

Staffordshire and Stoke-on-Trent Joint Archives Committee

Thursday, 21 December 2017

10.30 am

City Central Library, Hanley, Stoke-on-Trent

John Tradewell
Director of Strategy, Governance and Change
13 December 2017

A G E N D A

1. **Apologies**
2. **Declarations of Interest in accordance with Standing Order 16**
3. **Minutes of the meeting held on 15 June 2017** (Pages 1 - 6)
4. **Predicted Outturn 2017/18** (Pages 7 - 16)

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

5. **Review of Fees and Charges 2018/19** (Pages 17 - 28)

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

6. **Staffordshire History Centre Proposed Development Trust** (Pages 29 - 38)

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

7. **Date of next meeting - Thursday 8 February 2018 at 10.30 am, County Record Office, Stafford**
8. **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)

9. Staffordshire History Centre Project (Pages 39 - 46)

(exemption paragraph 3)

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

Membership	
Mike Davies (Observer)	Anthony Munday
Gill Heath	Philip White

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 15 June 2017**

Present:

M. Davies (Observer)
Mrs. G. Heath
A. Munday

PART ONE

22. Appointment of Chairman and Vice-Chairman

RESOLVED – (a) That Mrs. G. Heath be appointed Chairman for the ensuing year until the next Annual Meeting in June 2018.

(b) That Mr. A. Munday be appointed Vice-Chairman for the ensuing year until the next Annual Meeting in June 2018.

23. Declarations of Interest in accordance with Standing Order 16

There were no declarations of interest.

24. Minutes of meeting held on 9 February 2017

RESOLVED – That the minutes of the meeting held on 9 February 2017 be confirmed and signed by the Chairman.

25. Joint Archives Services: Annual Report 2016/17

The Committee considered a joint report of the Deputy Chief Executive and Director for Families and Communities (Staffordshire County Council) and Chief Operating Officer – Resources (Stoke-on-Trent City Council), giving details of the Annual Report for 2016/17 (schedule 1 to the signed minutes) which had been produced in accordance with the Joint Agreement.

The Annual Report provided an account and review of the work and performance of the Staffordshire and Stoke-on-Trent Archive Service for the financial year from 1 April 2016 to 31 March 2017.

This was the second year in the current three-year planning cycle for the service. The report highlighted some significant achievements towards meeting the overall strategic objectives of the service within the current Forward Plan 2015-2018 including:- (i) developing an active partnership approach; (ii) delivering resilience and sustainability; (iii) reaching an engaging with a wide range of people and building new audiences; (iv) sharing knowledge across the UK and; (v) increasing online presence and remote access.

It had been a very productive year for the service in terms of performance, achievements and associated activity with the most notable successes being (i) the award of a stage 1 Heritage Lottery pass for the Staffordshire History Centre and (ii) acquisition and cataloguing of collections such as the Minton Archive.

With regard to (i) above, a project Board and Project Team had been established comprising representatives of both Authorities, William Salt Library Trustees, Friends Group and other stakeholders. The first phase of the project had focussed on the appointment of consultants and a design team in order to develop the proposals. In the coming year, plans were to be prepared in readiness for submission of a Phase 2 application. The Archive Service is to undertake further fund raising to meet a £150,000 match funding requirement and Friends Groups would seek to raise £50,000. Subject to these amounts being raised, £3.9m would become available from the Heritage Lottery Fund.

With regard to (ii) above, following a negotiation between the City Archivist and the Trustees of the Queen's Royal Lancers, the archive of the 16th/5th Lancers, a regiment long associated with the County and the City had been deposited with the Archive Service to be held at Stoke-on-Trent City Archives.

Overall, the proportion of catalogues which had either been fully or partially made available on line had increased by 1.6% to 94.38% of all collections currently held by the service.

With regard to take-up of services by the public, 2016/17 had seen further falls in personal visits to reading rooms by 20% and hits on the Archive Service's main website by 8.3%. However, visits to Staffordshire Names Indexes and Minton Archive Microsite had increased by 13.8%. In addition, the number of volunteers remained high at 124 which totalled 8,516 hours or 4.4 full time equivalent members of staff. Notwithstanding these statistics, efforts had continued to be made to promote the service online particularly using social media with Facebook 'Likes' having increased by 25% and Twitter 'Followers' by 40%.

The Committee noted that the Service had produced good performance results against its local targets for public service delivery and had achieved a 100% customer satisfaction rating in a national survey of visitors to British Archives.

The report highlighted the various other projects, initiatives and activities which had been undertaken during the year including (i) the Great War Centennial Commemoration including Staffordshire Appeals; (ii) Wills Indexing Project; (ii) strategic support offered to Sandwell Metropolitan Borough Council; (iii) conservation support offered to Walsall Metropolitan Borough Council; (iv) historic documents deposited at Lichfield Record Office and; (v) continued conservation of the Sutherland Archive.

In the discussion which ensued the Chairman paid tribute to the work of the Service and the excellent results which had been achieved over the year. She commented that the success in attracting volunteers was particularly encouraging not least owing to the on-going pressure on budgets.

RESOLVED – That the report be received and noted.

26. Variation in Order of Business

RESOLVED – That the order of business be varied and that item No. 7 “Staffordshire History Centre Project – Update” be now taken.

27. Staffordshire History Centre Project Update

The Committee considered a joint report of the Deputy Chief Executive and Director for Families and Communities (Staffordshire County Council) and Director of Housing and Customer Services (Stoke-on-Trent City Council) updating them on progress with regard to the Staffordshire History Centre Project (Schedule 3 to the signed minutes).

The Archive and Heritage Service submitted a bid to the Heritage Lottery Fund (HLF) on 11 February 2016 for the development of a Stafford History Centre comprising accommodation for records (some of which were 1,000 years old), a new community exhibition space, modern search rooms and strong rooms to provide storage for an additional 25 years of future collections.

Following consideration by the HLF, a grant of £333,400 was awarded for the development phase of the project to enable (i) designs for the new centre to be prepared; (ii) an Activity Plan to be developed in consultation with stakeholders; (iii) Management, Maintenance and Business Plans to be drawn-up together with a Fund Raising Strategy and Learning Policy; (iv) the calculation of detailed costings for the delivery stage and; (v) further fundraising to secure the remaining £150,000 match funding required.

It was then planned to submit a bid for a further grant of £3.9m to enable the Stage 2 - Delivery Phase of the project to be completed.

Members noted that consultants and a project and Design Team had now been completed. In addition, a Community History Development Officer and Project Support Officer had been appointed on fixed term contracts and to work with staff and consultants in the development of the Stage 2 application.

The consultants would be responsible for producing (i) the Activity Plan; (ii) the Learning Plan and; (iii) interpretation and design. They would also provide fundraising support and submit bids to secure £150,000 match funding plus an additional £50,000 match funding by Friends of Staffordshire and Stoke-on-Trent Archive Service and Friends of William Salt Library through a Crowdfunding Campaign.

The next key milestone in the project was a mid-stage review by the HLF. This was to ensure that sufficient good quality progress had been made towards achieving the approved purposes of the Development Grant. It was anticipated that this review would take place in September/October 2017 and pending success, the Stage 2 Application currently would be submitted in March 2018 with the decision expected by June 2017.

Work was underway to plan and prepare for the relocation of the Lichfield Record Office collections to the Staffordshire Record Office and archive out-store in Stafford. In addition, the Heritage Service were preparing to move from the County Museum at Shugborough to new premises in Stafford. It was anticipated that the Office at Lichfield would be decommissioned by April 2018 and a new access point established at the redeveloped St. Mary's Heritage Centre.

A review of the staffing structure for the Archives and Heritage Service had also been completed. Currently there were 25.4 full time equivalent posts (excluding those funded externally). It was proposed to create a new operating model which (i) re-balanced staff time and resources to reduce the time spent on site and serve management; (ii) developed flexible role across the service; (iii) aligned roles towards the delivery of the strategic vision with greater focus on online services, outreach and volunteers; (iv) facilitated the operation of one public access site and supported the county-wide activity programme; (v) ensured the service met its accreditation standards and managed collection efficiently; (vi) included fundraising in key roles in order to offer sustainability after Heritage Lottery Funding for the History Centre had ceased and; (vii) delivered £260,000 savings for the service.

It was intended that the new structure would be in place by 1 April 2018 to enable the delivery of £130,000 savings for 2018/19 and a further £130,000 in 2019/20.

During the discussion which ensued the Chairman sought clarification of the arrangements for consulting with staff on the new operating model and the opportunities for reducing the staffing establishment (if required) through voluntary redundancies and retirements.

RESOLVED – (a) That the report be received and noted.

(b) That the progress made in the Staffordshire History Centre Project be noted.

(c) That the new operating model for the Staffordshire History Centre as set out in the report, be approved.

28. Joint Archives Service: Revenue Outturn 2016/17

The Committee considered a joint report of the Joint report of the Director of Finance & Resources and the City Director of Resources - Assistant Chief Executive setting out the final outturn for the Joint Archive Service for 2016/17 (Schedule 2 to the signed minutes).

The outturn indicated that the service had a net spend of £715,296 compared to an approved budget of £717,760 which gave an overall underspend of £2,462. This underspend would be transferred to the General Reserve at the end of the financial year. The General Reserve Balance stood at £ 30,697. The Archive Acquisition Budget (used for the purchase of new collections) currently held a balance of £57,542.

The Committee were reminded that they were no longer required to submit a Small Bodies' in England Annual return owing to legislative changes brought about by the Local Authority and Accountability Act 2014.

The 2017/18 Net Revenue Budget had been approved by the Committee at their meeting in March 2017, and represented a 4% increase compared to the previous year's budget. Members noted that net spend was currently £114,880 and was expected to be fully spent during 2017/18.

During the discussion which ensued, the Chairman welcomed the increase in the Net Revenue Budget having regard to the budget cuts experienced by other service areas within the two Authorities.

RESOLVED – That the report be received and noted.

29. Archives Accreditation Update

The Committee considered a joint report of the Deputy Chief Executive and Director for Families and Communities (Staffordshire County Council) and Director of Housing and Customer Services (Stoke-on-Trent City Council) regarding progress of Staffordshire and Stoke-on-Trent Joint Archive Service's application under the National Archives' scheme for Archive Service Accreditation (Schedule 4 to the signed minutes).

The final stage in the application process took place on 26 May 2017 with an inspection visit by three external assessors. This visit focused on (i) the Staffordshire History Centre Project and how the whole service including those based in Stoke would benefit; (ii) governance arrangements including the Joint Agreement, reporting lines within the two authorities, support from Members and day to day management of the service; (iii) digital preservation and the work done by the service to develop policies and procedures; (iv) support received from volunteers particularly noting the high numbers achieved by the Service; (v) the strong-rooms and public facilities available at the Staffordshire Record Office and; (vi) collections management and development.

Members noted that report from the assessors' visit was expected to be made available in July 2017.

RESOLVED – (a) That the report be received and noted.

(b) That the Committee be kept updated on progress with regard to the Joint Archives Service's application for Archive Service Accreditation Scheme.

30. Date of next meeting - Thursday 16 November 2017 at 10.30 am, City Central Library, Stoke-on-Trent

RESOLVED – That a further meeting of the Joint Committee be held on 16 November 2017 at 10.30 am, City Central Library, Stoke-on-Trent.

Chairman

Local Member Interest	Nil
-----------------------	-----

STAFFORDSHIRE AND STOKE ON TRENT JOINT ARCHIVES COMMITTEE

21st December 2017

JOINT ARCHIVE SERVICE – PREDICTED OUTTURN 2017/18

Recommendation(s)

1. That this report informing the Committee on the predicted outturn for the Joint Archive Service for 2017/18 is received and noted.

Joint report of the Director of Finance & Resources and the City Director of Resources - Assistant Chief Executive

Reasons for Recommendations

2. The Joint Archive Service budget for 2017/18 is predicted to be underspent by £24,886. The General Reserve currently holds a balance of £31,411 and the Archive Acquisition Reserve retains a balance of £57,542.

Net Revenue Outturn 2017-18

3. The predicted outturn for the Joint Archives Service is set out in *Appendix 2*. To date, the Joint Archives net spend is £470,213 (*as at 13th December 2017*) and it is currently assumed that the net revenue budget will be fully spent in 2017-18.
4. It is expected that the Service will spend a total of £721,614 compared to its approved budget of £746,500 giving an overall underspend of £24,886 which if realised will be transferred to the General Reserve at the end of the financial year.
5. Of this growing underspend, a further assessment of the net spend forecast indicates that at the year end, managed savings on staff; training; transport and supplies & services totalling £34,826 are currently offsetting an anticipated under-recovery of income (predominantly fees & charges) of £9,940 to produce an anticipated outturn underspend position of £24,886 in 2017-18.

Reserves

6. There are currently two Reserves which are held by the Joint Archive Service, these being the General Reserve and the Archive Acquisition Reserve.

7. The balances on these two Reserves are set out in *Appendix 3*. The General Reserve currently holds a balance of £31,411 (net of current HLF bid funding commitments) 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 has a balance of £57,542.

Appendix 1

Equalities Implications:

No significant implications.

Legal Implications:

From 2016/17, the Joint Archive Agreement budget is no longer subject to an annual Small Bodies Audit and its annual return.

Resource and Value for Money implications:

The Joint Agreement budget is monitored regularly throughout the year.

Risk Implications:

No significant implications.

Climate Change Implications:

No significant implications.

Health Impact Assessment Screening:

No significant implications.

Report Author:

Author's Name: John Broad, Senior Finance Business Partner
Telephone No: (01785) 854861
Room Number: Staffordshire Place 2

List of Background Papers

Joint and Other Archive Services 2017/18 file.
Archives – 2017/18 Revenue Budget file.

**Joint Archives Service
Predicted Outturn Position 2017-2018**

Appendix 2

Page 9

	Core Services			Staffordshire County Council Sites and Public Services			Stoke-on-Trent City Council Sites and Public Services			Total for Service		
	Current Budget	Actual Expenditure @ Nov-2017	Predicted Outturn	Current Budget	Actual Expenditure @ Nov-2017	Predicted Outturn	Current Budget	Actual Expenditure @ Nov-2017	Predicted Outturn	Current Budget	Actual Expenditure @ Nov-2017	Predicted Outturn
	£	£	£	£	£	£	£	£	£	£	£	£
Expenditure												
Employees	319,980	211,741	319,328	306,160	186,177	282,621	103,600	62,568	93,800	729,740	460,485	695,749
Training	240	0	240	0	0	0	900	0	900	1,140	0	1,140
Transport	800	344	510	180	268	410	300	7	300	1,280	619	1,220
Supplies & Services	13,620	11,778	13,419	18,740	5,779	18,166	19,200	7,860	19,200	51,560	25,416	50,785
Total Expenditure	334,640	223,862	333,497	325,080	192,223	301,197	124,000	70,435	114,200	783,720	486,521	748,894
Income												
Grants & Reimbursements	0	0	0	0	0	0	200	65	200	200	65	200
Sales	0	0	0	9,950	4,039	6,070	0	291	0	9,950	4,330	6,070
Fees & Charges	0	0	0	14,070	5,865	8,800	6,100	1,939	6,100	20,170	7,804	14,900
Miscellaneous	3,100	2,100	3,100	3,800	2,004	3,010	0	5	0	6,900	4,109	6,110
Total Income	3,100	2,100	3,100	27,820	11,908	17,880	6,300	2,300	6,300	37,220	16,308	27,280
Net Expenditure	331,540	221,762	330,397	297,260	180,315	283,317	117,700	68,135	107,900	746,500	470,213	721,614

Predicted Underspend **-24,886**

Screen Data Export

Option NML400
 Username WHITTAKER
 Date 04/12/2017
 Time 09:51

Transactions for Enquiry Group: Current Budget(V2) v Act + Com/GL Account Code Range: LA1000/***** to LA1000/***** / Enquiry Year: 2017/ Period: 08 to 09

Journal Reference	Source Code	Period	Journal Type	Journal Type Description	Amount (Posted)	Amount (Pending)	Narrative	Journal Line	GL Account Code	Cost Centre	Expense Head	Journal Date	MF Update Date
0000000329	00	201708	JP01	ITRENT Payroll	11,851.25		0.00 Liberata Payroll Nov 2017 - costing	000129	LA100010802	LA1000	10802	01/12/2017	01/12/2017
0000000329	00	201708	JP01	ITRENT Payroll	1,254.20		0.00 Liberata Payroll Nov 2017 - costing	000623	LA100012802	LA1000	12802	01/12/2017	01/12/2017
0000000329	00	201708	JP01	ITRENT Payroll	2,683.33		0.00 Liberata Payroll Nov 2017 - costing	001097	LA100014802	LA1000	14802	01/12/2017	01/12/2017
0000000329	00	201708	JP01	ITRENT Payroll	21.87		0.00 Liberata Payroll Nov 2017 - costing	001462	LA100018002	LA1000	18002	01/12/2017	01/12/2017
0000000329	00	201708	JP01	ITRENT Payroll	64.80		0.00 Liberata Payroll Nov 2017 - costing	001638	LA100035010	LA1000	35010	01/12/2017	01/12/2017
0000000086	00	201708	JV01	Permanent Actual Adjustment	0.05		0.00 Print Charges Oct 2017	000092	LA100043302	LA1000	43302	14/11/2017	14/11/2017
Total					15,875.50		0.00						

- Nominal Ledger
- Purchase Ledger
- Cash Management
- Sales Ledger

11,851.25	10802
1,254.20	12802
2,683.33	14802
21.87	18002
64.80	35010
0.05	43302
15,875.50	

Screen Data Export

Option NML400
 Username WHITTAKER
 Date 04/12/2017
 Time 09:57

Transactions for Enquiry Group: Current Budget(V2) v Act + Com/GL Account Code Range: LA2000/***** to LA2200/***** / Enquiry Year: 2017/ Period: 08 to 09

Journal Reference	Source Code	Period	Journal Type	Journal Type Description	Amount (Posted)	Amount (Pending)	Narrative
0000000139	00	201708	JV01	Permanent Actual Adjustment	4.86	0.00	151893 J Lewis YaW NOV 17
0000000329	00	201708	JP01	ITRENT Payroll	809.59	0.00	Liberata Payroll Nov 2017 - costing
0000000329	00	201708	JP01	ITRENT Payroll	9,243.31	0.00	Liberata Payroll Nov 2017 - costing
0000000329	00	201708	JP01	ITRENT Payroll	64.81	0.00	Liberata Payroll Nov 2017 - costing
0000000329	00	201708	JP01	ITRENT Payroll	773.31	0.00	Liberata Payroll Nov 2017 - costing
0000000329	00	201708	JP01	ITRENT Payroll	182.97	0.00	Liberata Payroll Nov 2017 - costing
0000000329	00	201708	JP01	ITRENT Payroll	1,914.75	0.00	Liberata Payroll Nov 2017 - costing
0000000329	00	201708	JP01	ITRENT Payroll	183.60	0.00	Liberata Payroll Nov 2017 - costing
0000000329	00	201708	JP01	ITRENT Payroll	45.10	0.00	Liberata Payroll Nov 2017 - costing
0000000166	00	201708	JV01	Permanent Actual Adjustment	-21.40	0.00	Cancellation of Journal 0000000162
0000000162	00	201708	JV01	Permanent Actual Adjustment	21.40	0.00	Cancelled by Journal 0000000166
0000000127	00	201708	JV01	Permanent Actual Adjustment	21.87	0.00	SCC Mobile Phone Charges Oct 2017
0000000169	00	201708	JV01	Permanent Actual Adjustment	21.40	0.00	SCC Mobile Phone Charges Sep 2017
				Total	13,265.57	0.00	

Journal Line	GL Account Code	Cost Centre	Expense Head	Journal Date	MF Update Date
000052	LA210019726	LA2100	19726	20/11/2017	20/11/2017
000021	LA220010401	LA2200	10401	01/12/2017	01/12/2017
000130	LA220010802	LA2200	10802	01/12/2017	01/12/2017
000516	LA220012401	LA2200	12401	01/12/2017	01/12/2017
000624	LA220012802	LA2200	12802	01/12/2017	01/12/2017
000994	LA220014401	LA2200	14401	01/12/2017	01/12/2017
001098	LA220014802	LA2200	14802	01/12/2017	01/12/2017
001639	LA220035010	LA2200	35010	01/12/2017	01/12/2017
001933	LA220035035	LA2200	35035	01/12/2017	01/12/2017
000090	LA220045214	LA2200	45214	21/11/2017	21/11/2017
000090	LA220045214	LA2200	45214	21/11/2017	21/11/2017
000126	LA220045214	LA2200	45214	17/11/2017	17/11/2017
000065	LA220045214	LA2200	45214	21/11/2017	21/11/2017

Screen Data Export

Option NML400
 Username WHITTAKER
 Date 04/12/2017
 Time 09:58

Transactions for Enquiry Group: Current Budget(V2) v Act + Com/GL Account Code Range: LA2000/***** to LA2200/***** / Enquiry Year: 2017/ Period: 08 to 09

Journal Reference	Source Code	Period	Journal Type	Journal Type Description	Amount (Posted)	Amount (Pending)	Narrative
0090011602	P1	201708	AP01	Purchase Ledger Invoice	67.86	0.00	Photoshop Elements Version 2018 AOO
0090011602	P1	201708	AP01	Purchase Ledger Invoice	49.26	0.00	Photoshop CC for teams ALL Multiple
				Total	117.12	0.00	

Journal Line	GL Account Code	Cost Centre	Expense Head	Journal Date	MF Update Date
000004	LA220040030	LA2200	40030	17/11/2017	27/11/2017
000003	LA220040030	LA2200	40030	17/11/2017	27/11/2017

Screen Data Export

Option NML400
 Username WHITTAKER
 Date 04/12/2017
 Time 10:01

Transactions for Enquiry Group: Current Budget(V2) v Act + Com/GL Account Code Range: LA2000/***** to LA2200/***** / Enquiry Year: 2017/ Period: 08 to 09

Journal Reference	Source Code	Period	Journal Type	Journal Type Description	Amount (Posted)	Amount (Pending)	Narrative
5450000001	CM	201708	CM01	Receipts	-1.50	0.00	Till roll 9793-9986
5450000001	CM	201708	CM01	Receipts	-230.00	0.00	Till roll 9793-9986
5450000001	CM	201708	CM01	Receipts	-221.25	0.00	Till roll 9793-9986
5450000001	CM	201708	CM01	Receipts	-10.00	0.00	Till roll 9793-9986
5450000001	CM	201708	CM01	Receipts	-31.42	0.00	Till roll 9793-9986
5450000001	CM	201708	CM01	Receipts	-78.33	0.00	Till roll 9793-9986
5450000001	CM	201708	CM01	Receipts	-37.16	0.00	Till roll 9793-9986
5450000001	CM	201708	CM01	Receipts	-125.17	0.00	Till roll 9793-9986
5450000001	CM	201708	CM01	Receipts	-22.44	0.00	Till roll 9793-9986
				Total	-757.27	0.00	

Journal Line	GL Account Code	Cost Centre	Expense Head	Journal Date	MF Update Date
000002	LA220064536	LA2200	64536	17/11/2017	17/11/2017
000001	LA220064536	LA2200	64536	17/11/2017	17/11/2017
000003	LA220065108	LA2200	65108	17/11/2017	17/11/2017
000004	LA220065304	LA2200	65304	17/11/2017	17/11/2017
000005	LA220065304	LA2200	65304	17/11/2017	17/11/2017
000006	LA220068210	LA2200	68210	17/11/2017	17/11/2017
000007	LA220069112	LA2200	69112	17/11/2017	17/11/2017
000008	LA220069122	LA2200	69122	17/11/2017	17/11/2017
000009	LA220069162	LA2200	69162	17/11/2017	17/11/2017

Screen Data Export

Option NML400
 Username WHITTAKER
 Date 04/12/2017
 Time 10:02

Transactions for Enquiry Group: Current Budget(V2) v Act + Com/GL Account Code Range: LA2000/***** to LA2200/***** / Enquiry Year: 2017/ Period: 08 to 09

Journal Reference	Source Code	Period	Journal Type	Journal Type Description	Amount (Posted)	Amount (Pending)	Narrative
1000000413	S1	201708	SL11	Sales Ledger Invoices	-45.00	0.00	Sales Photos, Pictures and
1100000009	S1	201708	SL12	Sales Ledger Credit Note	30.00	0.00	Sales Publications (AZ VAT)
1000000233	S1	201708	SL11	Sales Ledger Invoices	-600.00	0.00	General (69162) No VAT AO
				Total	-615.00	0.00	

Journal Line	GL Account Code	Cost Centre	Expense Head	Journal Date	MF Update Date
000001	LA220065108	LA2200	65108	14/11/2017	14/11/2017
000001	LA220065304	LA2200	65304	11/11/2017	13/11/2017
000001	LA220069162	LA2200	69162	09/11/2017	09/11/2017

Nominal Ledger

Purchase Ledger

Cash Management

Sales Ledger

Grand Total	12,010.42	0.00	
	809.59		10401
	9,243.31		10802
	64.81		12401
	773.31		12802
	182.97		14401
	1,914.75		14802
	4.86		19726
	183.60		35010
	45.10		35035
	117.12		40030
	43.27		45214
	-231.50		64536
	-266.25		65108
	-11.42		65304
	-78.33		68210
	-37.16		69112
	-125.17		69122
	-622.44		69162
Total	12,010.42		

Liberata Journals to be actioned @ 05/12/2017

	LA1000	LA2100	LA2200	Total	Core Services	Record Offices	Total
10802	15,275.76	12,334.15	10,558.25	38,168.16	15,275.76	22,892.40	38,168.16
12802	1,818.13	521.01	5,546.95	7,886.09	1,818.13	6,067.96	7,886.09
14802	3,452.31	1,597.74	1,089.95	6,140.00	3,452.31	2,687.69	6,140.00
35010	72.00			72.00	72.00		72.00
35035	12.90			12.90	12.90		12.90
46002	7.45			7.45	7.45		7.45
	20,638.55	14,452.90	17,195.15	52,286.60	20,638.55	31,648.05	52,286.60

**Joint Archives Service - Stoke-on-Trent
Revenue Budget 2017-2018**

	Core Services		
	Current Budget £	Actual Expenditure to November-2017 £	Predicted Outturn £
Expenditure			
Employees	50,900	33,943	50,900
Training			
Transport			
Supplies & Services			
Total Expenditure	50,900	33,943	50,900
Income			
Grants & Reimbursements			
Sales			
Fees & Charges			
Miscellaneous			
Total Income	0	0	0
Net Expenditure	50,900	33,943	50,900

	Public Sites		
	Current Budget £	Actual Expenditure to November-2017 £	Predicted Outturn £
	103,600	62,568	93,800
	900		900
	300	7	300
	19,200	7,860	19,200
	124,000	70,435	114,200
	200	65	200
		291	
	6,100	1,939	6,100
		5	
	6,300	2,300	6,300
Net Expenditure	117,700	68,135	107,900

	Total		
	Current Budget £	Actual Expenditure to November-2017 £	Predicted Outturn £
	154,500	96,511	144,700
	900	0	900
	300	7	300
	19,200	7,860	19,200
	174,900	104,378	165,100
	200	65	200
		291	
	6,100	1,939	6,100
		5	
	6,300	2,300	6,300
Net Expenditure	168,600	102,078	158,800

Balance in the Reserve £ 28,397

Joint Archives Reserves

	Staffordshire County Council £	Stoke on Trent City Council £	Total £
<u>General Reserve</u>			
Balance brought forward 1 April 2017	96,727	28,397	125,124
2017/2018 Transactions			
The National Archive - New Burdens Funding	714		714
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 2018)	3,014	28,397	31,411

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 2017	57,542	0	57,542
2017/2018 Transactions			
	0	0	0
Balance Available (as at 31 March 2018)	57,542	0	57,542

Members Interest
N/A

**Staffordshire and Stoke on Trent Joint Archive Committee
21 December 2017**

Review of Fees and Charges

Recommendation(s)

1. That the fees and charges proposed in Appendix two to this report be approved for introduction by the Joint Archive Service from April 2018.

2. Report of Deputy Chief Executive and Director for Families and Communities (Staffordshire County Council) and Director of Housing and Community Services (Stoke on Trent City Council)

Reasons for Recommendations

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

Background

4. The Archive Service generates income from the following sources: a range of copying services; the sale of photographic permits; research, transcription and certification services; sales of publications; donations; and fees for talks by and group visits to the Archive Service. In addition from 2014 the Archive Service has benefitted from income from its partnership with a commercial provider to make key archive collections available online.

5. Last year the Committee reviewed the charges for copying in its various forms (photocopying, digital copying and photography) and the fees associated with talks, visits and permissions to publish. It is not proposed to review these again this year but to review the Research Fee and associated fees.

Research Fee

6. The Archive Service offers a research service to its users. This is taken up by people abroad, people unable to visit the searchrooms of the service through disability or work or other commitments, or simply people who recognise that the staff of the Service have knowledge and research skills that they themselves lack. The research service is charged for in order to reflect both the cost to the Service of devoting staff time to carrying out a task which could be carried out in person by the enquirer, and also the market rate for similar services offered by neighbouring archive services and private researchers.

7. Over the years a number of specialised services, such as offering a certification service from parish registers have been offered by the Archive Service and in 2015 the rates of these charges were aligned with the Research Service charge. This recognises the fact that staff time is being devoted to a private enquiry, outside of the normal reading room service.

8. This report seeks to streamline the charging structure of the archive service by creating a single new charge for all fees that were previously tied to the Research fee, designated the Staff Facilitation Fee. The Staff Facilitation Fee will also be tied to the Research Fee. Its scope will be:

Staff time used to make a customer request for service possible, including but not restricted to

- supervising documents outside the research room during professional photography, transporting documents to an external office for microfilming, conservation or other purpose
- certifying the content of archives held within the service for use in religious, legal or other proceedings
- preparing or conserving documents in order that a customer order can be carried out
- transcribing or translating documents in private hands

9. The introduction of this fee also creates flexibility for the Archive Service to respond to new or exceptional circumstances and provides a transparent basis for charging, rather than the creation of ad hoc charges.

Closure of Lichfield Record Office

10. Two fees specific to Lichfield Record Office will be removed as no longer applicable following the closure of the Office and the transfer of the records to Staffordshire Record Office storage. These are 'Photocopies of Wills' and 'Marriage Bond Searches'

Level of Fee

11. The current research service fee is £28, it was raised to that level in April 2016. It is now proposed to raise it to £30. As the fee is, in certain cases, levied by the quarter or the half hour it is desirable that it should be reasonably divisible by 4. £2 represents a 7% increase, which is in line with current inflation. The average fee levied by our neighbouring archive services (Walsall, Wolverhampton, Warwickshire, Shropshire, Cheshire and Derbyshire) is £29, so the revised fee is in line with the sector and customer expectation.

12. It should be noted that the online provision of the parish registers and the wills and marriage bonds at Lichfield has resulted in a significant drop in the number of research requests received by the Archive Service with a consequent drop in the amount of income received.

Other charges

13. The charge for a computer print-out in the Archive Service has hitherto been 10p in line with the charge made by Libraries in the respective

authorities. Staffordshire Libraries have increased their charge to 20p and it is proposed to change the Archive Service charges to reflect this.

Appendix 1

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

Legal implications: The content of this report complies with the joint agreement governing the work of the Joint Archive Service.

Resource and Value for money implications: Overall the Joint Archive Service has income targets of £48,320 which breaks down to £6,300 for the City service and £42,020 for the County service.

Risk implications: At this point in the year income is under target for research and photocopying. Officers are managing spend within budgets to offset under recovery of income.

Climate Change implications: No significant implications.

Health Impact Assessment screening: No significant implications.

APPENDIX 2

STAFFORDSHIRE AND STOKE- ON- TRENT ARCHIVE SERVICE

REVIEW OF FEES AND CHARGES, 2018/2019 -attached to report

Author's Name: Chris Latimer, City Archivist, Stoke-on-Trent

Telephone No: (01782) 238403

Location: City Central Library, Bethesda Street, Hanley, Stoke-on-Trent

List of Background Papers

STAFFORDSHIRE AND STOKE- ON- TRENT ARCHIVE SERVICE**REVIEW OF FEES AND CHARGES, 2018/2019**

The current fees and charges and proposed changes are set out below. The proposed new charges would apply from 1 April 2018.

FEE/CHARGE	CURRENT	PROPOSED		COMMENTS
RESEARCH FEES				
<p>1. Research Fee Scope: looking for information in the sources (archival, printed or published online) available to the Staffordshire and Stoke on Trent Archive Service . Providing information on our holdings from indexes or catalogues is not chargeable Basis: Research orders will be charged in half hour blocks, with a minimum of half an hour and a maximum of four hours. People with disabilities which prevent them from accessing the sources in the reading rooms of the Joint Archive Service will be charged at two-thirds of the standard rate.</p> <p>1.1 Quick Research Fee Scope: looking for a single entry, article or item of information in a source on the basis of information provided by the enquirer which should lead directly to the entry or item desired and the provision of a single photocopy or transcription if found. This fee applies for the transcription of documents identified in the Staffordshire Name index. If a copy is requested and the source cannot be photocopied or transcribed within 15 minutes, the request will attract either the Staff Facilitation Fee or the Staff Photography Fee, not the QRF. Basis: One quarter of the Research Fee People with disabilities which prevent them</p>	<p>£28-00 (£23-33 + £4-67 VAT) per hour to include the cost of up to 4 copies and UK/EU postage</p> <p>Minimum charge- £14-00 to include the cost of 2 copies and UK postage</p> <p>£19-00 per hour to include the cost of up to 4 copies and UK postage for people with disabilities.</p> <p>£7.00 (£5.83 + £1.17 VAT) First class postage charged additionally. £4-70 for people with disabilities</p>	<p>EU orders: £25 + £5-00 VAT</p> <p>£12-50 + 2.50 VAT</p> <p>£16-67 + £3-33</p> <p>£6-25 + £1.25 VAT</p>	<p>Non-EU orders: £30-00 Non EU postage charged additionally</p> <p>£15-00</p> <p>£20-00</p> <p>£7-50</p>	<p>This fee has been increased having been held last year.</p> <p>This fee is increased in line with the Research Fee.</p>

FEE/CHARGE	CURRENT	PROPOSED		COMMENTS
<p>from accessing the sources in the reading rooms of the Joint Archive Service will be charged at two-thirds of the standard rate.</p> <p>1.2 Hospital records search fee This fee is based on the standard photography charge and quick search fee using indexes to locate entries in hospital records. Digital images of the records are included in the fee.</p>	<p>£28-00 (£23-33 + £4-67 VAT) plus £7.00 (£5.83 + £1.17 VAT) search fee</p>	<p>£31-25+£6-25 VAT</p>	<p>£37-50</p>	<p>This fee is increased in line with research and photography fees.</p>
<p>Page 22</p> <p>2. Marriage Bond Searches</p>	<p>£14-00 (£11.66 + £2.34 VAT) for up to 2 searches and including provision of up to 4 copies of marriage licence records. UK postage included. Overseas postage charged at current rates. First class postage charged additionally</p> <p>Single search £7.00 (£5.83 + £1.17 VAT) and provision of single copy. First class postage charged additionally.</p>	<p>Assimilated into Research Fee</p>		<p>The vast majority of Marriage Bonds are now indexed and searchable on findmypast.com. The rates for this search were set in line with the standard research fee and it is proposed to delete this fee as a separate item. All subsequent enquiries will be dealt with as a standard Research Request</p>
<p>3. Search and supply of copy of individual's baptism / marriage entry for official purposes</p>	<p>Successful search with copy supplied £10.50 (£7.00+£3.50)</p> <p>Unsuccessful search £7.00 (£5.83 + £1.17 VAT)</p>	<p>Assimilated into Quick Research Fee</p>		<p>This fee is based on the Quick Research Fee and the supply of a photocopy if the search is successful. This will continue to be the case and there is no case for continuing to set this fee separately. This specific fee will therefore be deleted.</p>

FEE/CHARGE	CURRENT	PROPOSED		COMMENTS
4. Transcription fee for documents identified in online indexes	£7-00 (£5.84 + £1.16 VAT) Includes standard UK/EU postage	Assimilated into Quick Research Fee		This fee has in the past been set in line with the Quick Research Fee. The wording of the scope of the Quick Research Fee has been altered to reflect this and so this will no longer be set as a separate fee.
5. Certification fee	£14-00per document	Assimilated in to Staff Facilitation Fee		Certifications can be time consuming to write out, and require the input of a senior member of staff. It is proposed to assimilate this fee into the Staff Facilitation Fee
COPYING CHARGES				
6. Photocopies identified and ordered in reading rooms	75p (62p+13p VAT) per copy A4/A3 (B&W) £1.50 per copy A4/A3 colour (£1.25 + 25p VAT)	No change	No change	
7. Photocopies ordered by post	First copy, incl. UK postage and packing £4-00 (£3.33 + £0.67 VAT) First class postage charged additionally.	EU orders: No change	Non EU orders: No change	

FEE/CHARGE	CURRENT	PROPOSED		COMMENTS
	Successive copies on same order- 1-50(£1.25 + £0.25 VAT) Non EU postage charged at current rates			
8. Photocopies of wills by post- staff assisted	Flat rate of £7-00 per will to include UK standard post and packing Flat rate of £7-50 including non-EU postage	Flat rate abolished Assimilated into normal copying charges.		The provision of access to the Lichfield wills via the findmypast website and the physical relocation of the wills to the Staffordshire Record Office mean that there is no longer any need to have a separate, flat rate charge, for wills. Charging for photocopies of wills, if requested, will be provided under the normal copying charges.
6 Page 24 Microform print outs : self service in reading rooms	75p (62p+13p VAT) self service	No change		
10. Microform print-outs by post	£4-00 (£3.33 + £0.67 VAT) First class postage charged additionally. Successive copies on same order- 1-50	EU orders: No change	Non-EU orders: No change	

FEE/CHARGE	CURRENT	PROPOSED		COMMENTS
	(£1.25 + £0.25 VAT) per copy Non EU postage charged additionally			
11. Computer print outs on site	10p	20p (Staffordshire) 10p (Stoke)		This charge is held in line with Library Service fees in the County and the City and will vary in line with any changes made by the respective Library Services.
12. In-house Photography Charges Page 25	£28 per hour fee for photography including prints (£23-33 + £4-67 VAT) Additional charge of £14-00 per half hour on any order involving conservation team (£11.66 + £2.34 VAT) The Staff Facilitation Fee may apply if conservation or preparation work is required in advance of the photographer carrying out the work.	EU customers £25 + £5-00 VAT per hour	Non EU customers £30-00	This charge was last increased in April 2016 in line with the research fees. The provision of the images to the customer by digital download, by DVD or by print- out on ordinary photocopier paper, in person or by post will be free. Photographic prints will not be provided by the Archive Service
13. Permit Fees for Use of Digital Camera	£7-50 daily fee £50-00 annual fee	No change		
14. Photography on Archive Service premises	Proportion of additional staff time required to facilitate and supervise photography based on current research fee scale	This specific fee will be abolished and in case a commercial photographer requires a member of staff to be in attendance, then the Staff Facilitation Fee would apply		
15. Photographic and microfilming orders	Flat rate of £50-00	EU orders:	Non EU orders:	The Archive Service uses the nearest

FEE/CHARGE	CURRENT	PROPOSED		COMMENTS
handling fee for commercial orders	£50-00 (£41.67 + £8.33 VAT)	No change	£50-00	archive service which offers this service and which can provide the requisite security and quality standards. However this necessitates a greater input of staff time in transporting documents for filming. This fee will be removed and in such a case the Staff Facilitation Fee would apply
16. Staff Facilitation Fee Scope: Staff time used to make a customer request for service possible, including but not restricted to <ul style="list-style-type: none"> • supervising documents outside the research room during professional photography, transporting documents to an external office for microfilming, conservation or other prupose • certifying the content of archives held within the service for use in religious legal or other proceedings • preparing or conserving documents in order that a customer order can be carried out • transcribing or translating documents in private hands Basis: The fee will be equal to the Research Fee.	New Fee Chargeable in half hour blocks	£30.00 per hour		As part of fulfilling customer orders or requests,from time to time archive service staff may need to carry out ancillary or additional tasks in order to make the chargeable request possible. Examples would include, conserving or stabilising documents prior to photography, supervising documents in areas outside the search room in order that professional photography may be done, accompanying documents outside the service's premises for third party purposes. The provision of a certified copy of a register entry or an electoral register entry may be requested from the Archive Service for use by the customer in religious or legal proceedings. Staff's professional skills such as palaeography are sometimes requested by customers for single documents in private hands. In all these cases the archive service has routinely made a charge based on the hourly rate for research. This new fee provides a defined fee for all work for the public not covered elsewhere in this schedule

FEE/CHARGE	CURRENT	PROPOSED	COMMENTS
<p>17. Publication fees for the reproduction of documents in: exhibitions, hard copy or online publications or media broadcasting.</p>	<p>Sliding scale of charges according to the nature of the publication, print run or broadcast</p> <p>Community /academic journal publication/ website/ exhibition/ DVD: £10-00 for first item, plus £5-00 for each additional item</p> <p>Commercial publication: hard copy/exhibition/ website: £45-00 for first item, plus £25-00 for each additional item</p> <p>Commercial publication: hard copy/exhibition/ website and e-book rights £80-00 for first item and £40-00 for each additional item as a wrap up fee for both hard copy and e-book rights</p> <p>TV broadcast and onsite filming and world wide web publication: £200 for world-wide rights for first item; £80-00 for each additional item. Filming on site only £180 per half day.</p>	<p>No change</p>	<p>These fees are held for this year to support local and community historians/groups.</p>

FEE/CHARGE	CURRENT	PROPOSED	COMMENTS
OUTREACH SERVICES			
<p data-bbox="91 778 136 927" style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 28</p> <p data-bbox="91 202 714 272">18. Talks to / visits by external organisations and groups</p> <p data-bbox="91 898 714 968">19. Use of meeting room (LARC) at Staffordshire Record Office</p>	<p data-bbox="730 202 1117 272">£50-00 County/City £55-00 out of county</p> <p data-bbox="730 475 1117 545">Saturday group visits: £55-00</p> <p data-bbox="730 576 1117 847"> (£5 extra for out of county groups) £55-00 group visit including tour of strongrooms £60 -00 group visit including tour of strongroom and also visit to conservation workshop</p> <p data-bbox="730 914 1117 949">Per four hour session</p> <p data-bbox="730 983 1117 1150">£20 SCC meetings, adult education, local history and other societies, non-profit making local organisations or individuals</p> <p data-bbox="730 1185 1117 1220">£58 commercial companies</p>	<p data-bbox="1133 202 1603 237">No change</p> <p data-bbox="1133 475 1603 510">No change</p> <p data-bbox="1133 914 1603 949">No change</p>	<p data-bbox="1619 202 2190 336">These fees were last increased in 2016 and at the recommendation of the JAC in 2013 include travel expenses for out of county talks. The fees are held this year.</p> <p data-bbox="1619 406 2190 541">Fees may be waived for retired / disabled groups at the discretion of the Archive Service. Group visits on Saturdays require additional staffing.</p>

Members Interest
N/A

**Staffordshire and Stoke on Trent Joint Archive Committee
21 December 2017**

**Staffordshire and Stoke on Trent Archive Service: Staffordshire History Centre
Proposed Development Trust**

Recommendation(s)

1. That the Committee approves proposals to create a development trust for the Staffordshire History Centre.

**Report of Deputy Chief Executive and Director for Families and Communities
(Staffordshire County Council) and Director of Housing and Community
Services (Stoke on Trent City Council)**

Reasons for Recommendations

Background

Active Partnership

2. The round 1 Heritage Lottery Fund (HLF) submission included proposals to investigate Active Partnership, which is a model of working with partners, Friends groups and stakeholders to deliver the activities of the Staffordshire History Centre Project. Part of these proposals included investigation of a Development Trust for the History Centre.

3. The Heritage Lottery Fund (HLF) project will create a centre of excellence to house the current Staffordshire archive and heritage collections and bring in the Lichfield Diocesan Records and the collections of The William Salt Library. In addition, the HLF project will create a programme of activity to increase the use of the Staffordshire History Centre by many more people and to promote a wider appreciation and engagement with the collections for communities and individuals throughout the county.

4. The financial situation, now and in the foreseeable future, indicates the difficulty of sustaining that work beyond the timescale of the HLF project. The development trust could be a vehicle for raising funds to ensure that this valuable work continues beyond 2021.

Proposals for a development trust

5. The proposals in Appendix 2 set out how the development trust could work. It highlights the key partners who could be involved including: the Joint Archives Committee (Staffordshire County Council and Stoke on Trent City Council), William Salt Library Trust, Keele University and potentially the Diocese of Lichfield. The

William Salt Library Trust and Keele University have both indicated their interest in being part of the Development Trust.

6. The proposals make clear that the Development Trust would not manage the History Centre, Archive Service or the William Salt Library. Each partner would retain their independence but come together to fundraise for specific projects and specifically continue the activities after HLF funding ceases in 2022.

7. The proposals suggest creating a Charity Incorporated Organisation (CIO) as the most appropriate model for fundraising. This model would involve recruiting trustees to represent the partners as well trustees with specific skills to help fundraise for the History Centre. The CIO would benefit from charitable status and be able to apply for grants from other charities to continue supporting the work of the History Centre.

Existing Friends groups

8. The Archive Service and the William Salt Library both have Friends groups who fundraise for the services. They do this through membership subscriptions and social events. They also offer feedback to the service and promote events and the work of the two organisations. Their fundraising has been invaluable and has supported the purchase of equipment, books and archives. Both groups are also committed to fundraising for the Staffordshire History Centre. It is envisaged that they would continue this work to complement the Development Trust.

Next steps

9. The Joint Archives Committee, both Staffordshire County Council and Stoke-on-Trent City Council, are being asked for its views at this initial stage, prior to formal agreement on the purposes and governance of the new development trust.

10. Legal services from both councils and the key partners would be consulted to ensure the proposals were acceptable and within the terms of the Joint Agreement.

Appendix 1

Equalities implications:

The National Archives, stakeholders, partners and staff have been involved in development of the project.

Legal implications:

The Staffordshire History Centre will deliver archive services under the terms of the Joint Agreement which is reviewed and amended as required by both authorities. Legal services in both authorities and key partners would be consulted on draft proposals for the Development Trust

Resource and Value for money implications:

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

Risk implications:

The project has secured a stage 1 pass and development stage funding. To proceed to the delivery phase the partnership will need to secure stage two funding, and raise £150,000 of matched funding.

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 & Heritage**

Telephone No: (01785) 278370

Room No: Staffordshire Record Office

List of Background Papers

Papers	Contact/Directorate/ext number
--------	--------------------------------

Proposals for Staffordshire History Centre Development Trust	
--------------------------------------------------------------	--

Appendix 2

Staffordshire History Centre

Proposal for a new development trust

The need for a development trust

1. It is important to consider a means of raising funds to support and sustain the work of the Staffordshire History Centre in the future.
2. The Heritage Lottery Fund (HLF) project will create a centre of excellence to house the current Staffordshire archive and heritage collections and bring in the Lichfield Diocesan Records and the collections of The William Salt Library. In addition, the HLF project will create a programme of activity to increase the use of the Staffordshire History Centre by many more people and to promote a wider appreciation of the collections to people throughout the county.
3. The financial situation, now and in the foreseeable future, indicates the difficulty of sustaining that work beyond the timescale of the HLF project. The development trust could be a vehicle for raising funds to ensure that this valuable work continues beyond 2021.
4. Although the idea of a development trust has been raised through the Staffordshire History Centre project and, so far and in this paper, focuses on the collections and activity programme of the Centre, it would be possible to broaden the purpose of the trust to include the collections and activities of Stoke-on-Trent City Archives (see paragraphs 15 to 21 below).

What the development trust would do – and what it would not do

5. The development trust would be an independent charity. It would have its own trustees and finances. The trustees would be required to act in the interest of the trust, to fulfil its charitable purposes (and not for any another organisation or group that they might also belong to).
6. The main purpose of the development trust would be to raise and disburse funds that support the care and access to the collections in the Staffordshire History Centre (including the Lichfield Diocesan Records and the collections of the William Salt Library) and the educational programmes (throughout the County) that encourage the appreciation and use of the collections.
7. The development trust would not be responsible for the management of the Staffordshire History Centre (that would remain with Staffordshire County Council.) Nor would it be responsible for the management of the William Salt Library or its assets (that would remain with the William Salt Library Trust).

8. The educational programmes that the development trust would support could include collaboration with the Staffordshire Victoria County History. The development trust would not be responsible for the management of the Staffordshire Victoria County History (that would remain with Keele University and the national Victoria County History).
9. To be clear, the development trust is not intended to be a means of outsourcing the Staffordshire Archives and Heritage Services. If Staffordshire County Council wished, at some point in the future, to consider an alternative governance or management vehicle for these services it would need to do so as a separate venture.

The advantages of an independent development trust

10. As a registered charity, the development trust would be able to apply to other charitable bodies for funding to support projects and programmes. These projects might include support to other groups or organisations that would work with the Staffordshire History Centre. It would also be eligible for Gift Aid.
11. It is possible that potential donors and benefactors would respond better to an independent charity rather than a statutory body.

The responsibilities of an independent development trust

12. As a registered charity, the development trust would be required to deposit annual reports and accounts with the Charity Commission and keep the Commission informed of any changes, such as the appointment of trustees.
13. The administration of a modern charity should not be underestimated and will be a consideration in any decision to proceed. In looking forward it needs to be recognised that the development trust will need capacity for administration (servicing meetings of trustees, making grant applications and other fund raising work, keeping accounts and making returns to the Charity Commission and HMRC for Gift Aid).

Creating the independent development trust

14. There are six main steps to creating a charity.

Step 1

Decide if a charity is the right way forward.

Step 2 – charitable purpose

The next step is to decide on the charity's purposes – what it is being set up to achieve (the reason it exists).

The purposes must be charitable i.e. for the benefit of the public. The purpose, based on the intentions outlined above, might be:

To advance education for the public benefit by promoting the understanding and appreciation of the history and heritage of the historic county of Staffordshire through raising funds to support in particular, but not exclusively, the care, interpretation and access to the collections held in the Staffordshire History Centre and the educational programmes and activities organised by or in conjunction with the Staffordshire History Centre.

Step 3 – choose a charity structure

When the purpose has been clarified and agreed, the next step is to decide on the organisational structure. There are four main types of charity structure:

- charitable incorporated organisation (CIO)
- charitable company limited by guarantee
- unincorporated association
- trust

The most straightforward structure for the development trust is the Charitable Incorporated Organisation (CIO). This would make the trust a corporate body and able, if it so wished, to employ staff and deliver its charitable objects under contractual agreements. Importantly, it means that trustees are not personally liable for what the charity does.

The Charity Commission recommends two possible structures for new CIOs. These are:

- Charitable Incorporated Organisation (CIO) Foundation model
- Charitable Incorporated Organisation (CIO) Association model

The first of these, the Foundation model, is the appropriate one for the new development trust.

Step 4 – write a governing document

The Charity Commission provides guidance on writing the governing document. A template has been created for the new development trust that will need to be finalised and agreed by the first trustees (see step 6 below)

Step 5 – choose a name

Within limits, a charity can choose its own name. It is recommended that this is clear (not easily confused with other organisations), distinctive and memorable.

Step 6 – find trustees

The trustees should, in addition to being committed to the charity's purpose, have a range of skills and experience. These might include experience in

fundraising and finance. There are legal restrictions on the appointment of trustees. It is important that trustees understand the role and responsibilities. A briefing or, better, a training workshop for the new trustees is advisable.

It is likely that the Trustees of the Development Trust would include representatives from:

- Staffordshire County Council
- The William Salt Library Trust
- Lichfield Diocese
- Keele University (for the Victoria County History and other related work)

The new Trust should also look to attract other trustees with skills and experience in areas such as legal services, finance and fundraising.

Final steps

When the first trustees have been nominated and they agree the governing document, an application can be made online to register the CIO with the Charity Commission.

As soon as the CIO is registered it can open a bank account, register for Gift Aid and start fundraising.

Stoke-on-Trent City Archives and the Joint Archives Committee

15. The remit, authority and work of the Staffordshire and Stoke-on-Trent Joint Archives Committee would not be affected in any way by the proposed development trust.
16. The trust would be an independent charity, responsible for fulfilling its charitable purposes, to raise funds for archives and heritage in Staffordshire, and not the management of any services.
17. If Stoke-on-Trent City Council wishes to see the City Archives included in the development trust, this would be possible.
18. The charitable purposes (see paragraph 14, Step 2 above) might read as:

To advance education for the public benefit by promoting the understanding and appreciation of the history and heritage of the historic county of Staffordshire through raising funds to support in particular, but not exclusively, the care, interpretation and access to the collections held in the Staffordshire History Centre and Stoke-on-Trent City Archives, and the educational programmes and activities organised by or in conjunction with the Staffordshire History Centre and Stoke-on-Trent City Archives.

19. It would also be appropriate to include a representative from the Joint Archives Committee, rather than a representative from Staffordshire County Council, on the board of trustees (see paragraph 14, Step 6 above).
20. If Stoke-on-Trent City Council does not wish to be a part of the development trust in this way it could continue to benefit from the development trust. The charitable purposes have been drafted to anticipate “educational programmes and activities organised by **or in conjunction with** the Staffordshire History Centre”. This would allow the development trust to give financial support to joint projects.
21. The Joint Archives Committee, both Staffordshire County Council and Stoke-on-Trent City Council, are being asked for its views at this initial stage and before there is any formal agreement on the purposes and governance of the new development trust.

Not for publication by virtue of paragraph(s) 3
of Part 1 of Schedule 12A
of the Local Government Act 1972

Document is Restricted

Not for publication by virtue of paragraph(s) 3
of Part 1 of Schedule 12A
of the Local Government Act 1972

Document is Restricted

