARA Conference (1), Manual Handling (18), Society of Bookbinders Conference (3), Managing Users and Change (1), Art of Commissioning (1), Managers Connect Conference (1), Digitisation (1).

Two members of staff also continued to follow the distance learning course in Archive management at University College Wales, Aberystwyth with one member of staff completing the course during the year.

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

Staffordshire Appeals

In September 2014 Staffordshire and Stoke on Trent Archive Service received £37,600 from the Heritage Lottery Fund for the *Staffordshire Appeals: Opening access to Staffordshire's Great War Local Military and Appeal Tribunals* project. This year the complete collection of Appeal and Local Tribunal papers have been repackaged, digitised and indexed, and we will be making the indexes available online in June 2016. This will launch alongside a touring exhibition which has been created using the research gathered by volunteers from the collection, local newspapers, school log books and diaries.

To make the exhibition more accessible, we have also worked with performing arts students from Stafford College which formed part of their enrichment programme, to produce audio clips, developed from the application for exemption forms of young conscripts to the army.

To promote the project and touring exhibition, we have produced a blog and hosted a number of study days for volunteers in order to share their research, given talks to community and local history groups across Staffordshire, and taken part in '*Staffordshire Great War*' study days, '*Voices of War and Peace*' and '*Everyday Lives in War*' with the University of Hertfordshire Heritage Hub. Research from the project has also assisted two MA and one PHD students with their studies.

Work by the '*Conscientious Objectors*' research group has fed into a national index of conscientious objectors developed by Cyril Pearce, and individual biographies were characterised by the Women & Theatre Birmingham group, as part of their *Theatres of Conscience* production which was performed at MAC Birmingham in March 2016.

The large amount of research produced by volunteers has also been used to assist an AHRC First World War Public Engagement Centre project led by Professor Emerita, Karen Hunt of Keele University, to research further life on the WWI home front in Staffordshire. In addition Prof. Hunt and our volunteers will co-produce a book, after a book deal was signed earlier this year, focusing on everyday lives of the Staffordshire Home Front, to be published 2016/17.



Prof Karen Hunt with volunteers during a study day for Staffordshire Appeals.



Our Tuesday volunteers groups remain vibrant and busy. Having completed indexing the Tithe Awards (which will be available on the Staffordshire Names Index later in 2016), they are now indexing Magistrates records for Penkridge and Cannock dating back to 1872.

Quarter Session rolls have been listed back to 1652 and are increasingly challenging.

Other indexes which have been produced include; Calendar of Prisoners at Staffordshire Quarter Session which has been extended to 1921 and the Quarter Sessions Coroners index 1850-1861. They have also created a Prosecution Briefs names index 1876-1928, and are currently working on Werrington Industrial School admission and discharge books 1870-1975. These will be available (in part) on the Staffordshire Names Index later in 2016.

The Preservation volunteer group

The group have completed re-boxing the Staffordshire Advertiser glass plate slides, saving a large amount of space in the photographic strongroom, condensing the collection into boxes that are much lighter and safer to handle. Having produced a list and descriptions of the collection which will be a valuable resource for access, part of the collection is also being digitised and made available on Staffordshire past Track.

The group are now undertaking a similar project for a collection of glass plate slides from Bertram Sinkinsons Photographers in Stafford, between 1890 and 1930

Staffordshire Poor Law Biographies

In February 2016, we began a new project in association with Keele University, working to devise an online dictionary of poor-law biography. Along with eight volunteers, the group is researching the life stories of ordinary people in Staffordshire whose experiences were touched by the Old Poor Law, either because they were a pauper or because they offered goods and services to the parish.

The project draws on a little-used source typically called overseers' vouchers. These ephemeral pieces of paper contain brief information about bills paid by the parish, and can supply evidence of the lives and livelihoods of tradespeople, the aged, workhouse residents, and other groups within local communities who are often not well represented in sources before the first detailed census of 1841.

To promote the project, the '*Staffordshire Poor Law Biographies*' blog features posts from the team including volunteers, archivists and academics, and will include information about the people we are finding in the documents, questions about sources and surnames, and invitations to consider the value of finding out about ordinary historical lives.

At Lichfield Record Office

The wills volunteers completed the indexing work on Consistory court wills 1771 to 1780 and have now moved to cover the Peculiar court wills for the same period. Braver volunteers, experienced in 16th and 17th century handwriting have nearly completed the period 1630 to 1639.

Two NADFAS volunteers have continued their indexing work on modern diocesan faculties, received from the Diocesan Registry. In between these tasks, they have continued to work on unlisted faculty bundles from the late 1880s and early 1890s.

Volunteers have continued indexing and numbering 18th and early 19th century marriage bonds, for the main Consistory series. This will eventually enable index 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 indexing records and carrying out research about the war. Other volunteers are indexing poor law records or helping to catalogue collections such as photographs or ceramic archives. There are also two specific groups of volunteers working on two new collections at the City Archives.

The collaboration with the group of Michelin volunteers continues as they work to enhance the catalogue of the company's extensive archive.

The deposit of Geoffrey Godden's archive by the Northern Ceramic Society has been followed by the establishment of a small group of enthusiastic volunteers who are helping the Service catalogue this rich and detailed archive of ceramic research.

Overall our volunteers have contributed 8,641 hours in the last year which is an 16% increase. The increase is mainly down to the Staffordshire Appeals Project and the two new groups at Stoke on Trent City Archives. We held a Christmas party to thank our volunteers across the Service for the work they have done with us.

Placements

As part of work based education, we have provided placements for students from South Staffordshire College and Stafford College and well as IT and digitation skills based training for individuals from Pertemps People Development Centre. We have also had 3 school placements at Stafford. We have supported school projects by giving talks to Barnfields School, Stafford and Ash Green School near Trentham.

Stoke hosted three placements across the year. Ben Boulton assisted with the Minton Archive. Josh Eardley catalogued the records of the North Staffordshire Infirmary. Adam Pover continued his work on the records of G Edwards and Son Flint Mill.

Over the year we have had taken three University placements.

Public Services: Involving people in service delivery

Improving Onsite Services

This year we delivered 6 family history training sessions in Staffordshire Libraries and 45 one to one support sessions for Ancestry.com in Stoke on Trent Community Libraries. In addition a volunteer from the North Staffs branch of the Birmingham & Midland Society of Genealogy & Heraldry offered one to one family history support sessions at Staffordshire Record Office.

The Family History Club continued to meet with 207 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

In 2014 we announced that the Archive Service had appointed DC Thompson Family History ("Find My Past") as its commercial partner for the "Staffordshire and Diocese of Lichfield 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 to 1893

Following completion of the filming of original registers for which there was no suitable microform surrogate the second tranche of parish registers was made live on Find My Past in August 2015.

In December 2015 wills proved in the Consistory Court of Lichfield, with related inventories, were made available on Findmypast, as well as marriage allegations and bonds from the Consistory Court records. These records are of regional significance, as the jurisdiction of the Consistory Court covered not only Staffordshire, but also Derbyshire, north Shropshire and north Warwickshire.

Images from the “Staffordshire and Diocese of Lichfield Collection” are freely available in record offices and libraries in Staffordshire and Stoke on Trent.

Staffordshire Name Indexes Online

The site was reformatted early in the year to make it “mobile-friendly”. It continues to be well-used by researchers, and by family historians in particular. It contains one new index and expansions to two existing indexes. In addition, significant progress has been made by our volunteers on new indexes for presentation in 2016/2017. We are grateful to the volunteer groups at all of our service points, without which this helpful website would not be possible.

The combined Sutherland Indexes were added to the site following the re-platforming of the Sutherland website. The index covers samples of a range of records for the Leveson-Gower family’s north Staffordshire estates, largely for the early nineteenth century, including rentals and the deposit books of a local savings bank.

The index to the Calendars of Prisoners at the Staffordshire Court of Quarter Sessions was extended by the addition of the period 1901-1922. This court was the senior magistrates’ court for the historic county, and the index is useful for researchers tracking down records for ancestors identified as prisoners in the decennial census returns. The index to the Police Disciplinary Registers, previously covering 1857 to 1886, has been extended, following the discovery of a further volume covering the period 1904-1923. The whereabouts of the intervening volume covering 1887-1903 is still not known.

Gateway to the Past Online Catalogue

The main development with our online catalogue this year has been the customisation of a new web interface – CalmView. This was tested on a number of willing members of the public and changes were made as a result of their feedback before the new catalogue was made live in March 2016.

The screenshot shows the 'Gateway to the Past' website header with the text 'Staffordshire & Stoke-on-Trent's Cultural Heritage'. Below the header is a search bar with 'Text only' and a 'Search' button. A navigation menu includes 'Home', 'Advanced Search', 'Showcase', and 'Image Gallery'. On the left, a sidebar lists 'Using our services', 'FAQs', 'Useful links', 'Help', 'What is in our catalogue?', 'Help with Search', and 'Help with Advanced Search'. The main content area is titled 'Image Gallery' and 'Capability Brown in Staffordshire'. It features a 'View' dropdown menu set to 'List'. A featured image is titled 'Fisherwick Hall: water colour painting by John Spyers, 1774'. The description below the image reads: 'In 1758 Arthur Chichester, Marquess of Donegal, purchased Fisherwick Hall, an Elizabethan building which had been the home of the Skeffington family. He had the old hall demolished in 1766 and a new house was completed by 1774, surrounded by a Lancelot 'Capability' Brown landscape.'

Main features of the new catalogue for researchers are improved navigation around the site, better sorting of hitlists and more intuitive browsing of collections. The Service is also able to showcase its collections through the showcase and image gallery links on the homepage. The image gallery currently features the work of “Capability” Brown.

The online catalogue, “Gateway to the Past”, continued to expand further during the year, with the cataloguing of newly acquired accessions, back-cataloguing work and editing of legacy catalogues. In addition, 460 “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, and we are grateful to those volunteers who continue to assist us in these tasks.

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 been regularly updated to enable service users to remain up-to-date with the latest information on three major projects:

- development of the Staffordshire History Centre Project
- the “Staffordshire and Diocese of Lichfield 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 declined by 3.9% to 71,974 but visits to the online catalogue, Gateway to the Past, increased by 1.6% to 136,490.

Visits to the rest of our online resources, including websites such as the Staffordshire Name Indexes and online exhibitions, declined by 35% to 32,549. This was largely due to the re-platforming of the “Staffordshire Pastrack” website as part of a server upgrade. Even allowing for this, there remained a significant background fall in visits.

Social media



During the last year we have continued to use social media to promote our collections to remote users and as well as visitors to the Service. We also found social media particularly helpful in promoting our consultation during summer 2015. A case study on our Digital Engagement Policy was presented by the head of service at a conference in October. Use of social media by the Service has grown and as a result there are very large increases in

Facebook likes, up by 61%, and Twitter followers, up by 104%. Statistics for social media are in Appendix 1 at the end of the report.

Personal Use of the Archive Service

This year we saw an overall reduction of 4% 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 12% reflecting increased catalogue information available online.

Consulting Users and Partners

The Service ran its own in-house user survey this year in February 2016 to measure customer satisfaction. The survey enables us to benchmark our performance in the alternate years when the national PSQG survey isn't conducted, as well as analysing our own performance against key targets. The results this time indicated an overall 98% user satisfaction rate (on the basis of those rating our service either good or very good, the top two ratings), based on returns from 196 people surveyed during a period of three weeks across the Archive Service.

For the 11 categories of service provision and delivery surveyed, the results were as follows:

Advance information supplied	91%
Opening hours	69%
Physical access	89%
Visitor facilities	78%
Quality of catalogues, indexes etc	93%
Waiting time for production of original documents	99%
Microform facilities	93%
Copying services	89%
On-site IT facilities	93%
Quality of staff advice	99%
Friendliness and helpfulness of staff	99%

Across the service overall, these areas show a pattern of improvement (1), slight fall (6) or level performance (4) against the 2014 figures. The opening hours question, where disappointment with the reductions in force across the service dramatically skewed the results in 2012, stabilised this time as against 2014. Visitor facilities, also currently a relatively low scoring area for us, are key elements for change in the new building proposals.

We use the detailed comments in this survey to identify areas for service improvement. This will form part of our focus for the current year, where for example interim upgrades to the online catalogue to improve the user experience have already been implemented.

They will also inform the planning for public services in any new Staffordshire History Centre, where a larger more comfortable rest area with more seating and facilities is clearly a priority.

One thing which remains at consistently high levels is the appreciation of our public service staff across the service, with friendly, helpful, efficient, professional, knowledgeable and patient among the most frequently used phrases.

We can also identify from surveys broad elements of economic benefit for our communities. So, of surveyed visitors to our service recently, 6% paid for overnight accommodation, 15% visited other places of interest in the area and 25% ate out locally. While over 60% of our visitors are local residents (the figure is nearer 90% in Stoke), we should not underestimate the value of family history tourism reflected in the near 40% of visits coming from the rest of the UK and overseas.

Complaints, comments, compliments

During the year the Service received two complaints. The first concerned use of the courtyard between Staffordshire Record Office and William Salt Library; this was amicably resolved. The second concerned copying services and noise at Stafford Library and William Salt Library. The differences between the two services were explained to the complainant. The Service also received 182 compliments.

The following examples speak for themselves:

I do have access to Find My Past which, I must say, is proving invaluable. I can hop around between parish registers as well as consulting the MBA's and Will's which are now available. It's so wonderful and very rewarding to see and consult the original registers... as indeed it is to consult any original documents.

Local knowledge is a wonderful thing, thank you!

I only wish other record offices and libraries - especially the grander ones - were as quick and helpful as you and Staffordshire have been.

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

Events and Exhibitions

This year's Staffordshire History Day was moved to May to support the wider celebrations around the first ever Staffordshire Day. It was held at a new venue this year at the new Entrust HQ building in Stafford. The event once again sold out and with the support of Keele University and the Centre for West Midlands History, at University of Birmingham a series of engaging papers made the day a great success. We also held a study day in partnership with the Victoria County History entitled 'Medieval Stafford and its Records' drawing on the expertise of the VCH to interpret these difficult Latin documents.



Supported by the Library service in June of last year we created a touring exhibition to celebrate 200 hundred years since the battle of Waterloo, this toured local libraries throughout the year telling the story of Staffordshire's involvement in the battle.

Last year's Roadshow was held at Tamworth Library, we have for some years now supported a local history group in Tamworth and it was thanks to their encouragement that we went to Tamworth. This was an different type of event for us, being in a library and they brought with it some challenges but the day was a success in no small part to the History Groups support, who manned a table on the day and had their own exhibition. Our exhibition was donated to the community for further local use and has been out several times since then.

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.



Tamworth History Group at Tamworth Library

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.

Collections Management and Development

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 2015 is available on the Archive Service website.

This year 122 separate accessions were received from private and external official sources, and we also received 8 accessions from within the County Council. The total volume of all collections was a huge 43 cubic metres or 1435 boxes. The Minton Collection received at Stoke on Trent City Archives is the main reason for this great increase in bulk.

In addition to the number of accessions received, we counted an additional 75 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. Taken together with the number of accessions received, this amounts to a total of 197 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. Even including the Minton Collection, a targeted cataloguing project for part of that collection has enabled us to achieve our normal cataloguing target, reaching 43% across the Service. All uncatalogued collections now also have a basic summary available in 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 also shows an overall improvement in the proportion of archives with either a full or partial finding aid online to 92.69% across the Service, compared to 92.31% last year, showing that cataloguing of new and older collection, plus the inputting of old paper lists and referencing uncatalogued material online, has kept up with the quantity of new accessions.

Staffordshire Record Office accessions

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

Primary schools and teaching have been well represented this year with deposits from: St Paul's School in Stafford (D7473); additional material for Weston School (7451) and Rushton Spencer School (7462).

More items from St George's Hospital have been deposited by the Health Authority, which include a set of relatives' information sheets completed about new patients in the 1920s giving some human background, and a sample of case notes for patients at the neighbouring Coton Hill Asylum, for which very few records have survived (D7433).

Anglican churches have continued to deposit interesting material additional to their registers. These have included a building survey with plans and photographs of Tamworth St Editha in 1940 (D7441); a coloured architect's plan for the new Tittensor church in 1881, believed to have been built with stone from the old manor house (D7445); and some correspondence about subsidence damage at Tipton St John's church in the early 20th century (D7424), when the vicar sued the colliery for damages and raised funds to repair the church (the ancient tower fortunately remained unaffected).

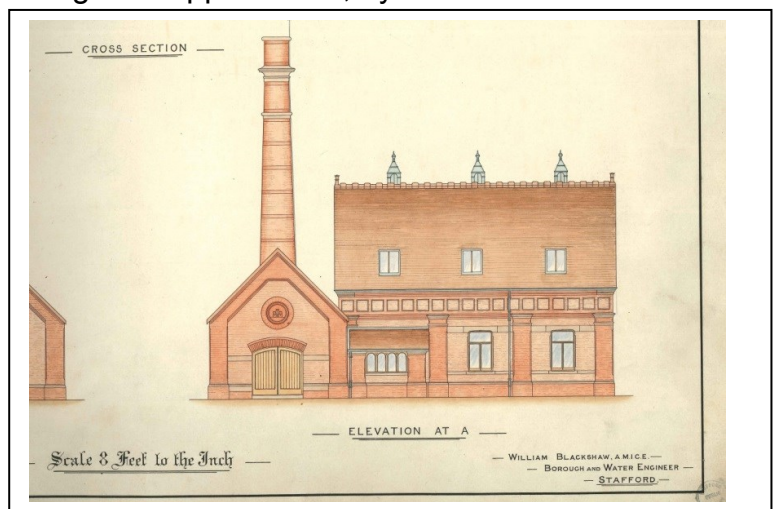
Clubs and societies have continued to deposit, particularly sports and dramatic societies this year. These include additional deposits from several clubs (Leek Cricket, Cannock

Bowling Green, County Ladies' Golf Association (Girls' Section), and the Stafford Players), and a new deposit from the former Newcastle Players which includes annual files of all their performances from 1935 (D7427).

Family and estate collections have been complemented by additional material relating to the Bolton family of Oakamoor and Froghall copper works including photographs of early car rallies (actually speed hill climbs) (7414), and financial material from Trentham estate (7479) showing expenditure at the Hall, gardens and estate, and at mining and other industrial concerns in Stoke. A totally new (but very old) collection came from the Hall family of Grindon, which had farmed the same land in the Moorlands for centuries (D7481). The oldest document in that collection is a medieval deed of 1349.

Other nice documents from the Moorlands areas are a set of deeds relating to the Clough Hall estate dating from 1670 (7430) showing the development from a mill landscape to that of a quarrying and mining landscape; and a survey of Whiston and Oakamoor in 1826 which includes details of all buildings including the copper works, dye works and canal wharf (7436).

Finally, public utilities are well represented, from the original plans for Stafford Waterworks built in 1881 (7483), deeds, plans and photographs for Stafford Electricity Sub-Station which incidentally cover other industrial buildings such as the former Bostock boot and shoe manufactory in Glover Street (7461).



A large collection relating to the River Penk and tributaries which were polluted from the Wolverhampton sewage farm near Pendeford particularly in the 1920s from industrial pollution was deposited this year (D7458). The latter collection features all sorts of information collected during the various legal actions by landowners, tenants and angling societies, from water quality and offensive smells to cattle farming and fishing, even what crops can be farmed on a sewage farm. Also in the same collection are items about the proposed flooding of the Moorlands near Sheen to create a new reservoir to supply the East Midlands.

Lichfield Record Office

Lichfield Record Office received a range of records this year, from sources old and new, but in smaller quantities than for a while, perhaps as some assumed we were already closed, digesting the implications of the Service's Vision for the future.

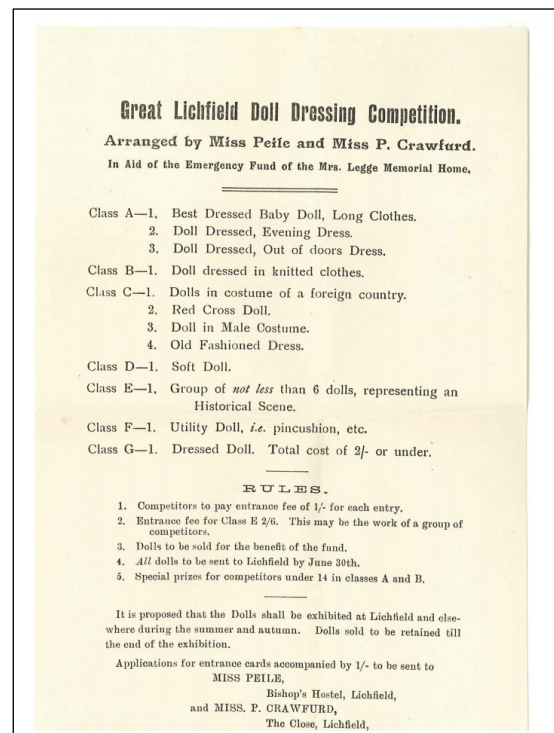
The Diocese (and more specifically the Diocesan Registry) has always been the prime source for deposit of records in Lichfield. This year, we took in quinquennial inspection reports from 2007 to 2014, and diocesan mailing lists for 2014. Similarly, we received completed faculties from 2005 to 2014 and marriage licences from 2013. Finally, returned

to the diocese from a London firm of solicitors was a volume of diocesan Church Buildings committee minutes from 1916 to 1935 – evidence in a legal case in the Chancery Division of the High Court in 1938, but now our earliest surviving minutes from this committee.

Further Methodist records arrived from the Tamworth and Lichfield circuit archivist, with deeds and sale documents for Wilnecote United Methodist church from 1859 to 2004 and a minute book for the Victoria Road chapel from 1948 to 1964.

Education records were well represented this year too. A Lichfield Theological College photograph of staff and students from 1938 came from the papers of a former student. Another former student provided school magazines from her time at Tamworth Girls High School (later Queen Elizabeth Grammar School Tamworth) from 1957 to 1962), while from the secretary to the Burton upon Trent Girls High School Association we also received records from 1948 to 2013.

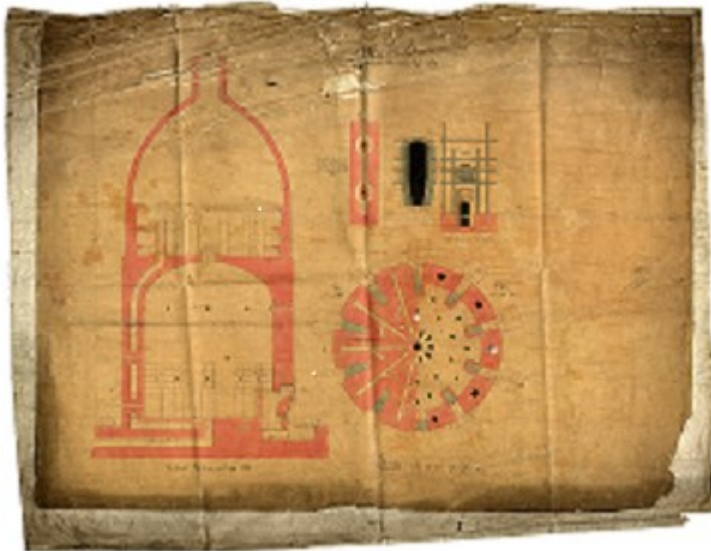
Local clubs and societies are still a fruitful source of deposits. In the case of the Fairtrade Lichfield group, we received records from their inception in the 1990s onwards, including minutes, correspondence, publicity and campaigning literature. St Johns Lodge of Lichfield, added recent minutes from the current Lodge (no 1039, starting in 1864) along with a short history marking its 150 years. Some material defies easy classification. Arriving unexpectedly in the post from Guernsey was a single flier for the Great Lichfield Doll Dressing Competition (probably from the late 1920s), run in aid of the Mrs Legge Memorial Home in Wolverhampton, a diocesan mother and baby home.



Stoke on Trent City Archives

New Accessions:

Our most notable accession of the year at Stoke-on-Trent City Archives is, without doubt the Minton Archive Collection (SD 1705); as well as the Minton company records this collection also preserves the records of several other pottery manufacturers (which were part of Royal Doulton plc). We have also recently taken in four other accessions with Minton connections, our priority has been preparing the Minton Company records for access, so unfortunately there has not yet been the opportunity to catalogue these records, but in time they will complement the Minton Archive.



Plan of Minton's Patent Oven, 1875 (SD 1705/MS1096)

These accessions include Minton legal records involving the flotation and purchase of land for new factory in Stoke-upon-Trent, 1947-1964 (SD 1709); we also acquired an accession including Plans of Minton's Patent Ovens, 1874-1945 (SD 1713). Minton entered into partnership with Michael Hollins in 1845 and formed the tile making firm of Minton, Hollins & Company; we were able to purchase a collection of Minton Hollins archive books, circa 1845-circa 1960 (SD 1718), these small volumes contain various factory information and pottery production information with various manufacturing notes, glaze types & recipes, trial notes, clay mixtures, order books etc.

Working with our colleagues at the Potteries Museum and Art Gallery when they received over 300 paintings by local artist Frederick Penson, we were also fortunate enough to receive a small donation of Frederick Thomas Penson's personal papers, 1883-1905 (SD 1719); Penson (1866-1951) worked as an apprentice at Mintons, studied at Stoke School of Art before moving on to the Royal College of Art in London, and was an accomplished landscape artist.

We were delighted that the Northern Ceramic Society deposited the Godden Archive with us in April of last year. The collection comprises photographs, slides, original documents and research files relating to ceramics, circa 1930s to circa 2010 (SD 1704). It was with great sadness that we learned of the recent passing of Geoffrey Godden. This hugely respected ceramics expert having been not only an author and historian, but also a collector and dealer, has left us all part of his legacy in the form of this collection, which a group of dedicated Northern Ceramic Society volunteers are currently working on with the support of Stoke-on-Trent City Archives. They are working hard to make this interesting ceramic history resource available for study as soon as possible.

We have also received the Records of British Pottery Managers Association, circa 1906-circa 2006 (SD 1712), this collection joins other collections we hold concerned with the running of the pottery industry nationally, such as the Records of the British Ceramics Confederation and predecessor bodies (SD 1558 and SD 1671). The Records of British Pottery Managers Association includes minute books, newsletters, correspondence, membership information, photographs, articles and history of the association. The association represented pottery managers for over 90 years, closing in 2008; these records chart its history, so it is important that these records be preserved and made available for study.

Each year we take in many other records reflecting the history of our City; regular accessions include school records, Methodist records, business records and records of clubs and Societies and this year is no exception. The Records of Burslem Working Men's Club, 1906-1997 (SD 1706) situated in Furlong Lane, Burslem give a picture of the how the club was used and enjoyed by its members for nearly a century.

Cataloguing Progress

External funding for professional cataloguing

We were delighted to learn in January that the Wellcome Trust has awarded Staffordshire Record Office a Research Resources Grant to catalogue Staffordshire's Medical Officer of Health correspondence files for the early 20th Century, which include detailed surveys of villages and areas of towns in the County in need of improvements. This will be an exciting research resource not just for historians of public health but also a great new source of information for local history groups. We will update on progress through social media and the catalogue will be available online by the end of 2016.

wellcometrust

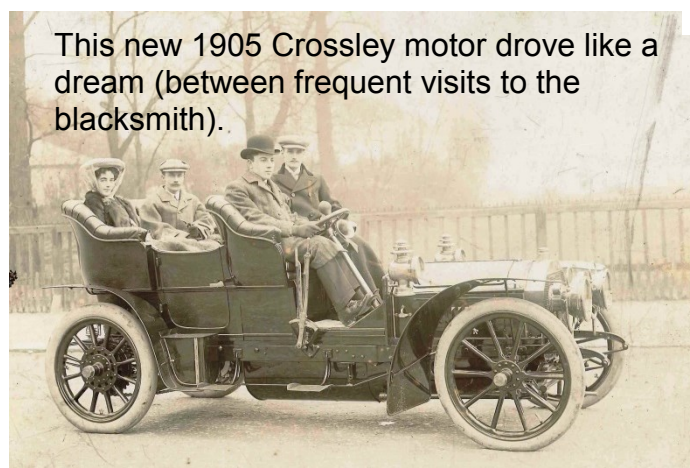


Volunteers and tackling the backlog

For the first time this year we have involved our volunteers in the prioritizing of cataloguing work. We were delighted with the response to our Volunteer Vote which selected the Shrewsbury Family and Estate Collection. This work will be completed in 2016.

Since we introduced new working practices for tackling the cataloguing backlog, we have benefitted from the input two groups of volunteers: the Bradford Collection volunteers; and students and others seeking to enter heritage professions.

One of two main Bradford projects completed this year was the catalogue of photographs with the help of volunteer Dorothy Lloyd. Unusual in its completeness, the photograph collection reflects an early family interest in photography and includes the pioneering work of Lady Lucy Bridgeman prior to her tragic death in 1858, and many portraits taken by well-known society photographers from the 1850s through to the later 20th century. Other subjects covered are local events, work on the estate, sporting activities, war service (Boer War, East Africa Campaign in WW1, and Italy and Egypt in WW2), and foreign and UK travel.



This new 1905 Crossley motor drove like a dream (between frequent visits to the blacksmith).

Images from Egypt and Sicily in WW2



June Ellis continues to transcribe the family letters, uncovering detailed descriptions of mental and physical illness, and Joy Pownall has completed a database of servants' names that crop up in the collection. Two volunteers new to the Bradford cataloguing project, Jim Sutton and Richard Totty, have painstakingly checked and added to descriptions of early deeds containing Welsh personal and place names, which will make the catalogue much more searchable.

Archive Service professional staff continue to coordinate work on the Bradford Collection and catalogue sections which demand professional skills and knowledge. This year's other key achievement was completing the project to catalogue records of families connected to the Bridgemans, most importantly the Cradocks of Stafford and Caverswall Castle. The Cradocks were prominent in Stafford in the Tudor and Stuart period and the collection includes many early title deeds describing the locations of medieval Stafford shops and houses, with reference to streets, the town walls and gates. Also in the collection are 16th-century surveys and rentals of the Cradock estate and their records of civic office, including the already well-known Matthew Cradock's book of remembrance, 1614-1615, kept during his term as mayor. This year a further 1,360 new catalogue entries were added to Gateway to the Past, and the Bradford collection now has over 15,500 entries online.

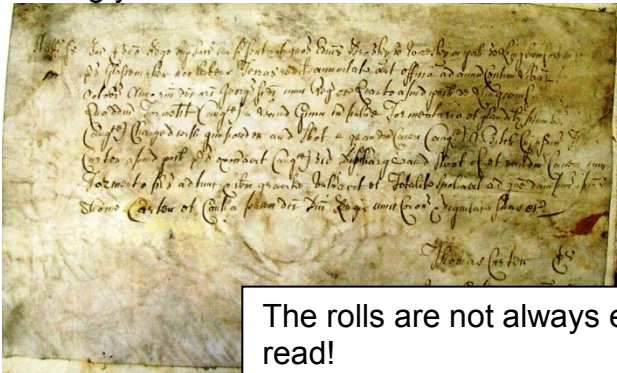


Last year for the first time we trained student volunteers in the use of CALM cataloguing software. We trained 6 students this year who worked on building plans and 19th and early 20th-century witness statements to the Quarter Sessions, which uncovered statements in the infamous Edalji trial. The benefits of volunteering have been mutual - three of our students have been accepted on professional archive degree courses for 2016. In total this year the cataloguing backlog has been reduced by 4% with 3287 catalogue entries added to Gateway to the Past.

Catalogue improvement widens access to collections

The long running Quarter Sessions Rolls volunteer project came to fruition this year with the addition of over 6,700 entries to Gateway, which now covers 1653-1799. This is an amazing achievement by the volunteer group, adding to our knowledge of crime and civil administration in Staffordshire. The detailed witness statements give us the testimony of thousands of ordinary people caught up in crime as witnesses, victims and perpetrators (thefts, assault, threatening behaviour, poaching, gun crime, vagrancy and riot etc). It is possible to search by place name, allowing for studies of crime in local communities. The

Latin documents in the rolls are not yet catalogued and will present a challenge in the coming years.



The rolls are not always easy to read!

With a combination of professional and volunteers we are constantly adding paper catalogues to Gateway, making our collections much more widely accessible. Archive Assistants have also received CALM training and have added entries from the paper catalogue of the Dartmouth Collection, one of our most important collections, which has not previously been available online. This work (now at over 2,500 entries) will go online in the coming year. As well as contributing to collections access, this work also makes our staff more knowledgeable and better able to advice our users.

Stoke on Trent City Archives Cataloguing

Although the majority of our cataloguing work over the past year has been focused on the Minton company records, we have now successfully catalogued all the records we hold for North Staffordshire (Royal) Infirmary and Predecessor Institutions and the Records relating to the Orthopaedic Hospital, Hartshill (also known as the North Staffordshire Cripples Aid Hospital), Stoke-on-Trent, thanks to the great contribution made by Josh Eardley who has been our University of Keele Student Placement this year.

Services to the County Council

The County Archive Service is responsible for the day to day management of the County Council's deeds of property and associated legal documents, as well as the formal archives of the County Council. This service includes: the 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, 2014/2015, are given in brackets.

- Number of deed packets retrieved and issued 1,309 (1,214)
- Number of new deed packets accessioned and indexed 447 (595)
- Number of requests for information from deeds and minutes taking more than 15 minutes: 13 (19)
- Volumes of SCC committee minutes catalogued 13 (14)
- Sets of School Governors' minutes catalogued 112 (338)

Preservation and Conservation

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

Conservation

Some notable pieces of work this year are:

- **Sutherland Collection Conservation Programme.** This year (year nine in a ten year programme) attention was focussed on treatment, storage and presentation of 19th century letters and correspondence with suppliers to the Trentham estate.
- **Bradford Collection Conservation Programme.** This year saw the completion of the 'Bradford Conservation Internship Project', the programme has been of great benefit to the collection, with treatments being applied to parchment, paper and bindings in order for them to become accessible. Also completed is the conservation survey of the collection which will inform the direction of future treatment programmes. Our intern Jenny Snowdon finished in September 2015 to take up a post at the British library.
- **SoT City Archives Conservation Programme.** A wide variety of material has been conserved this year including, maps, plans and drawings and volumes including SD1637, an important Throwers pattern book from the late 1800's, the conservation of this volume attracted much interest on Facebook during treatment.

Conservation of the Throwers pattern book before and after treatment



Exhibitions

- For County Buildings; "Waterloo", "The Bradford conservation Internship", "A Year in Review"
- For Staffordshire Record Office Reading Room; "Waterloo", "Conservation Internship", "The Book of Knowledge", "Easter in the Archives".

Conservation statistics

Paper leaves treated	1723
Parchment membranes repaired	12
Maps and Plans repaired and bound	50
Volumes Bound	25
Items mounted for Exhibition	126

Items encapsulated and laminated	72
Miscellaneous items treated	46
Seals	9

Developing skills in the Conservation field

- August 2015, the Senior Conservator gave a presentation on Bookbinding, to the annual conference of The Archives and Records Association.
- October 2015, under the ARA training scheme for Conservators, Vicky Manners from Bedford Archive Service, received one week training in 'Supplementary Training'.
- March 2015, both Conservators gave a one day training session at SRO on "Blade Sharpening".
- January 2016, under the ARA training scheme for Conservators, Alex Duggan and Annie Starkey from Lancashire Archive Service, each received four weeks training in Paper Conservation.

Conservation Support to Walsall Local History Centre

Since July 2015 the team have provided conservation support in the form of two days per week. During this time the Conservator has completed a considerable back-log of material needing treatment and has also rationalised the use of space and the storage of conservation materials. She has also instigated a prioritisation programme to organise the annual programme of work.

Conclusion

The Archive Service has had a very productive year dealing with major new collections, making progress on the HLF bid to deliver the new vision, whilst also maintaining the public service. Volunteers continue to make a very significant contribution to the service particularly with projects and assisting in tackling the cataloguing back log.

Online services have continued to grow with more records available through Find My Past, additional name indexes online and new front ends for the online catalogue and Past Track.

The recent success of the HLF bid in May means the Service will have just a busy and exciting a year for 2016/2017.

Joanna Terry
Head of Archives & Heritage, June 2016

Appendices

1. Public service statistics, local performance indicators and charter targets, 2015/2016
2. Statistics for use of online resources, 2015-2016
3. Acknowledgements

Part 1
Public Service Statistics – Financial Year 2015 /2016 (2014/2015 in brackets)

	STAFFORD	LICHFIELD	STOKE	BURTON	TOTAL
PERSONAL USE OF ARCHIVE SERVICE					
Total number of individual visits	6,754 (6,490)	2,174 (2,558)	2,705 (3,171)	253 (262)	11,886 (12,481)
Total number of new registrations and renewed registrations	612 (615)	226 (235)	138 (124)	N/A	976 (974)
	210 (201)	88 (145)	89 (94)	N/A	387 (440)
Total number of documents produced	13,452 (11,397)	7,141 (7,516)	2,228 (1,349)	N/A	22,821 (20,262)
Total number of Ordnance Survey maps produced for consultation	1,622 (1,541)	Not applicable	512 (452)	38 (26)	2,172 (2,019)
Total number of local studies items produced for consultation	Not applicable	Not applicable	1,762 (1,766)	199 (162)	1,961 (1,928)
Total number of microfilms/ fiches/CDRoms consulted	6,385 (10,251)	1,088 (1,284)	8,240 (12,716)	640 (652)	16,355 (24,903)

DISTANCE USE OF ARCHIVE SERVICE

Total number of postal enquiries	94 (129)	29 (44)	21 (22)	N/A	144 (195)
Total number of email enquiries	2,019 (2,054)	912 (1,051)	732 (601)	N/A	3,663 (3,706)
Total number of telephone enquiries	2,850 (2,716)	1,249 (1,371)	1,523 (1,566)	Not recorded	5,622 (5,653)

REPROGRAPHICS SERVICES

Total number of photocopies/ microprints supplied and total number of orders (including scanning)	1,898 (1,395) 390 (400)	5,910 (6,776) 635 (744)	395 (458) 75 (83)	N/A	8,203 (8,629) 1,100 (1,227)
Total number of photographic orders	75 (100)	Not applicable	Not applicable	N/A	75 (100)
Total number of annual photographic permits issued	9 (12)	5 (7)	1 (3)	N/A	15 (22)
Total number of daily photographic permits issued	331 (270)	142 (153)	41 (30)	N/A	514 (453)
Total number of self-service microprints	436 (1,136)	221 (430)	N/A (N/A)	N/A	657 (1,566)
RESEARCH SERVICES					
Total hours of research for the public	121.75 (161.75)	45.75 (62)	24.5 (11.75)	N/A	192 (236.5)

and total number of orders	204 (262)	68 (94)	16 (11)	288 (367)
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ONLINE USE OF ARCHIVE SERVICE

Total number of webpage visitor sessions				71,974 (74,912)
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Total number of visitor sessions to online catalogue				136,490 (134,340)
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Total number of visitor sessions Staffordshire Places website				4,862 (19,682)
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Total number of visitor sessions on Staffordshire Name Indexes website				16,950 (21,442)
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Find My Past

Number of users who viewed a Staffordshire record				72,876 (36,761)
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Number of Staffordshire records viewed.				1,578,646 (705,562)
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Social media

Facebook likes				907 (561)
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Facebook reach				90,927 (46,189)
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Facebook engagements				13,416 (-)
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Twitter followers				1,228 (600)
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Twitter impressions (previous year partial stats)				584,700 (120,500)
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OUTREACH ACTIVITY

Total number of attendees at Archive Service events Not applicable Not applicable Not applicable N/A 2,628 (3,709)

Total number of volunteer hours N/A 8,641 (7,429)

Part 2

Performance Monitoring against Charter Targets– Financial Year 2015/2016 (2014/2015 in brackets)

		STAFFORD	LICHFIELD	STOKE	BURTON
Postal / email enquiries (simple)	Reply within 5 working days	100% (100%)	100% (99%)	94% (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, Lichfield Reply within 6 working days at Stoke	100% (100%)	98% (93%)	100% (100%)	N/A
Document production	Within 20 minutes	99% (99%)	95.3% (95.4%)	100% (100%)	N/A
Accession receipts	Sent out within 12 days	100% (100%)	92% (95%)	100% (100%)	N/A

Archive Service Local Performance Indicators 2015/2016

Local performance indicator	Outturn 2014/2015	Target 2016/2017	Outturn 2015/2016
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Use of Archive Service			
1. Usages of the Archive Service - Personal visits - Online visits - Email, postal and telephone enquiries and orders - Social media (from 2015/16) - FMP visitors who view a Staffordshire record	334,193	1,020,000	1,015,911*
Engagement with the Archive Service			
2. Attendances at - Events and celebrations - Talks by our staff - Educational and community group visits to our offices	3,709	3,400	2,840
3. Number of volunteer hours	7,429	9,000	8,641
Customer satisfaction			
4. Percentage of users expressing satisfaction with overall services and facilities (= very good/good survey marks)	100%	98%	98%
Collecting activity			
5. New archival collections and unconcluded negotiations with donors or depositors	212	212	205

* This includes social media and visits to Staffs resources on FMP site for first time

Acknowledgements

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 2015-2016.

Staff

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

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

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

William Salt Library: Dominic Farr.

Volunteers (119)

Staffordshire Record Office

Quarter Sessions:

Diana Hill, Sonia Johnson, Lesley Jones, Ceris Roberts, Ray Wilson, Penny Twibill, Elizabeth Preedy

Tithe Awards and Magistrates Records:

James Brough, Peter Gurney, Lesley Jones, Susan Large, Julia McBride, Ceris Roberts, Ann Sumner, Richard Totty, Penny Twibill, Anne Wenlock

Other Names Indexes:

Jan Bray, Sandra Hassall, Bob Jones, Heather Wilhelms, Gillian Clarke, Teresa Brown, Val Macleod

Conservation:

Sandra Hassall, Barbara Hughes, Susan Large, Kelly Norman, Rose Sawyers.

Cataloguing:

June Ellis, Vicky Fox, Caroline Hillman, Dorothy Lloyd, Paul Meller, Emma Phillips, Joy Pownall, Charlotte Stafford, Jim Sutton, Katherine Tingle, Richard Totty

Staffordshire Appeals:

Judy Aston, John Babb, Gerry Barton, Kathryn Barton, Richard Benefer, Melanie Bond, Pat Brown, Ann Bugge, Mary Carpenter, Val Cooper, Judith Gilbert, Eleanor Grigson, Claire Hannon, Lydia Hodkinson, Val Hollins, John Leech, Martin Livette, Christine Miller, Irene Moir, Kelly Norman, Lyn Norman, Neil Norman, Denise Peel, David Price, Rose Sawyers, Ian Small, Allison Smith, Stephen Smith, William Tapper, Wendy Thain, Jennifer Williams, Ray Wilson, Vicky Wood,

Poor Law Biographies

Dianne Shenton, Brian Cooper, Rose Sawyers, Janet Kisz, Norman Moir, Jackie Williams, Alan Price, P. Jones.

Lichfield Record Office

Faculties

Nesta Farrow, Margaret Strachan,

Marriage Bonds

Tracey Dutton, Diane Hitchcock, C. McPherson-Jones, Christine Millard, Jacqui Simkins

Wills

Patrick Brough, Ann Fisher, Jim Hadlow, Janet Kisz, Mavis Moore, Roger Osborn, Sue Rowley

Stoke on Trent City Archives

Margaret Beard, Benjamin, Boulton, Rosie Cooke, Jacqueline Diffey, Josh Eardley, Peter Hyland, Graham Jones, John King, Maureen Leese, Anna Munro, Adam Pover, Pam Woolliscroft, Ken Baddeley, Grace Ball, Paul Berrisford, Tony Degg, Paul Niblett, Christine Reynolds, Bob Robinson, Anne Simpson, Erika Smith, Les Smith, Dave Tovey, Les Woolley.

William Salt Library

David Brass, Martin Elkes, Sue Gregory, David Prescott, Randle Knight, Betty Fox.

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 £12,500 towards the £20,000 target. Sue Gregory and Richard Totty also represented the Friends at project meetings and workshops to develop the Staffordshire History Centre project.

Joint Archive Committee 2015-2016

Elected members of Staffordshire County Council: Mr Ben Adams (Chair), Mr Ian Parry, Mr Mike Davies (Observer).

Substitute members: Mr Mike Lawrence, Mr Mark Winnington

Elected members of Stoke on Trent City Council: Mr Terry Follows (Vice-Chair)

Substitute member: Ms Janine Bridges.

**STAFFORDSHIRE AND STOKE ON TRENT JOINT ARCHIVES
COMMITTEE**

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

**JOINT ARCHIVE SERVICE – FINAL OUTTURN 2015/16 & 2016/17
BUDGET POSITION**

1. Purpose of Report

- 1.1 That this report informing the Committee on the final net revenue outturn for the Joint Archive Service for 2015/16 is received and noted.
- 1.2 That the report updates the Committee on the current 2016/17 budget position and Staffordshire's request to identify all 'non essential' budget spend with the view to retaining these savings in year.

2. Summary

- 2.1 The final net revenue outturn for the Joint Archive Service is an overall underspend of £5,578 at the end of the 2015/16 financial year. The current balance on the General Reserve is £28,233 which includes the 2015/16 underspend.
- 2.2 The Archive Acquisition Reserve currently holds a balance of £57,542 for the purchase of new collections.

3. Recommendations

- 3.1 That the report be received and accepted.
- 3.2 That the Joint Archives Committee agrees to savings being taken 'in year' from the County's Archive Service budget.

4. Final Net Revenue Outturn 2015/16

- 4.1 The final net revenue outturn for the Joint Archives Service is set out in *Appendix 1* attached. The Service's overall net spend was £696,722 compared to the approved net revenue budget of £702,300 which produced an overall underspend of £5,578 (a £5,990 underspend was previously reported to the March Archives Joint Committee). This underspend has since been transferred to the General Reserve.

- 4.2 The Core Services budget nominally underspent by £82 in 2015/16. This small underspend was achieved by a managed underspend against the expenditure budget of £685 which more than offset a small shortfall of £603 in miscellaneous income.
- 4.3 Staffordshire County Council achieved an overall underspend of £2,063 against its 2015/16 budget. This underspend was achieved from savings made against its expenditure budget of £10,396 which have more than offset an overall shortfall on income of £8,334 in respects to fees & charges. Managed savings were achieved against both the supplies & services budget and from a member of staff not opting in to the LGPS where a budget has been set for the year.
- 4.4 The City Council underspent its budget by £3,433 in 2015/16. This underspend was largely attributable to members of staff not in the LGPS, thus saving the employers contribution.
- 4.5 If the budget were reduced by the amounts identified above and the staff members subsequently joined the pension scheme this would result in an overspend position for the service.

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 £28,233 as shown in *Appendix 2* which is inclusive of the 2015/16 underspend of £5,578.
- 5.3 There is currently a balance of £57,542 on the second Reserve, the Archive Acquisition Reserve, following the recent purchase of the

6. The Small Bodies Return

- 6.1 The Joint Archives Committee is now no longer required to complete a Small Bodies in England Annual return from 2015/16 onwards.
- 6.2 From 1st 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, i.e. Internal Audit.

7. 2016/17 Net Revenue Budget Position

- 7.1 The Joint Archives Committee previously approved the 2016/17 net revenue budget for the Joint Agreement at the February 2016 Joint Committee.

- 7.2 From the new financial year, however, Staffordshire County Council due to developing internal budgetary pressures has now requested that all budget holders review their respective budgets to identify any 'non essential' spend which could be withheld 'in year' to offset against expected spend pressures in 2016/17.
- 7.3 Following a review of the Staffordshire County Council funded element of the Joint Agreement net revenue budget and all associated spend commitments, a total of £13,038 has initially been identified and classified as 'non essential' spend consisting primarily of reduced training, printing, administration and a small reduction on conservation spend.
- 7.4 All of the initial savings identified currently sit within the Joint Agreement budget and would therefore require the approval of the Joint Archives Committee to agree to these savings being taken 'in year'.

8. Personnel and Equal Opportunities

- 8.1 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:

None.

Resource and Value for money implications:

The Joint Agreement budget is regularly monitored on a quarterly basis 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 2015/16 files

Joint Archives Service Outturn Position 2015 - 2016								
	Core Services		Staffordshire County Sites and Public Services		Stoke City Sites and Public Services		Total for service	
	Budget 2015/2016 £	Outturn 2015/2016 £	Budget 2015/2016 £	Outturn 2015/2016 £	Budget 2015/2016 £	Outturn 2015/2016 £	Budget 2015/2016 £	Outturn 2015/2016 £
Expenditure								
Employees	349,520	349,071	246,680	247,181	96,880	109,383	693,080	705,635
Training	1,200	1,336	0	0	870	100	2,070	1,436
Transport	1,900	477	200	96	300	76	2,400	648
Supplies and Services	5,740	6,791	28,070	17,277	19,150	25,970	52,960	50,038
Total Expenditure	358,360	357,675	274,950	264,554	117,200	135,529	750,510	757,757
Income								
Grants & Reimbursements						23,745	0	23,745
Sales			12,180	11,005			12,180	11,005
Fees & Charges			24,640	16,329	6,190	4,207	30,830	20,536
Miscellaneous	3,060	2,457	2,140	3,293			5,200	5,750
Total Income	3,060	2,457	38,960	30,626	6,190	27,952	48,210	61,035
Net Expenditure	355,300	355,218	235,990	233,927	111,010	107,577	702,300	696,722
							Underspend	-5,578

Joint Archives Reserves

	Staffordshire County Council £	Stoke on Trent City Council £	Total £
<u>General Reserve</u>			
Balance brought forward 1 April 2015	109,200	16,459	125,659
2015/2016 Transactions			
Consultant Fees for HLF Bid (Dev't Phase)	-3,000	0	-3,000
Transfer to/(from) Reserve 31/03/2016	2,324	3,250	5,574
Contribution to HLF Bid (Dev't Phase)	-5,573		-5,573
Future Commitments			
Contribution to HLF Bid - Development Phase **	-19,427	0	-19,427
Contribution to HLF Bid - Delivery Phase #	-75,000	0	-75,000
Balance Available (as at 31 March 2016)	8,524	19,709	28,233

Notes:

** Total approved HLF Project Development Phase commitment = £25,000.

Total approved HLF Delivery Phase commitment = £75,000.

Acquisition Reserve

Balance brought forward 1 April 2015	62,342	0	62,342
2015/2016 Transactions			
The Geoffrey Godden Archives	-4,800	0	-4,800
Balance Available (as at 31 March 2016)	57,542	0	57,542

Members Interest
N/A

Staffordshire and Stoke on Trent Joint Archive Committee 16 June 2016

Staffordshire and Stoke on Trent Archive Service: Report on Staffordshire History Centre Project

Recommendation(s)

1. That the outcome of the bid to the Heritage Lottery Fund (HLF) for the Staffordshire History Centre be noted by the Committee.

Report of Deputy Chief Executive and Director for Families and Communities (Staffordshire County Council) and Chief Operating Officer – Resources Director (Stoke on Trent City Council)

Reasons for Recommendations

Background

2. The Archive and Heritage Service submitted a bid to the Heritage Lottery Fund (HLF) on 11 February 2016 to create the Staffordshire History Centre.

3. The bid was considered by the HLF Board and awarded a stage one pass. The project will now enter the development phase with a second stage bid submitted in December 2017.

Outcome of Heritage Lottery Fund bid

4. The Staffordshire History Centre bid was considered by the HLF Board on the 24 May 2016. The decision to award the stage one pass means that Staffordshire County Council and its partners, the William Salt Library Trust, have been awarded a grant of £4.29m. This grant is split into two phases, the development phase and a delivery phase subject to a successful stage 2 bid being submitted.

5. The new centre will hold records up to 1,000 years old, as well as having a new community exhibition space, modern search rooms and strong rooms to provide storage for an additional 25 years of future collections.

6. During the project existing records currently held at the Lichfield Record Office and the William Salt Library will be moved into the new centre and more records will continue to be made available online. A new local and family history access point will be created in Lichfield Library where people will have access to a range of digital collections.

7. At the History Centre rare archives will be displayed in a state of the art exhibition space, and over six million parish records, documenting the lives of ordinary Staffordshire people will be available in the new centre and online.

8. Added to this, the project will deliver a four year county wide activity programme, which includes a schools' learning programme, touring exhibitions and the digitisation of key collections. More than 100 volunteers will be enlisted to help deliver the history centre project, which will reach out to academics and historians as well as people and communities interested in researching their family history.

Development phase of the project

9. During the development phase the partnership will receive £333,350 which will enable the following work to be completed:

- Designs for the new History Centre will be developed to RIBA Stage 3 required for the stage two bid.
- The Activity Plan will be developed and further consultation with stakeholders carried out to inform the Plan.
- A Conservation Plan, Management and Maintenance Plan, Business Plan, Fundraising Strategy and Learning Policy will be developed.
- Detailed costs for the delivery stage will be calculated.
- Further fundraising will be carried out to secure the remaining £150,000 of funding by the time the stage two bid is submitted which will be supported by the service's two Friends groups.

10. A stage two application will be submitted to secure the remaining £3,965,590 from HLF. The estimated project costs are:

Staffordshire History Centre - Cost modelling for HLF bid			
Estimated Project Costs:			
Description	Development Phase	Delivery Phase	Total
Build Costs (Appendix 1)			
Construction	£0	£2,705,000	£2,705,000
Professional Fees	£139,800	£259,600	£399,400
Equipment	£0	£389,600	£389,600
Legal	£10,000	£10,000	£20,000
Temp Accommodation	£0	£70,000	£70,000
Contingency	£35,800	£322,600	£358,400
Sub-total Build Costs	£185,600	£3,756,800	£3,942,400
Activity Costs (Appendix 2)			
Employees	£99,720	£438,530	£538,250
Contracted	£75,800	£18,000	£93,800
Volunteer	£57,360	£653,210	£710,570
Other	£18,570	£313,470	£332,040
Contingency	£25,150	£142,320	£167,470
Sub-total Activity Costs	£276,600	£1,565,530	£1,842,130
Total Project Costs	£462,200	£5,322,330	£5,784,530
Financed by: (Appendix 3)			
Description	Development Phase	Delivery Phase	Total
Cash	£62,060	£665,000	£727,060
In Kind	£66,790	£691,740	£758,530
HLF Grant Request	£333,350	£3,965,590	£4,298,940
Total Funding	£462,200	£5,322,330	£5,784,530
Match Funding	28%	25%	26%
HLF Funding	72%	75%	74%
Matched Funding required to meet minimum 10%	£46,220	£532,230	£578,450

Next steps

12. HLF will send a formal offer letter and a start up meeting will be arranged with the Project Board. One or two mentors will be appointed by HLF to support the project. Following the start up meeting HLF will give the partnership permission to start and only then can the formal work begin.

14. The Archive and Heritage Service will also begin the process of remodelling the service to deliver the Staffordshire History Centre. Confirmation of the successful outcome of the bid means that the service will be able to accurately plan and forecast budgets for the next three to four years.

15. An update report on the progress of the project and the service three year budget will be brought to the November Joint Archives Committee.

Appendix 1

Equalities implications:

Stakeholders and partners have been involved in development of the project and bid and further consultation is planned in the development stage.

Legal implications:

Heads of Term has been agreed between the County Council and William Salt Library Trust and will be further developed for the next stage of the project.

Resource and Value for money implications:

The delivery of the Staffordshire History Centre will enable the Archive Service to achieve its MTFs savings and a sustainable model for the future.

Risk implications:

The project has secured a stage 1 pass and development stage funding. To proceed to delivery the partnership will need to secure stage two funding, income generation and other fundraising.

Climate Change implications:

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

Health Impact Assessment screening:

The project 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

Stage 1 HLF Application for the Staffordshire History Centre